

Buckingham Youth Clubs Ltd

HEALTH AND SAFETY POLICY AND ARRANGEMENTS





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SECTION 1 HEALTH AND SAFETY POLICY STATEMENT

Buckingham Youth Clubs Ltd recognises its requirements under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees, and so far as is reasonably practicable, that it does not expose people who are not employees to risks to their health and safety. The organisation further recognises that there is a common law duty of care on all.

Buckingham Youth Clubs Ltd attaches great importance to the health, safety and welfare of our staff and volunteers and all who use facilities provided by us and who are involved in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff and volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities.

We will achieve this by:

- Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear organisational and procedural arrangements to effectively carry out our duties.
- Providing a safe working environment for staff and volunteers including a fire risk assessment.
- Providing equipment that is maintained in a safe condition at all times.
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness and ensure that fire drills and tests of fire points/detectors/emergency lighting are undertaken regularly.
- Ensuring the safe storage, handling and labelling of any hazardous materials.
- Providing relevant information, advice, training, instruction and supervision.
- Consulting with staff and volunteers on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures.
- Encouraging a positive attitude to health and safety and ensuring that all staff, by example, promote safe practice.



This policy was adopted by the Management Committee on:.....

On behalf of the Management Committee: (signed).....

This policy will be reviewed annually by the Management Committee
(Action4Youth will inform all clubs of changes to existing legislation)

SECTION 2 ORGANISATIONAL RESPONSIBILITIES FOR THE MANAGEMENT OF HEALTH AND SAFETY

2.1 Introduction

Buckingham Youth Clubs Ltd will endeavour to achieve the highest standards of health and safety as are reasonably practicable and ensure that all staff and volunteers carry out their activities in a safe and healthy manner. Buckingham Youth Clubs Ltd is committed to continuous improvement of health and safety in the following ways:

- o Conducting and changing risk assessments
- o Creating safe and inclusive environments
- o Applying the principle of prevention
- o Compliance with other policies as and when requested
- o Ensuring when agreeing contracts that health and safety considerations are noted and applied

However, whilst it is a management responsibility to ensure that appropriate health and safety management systems, policies and procedures are established and implemented, this cannot be achieved without the full co-operation and support of our staff. The Management Committee will endeavour to promote a positive safety culture by a visible and active commitment to health and safety issues and by helping to motivate staff and volunteers to work safely. We expect all staff and volunteers to take an active part in ensuring that they work safely and do not put others at risk.

In order to demonstrate our commitment and to comply with health and safety regulations and best practice, we will ensure that each member of staff receives a copy of our Health and Safety Policy on employment and signs to show that they have read and understood the policy. The Health and Safety Policy will be reviewed annually and updates will be provided as and when necessary.

Our Policy may be provided to outside organisations on request and as approved by the Management Committee. It must be provided to enforcing authorities such as the Local Authority, Health and Safety Executive or the Environmental Agency on request.

All staff and volunteers will be briefed on health and safety issues on induction and at regular intervals thereafter, when exposed to new risks or if new equipment or work practices are introduced. Appropriate training and instruction will be provided.



We will ensure that staff and volunteers are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We will also consult staff and volunteers on matters affecting their health and safety.

The following sections outline responsibilities for health and safety matters within our current structure and provide information on the roles of staff with specific safety duties.

2.2 The Management Committee

The Management Committee carry the ultimate responsibility for health and safety and will ensure that our Health and Safety Policy and procedures are properly discharged. The Management Committee will therefore:

- Ensure that the Health and Safety Policy reflects current organisational priorities, company circumstances and management structures.
- Ensure that an effective Health and Safety Management System is in place, it is implemented and periodic reviews and audits are undertaken.
- The Safeguarding Policy is managed.
- The risk and COSHH assessment programmes are implemented.
- The Fire Plan is implemented.
- Health and safety induction and training needs are met.
- The implications of changes in legislation and/or guidance are identified.
- Receive information on any significant safety failures and the outcomes of any investigations.

2.3 Youth Club Leader

The Youth Club Leader will co-ordinate day-to-day health and safety activities and is responsible for:

- Managing allocations of all staff and volunteers.
- Ensuring that the Child Protection Policy is adhered to.
- Implementing the health and safety policy and procedures.
- Developing generic risk and COSHH assessments.
- Ensuring that dynamic risk assessments and safe systems of work for each project are implemented.
- Administering the accident reporting and investigation procedure including ensuring that incidents/accidents are reported and that accident investigations are carried out.
- Submitting reports as required by RIDDOR.
- Enforcing Personal Protective Equipment requirements.
- Ensuring that staff and volunteers are adequately trained for the tasks they perform.
- Identifying and reporting safety related problems.
- Ensuring that health and safety and fire inspections are carried out.
- Ensuring that appropriate maintenance is carried out.
- Setting a good example on health and safety issues.



- Progress reports on health and safety matters are reported to the Management Committee.

2.4 Staff Teams

Overall responsibility for health and safety rests with the Management Committee and The Youth Club Leader. However all staff and volunteers have a duty to understand and implement our Health and Safety Policy and Arrangements. It is everyone's duty to:

- Comply with the health and safety policy and procedures.
- Comply with safe systems of work.
- Take reasonable care of themselves and anyone else who may be affected by the way in which they carry out their duties.
- Implementing dynamic risk assessments.
- Co-operate with senior staff on health and safety matters.
- Report any faults, defects, hazardous situations, working practices or procedures.
- Report accidents or near misses.
- Report child protection issues.
- Use, and not misuse, any protective clothing, equipment or materials provided.

Failure to comply with our health and safety policy and procedures could result in disciplinary action being taken.

2.5 Visitors

All visitors must report to site receptions on arrival where they will sign in and be briefed on our Visitor Procedures.

2.6 Contractors

All contractors must report to site receptions on arrival where they will sign in and be briefed on our Visitor Procedures and inducted to the premises.

Contractors must carry out their duties under the provisions of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations and other relevant legislation. Safe means of access/egress, safe working places, plant and equipment must be maintained and work should be carried out under competent supervision. Contractors must comply with our safety arrangements, including the completion of a Permit to Work where required. They must also provide safety policies, specific risk assessments and method statements when required.

Section3 Risk Assessment



Risk Assessment requirements are compiled at all times with due regard to Health and Safety standards.

The key to all Safety Management is to identify the hazards, assess the risks and then control hazards inherent in the task and working environment. This can be achieved by doing one of the following:

ELIMINATION	removing the hazard completely.
ENGINEERING CONTROL	using less of the hazardous substance, guarding against the hazard, isolating or containing the hazard.
ADMINISTRATIVE CONTROL	issuing a procedure, stating do's and don'ts, training inspections and audit.
PERSONAL PROTECTIVE EQUIPMENT	this is the last resort.

If the hazard cannot be eliminated the degree of control will depend on the severity of the hazard and the likelihood of it happening, as well as the cost in monetary and other terms (so far as is reasonable and practicable).

An approved Risk Assessment recording system is used, comprising (see Risk Assessment Sheet)

Risk Assessments are carried out to determine the following:

- o Identify and record potentially harmful areas (hazards)
- o Identify anyone vulnerable
- o Determine what can cause a hazard to occur
- o Decide how likely somebody might be harmed and how
- o Consider what controls are already in place
- o Evaluate risks arising from the potential to cause harm and decide if existing precautions are adequate or whether more should be done
- o Ensure findings are recorded
- o Carry out Assessment reviews periodically or following changes

3.1 Risk Assessment in Practice

The risk assessment will take into account the nature of the undertaking and the type and extent of the hazards and risks. Part of the risk assessment is to decide if any person is vulnerable.

Youth Club working the Youth Centre normally presents a few or low risk hazards and sufficient risk assessment can be a very straightforward process on judgement and requiring no specialist skills or complicated techniques. If there are no hazards, there are no risks.

However, those staff carrying out indoor and outdoor activities and events away from the Youth Centre (trips and residentials) will make a suitable and sufficient written Risk Assessment, which will be retained as a record for inspection or further use at a later date.



The record shall be in writing using the Risk Assessment Form provided and should include the significant hazards identified in the assessment, the control measures in place and the extent to which they control the risks and the population, which may be affected by these significant risks or hazards.

3.2 Operating Procedures

Buckingham Youth Clubs Ltd uses procedures developed in association with its Health and Safety Policy. Buckingham Youth Clubs Ltd meets insurance requirements and has Public Liability and Employers Liability insurance cover.

All events implemented by the Management Committee, staff or volunteers include, as standard, arrangements for the health, safety and welfare of participants, including, for example, egress in case of fire and appropriate first aid support.

It is based on the three key areas of:

- People
- Places
- Programmes

People

- All staff will undertake to maintain their personal and professional development whilst in the employment of the organisation.
- All staff will be suitably qualified to meet the organisation's requirements. This will be checked and verified before any offer of work is made.
- In the case of outdoor development programmes, the organisation will check that all staff hold the relevant NGB award.
- The Youth Club Leader is responsible for day to day health and safety and for ensuring a risk assessment is carried out for any new activity as necessary, reporting of any accidents or incidents, and ensuring health and safety matters are identified at the start of any activity or event. This includes first aid, risks to health and safety and emergency procedures.
- All staff and volunteers are also made aware of the organisation's policy and commitment to health and safety and advised on health and safety standards/requirements. This includes emergency procedures and recording and reporting of accidents and dangerous incidents.

Places

- Buckingham Youth Centre will meet current Health and Safety standards, and will be checked in advance of an event by potential hirers through a Risk Assessment process where appropriate.
- When other venues are used their emergency procedures will always be learned and used. In addition, information about their first aid arrangements will be verified before the start of an intervention or activity as well as procedures for reporting/recording accidents.
- Assessments of risk will be carried out for the Buckingham Youth Centre and employees will accept their responsibility for their own safety and that of the equipment in their care.
- Only suitably licensed venues are used for activities outside the youth Centre. They will be required to provide their certificate number and own statement of health and safety as part of the booking/contracting process. This will ensure all legislative requirements are met and standards pertaining to equipment, clothing, activities and risk management are covered.
- Although there is very little cause for supplying/using protective clothing, Buckingham Youth Clubs Ltd recognises that there are requirements under the 1992 Personal Protective Equipment



at Work regulations, which govern this issue. Individuals will always be consulted if protective clothing needs to be worn.

- Any hazardous substances used at the Youth Centre will be securely locked away and only used by staff who have undergone appropriate training in their use (see COSHH) .

Programmes

- All projects and programmes are designed to ensure health and safety matters are identified at the start of any activity. This includes indication of procedures to be followed in emergencies and hazards to participants at the time of the event.
- The organisation ensures that all programmes are designed, developed and delivered within an appropriate health and safety framework.

3.3 Reporting and Investigating Health and Safety Incidents

Buckingham Youth Clubs Ltd is a small organisation and it has a low health and safety risk. It recognises that however stringent the procedures are that are in place, accidents do happen. It will make sure that through its procedures it is able to deal with accidents, and also, where necessary investigate them.

- Every injury, however minor, is reported and recorded on the organisation's "Incident/Accident Report Form". Records are kept in a secure file. This ensures Buckingham Youth Clubs Ltd is able to monitor if it is prone to a particular type of risk. If such a risk is established, the organisation will implement measures to reduce it.
- The details documented when an accident is reported are: name, age, employee status, job title, the injury details and the date, time and place the accident occurred.
- Reporting accidents to RIDDOR will be used if applicable using form F2508. Contact details when reporting a work related accident are as follows:

By Letter – For death and major injuries: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG, WALES.

By Internet – for all other reportable accidents: www.riddor.gov.uk

By email – riddor@natbrit.com

Section 4 Operating Arrangements

4.1 Fire Safety

All members of staff should note the following general fire prevention guidance:

- Fire exits and fire exit routes must be kept clear of obstructions and flammable materials.
- Rubbish, waste paper and other materials must not be allowed to accumulate.
- Flammable materials and substances must not be left near a heat or ignition source.
- Electrical equipment should be checked regularly and switched off when not in use.
- Make sure you know which extinguisher to use on which sort of fire.

Fire risk assessments will be carried out in Buckingham Youth Centre and information on fire procedures will be brought to the attention of any hirers of the building.

4.2 Accident Reporting



The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident and incident and any contributing factors in order to prevent a similar occurrence. All accidents and incidents, however trivial they may appear, must therefore be reported immediately to the Youth Club Leader. An Incident/Accident Report Form should be completed by staff and submitted to the Youth Club Leader as soon as possible after the incident. In the event of serious injury either inside or outside the Youth Centre staff will adopt the Critical Incident Procedure. The Management Committee will deal with any incidents to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and will ensure that investigations have been carried out. The Youth Club Leader will conduct investigations of each incident to ensure that, wherever possible, a repeat event is prevented (see Incident/Accident Report Form).

4.3 First Aid

The Youth Centre is supplied with two standard First Aid kits (one in office and one in kitchen). A First Aid kit should be available for off-site activities. It is the responsibility of staff to ensure that kits are regularly checked and replenished and that medication is not being kept in them.

All members of staff are offered the opportunity to attend Emergency First Aid training.

Staff should make themselves aware of First Aid facilities when working at sites other than the Youth Centre ie trips and residentials.

4.4 Hazard Spotting and Risk Assessment

All projects, activities, tasks, residentials and trips undertaken and managed by Buckingham Youth Clubs Ltd will be risk assessed (see Risk Assessment Procedure).

It is the responsibility of the Management Committee to ensure that an assessment of business risk is carried out and reviewed on an annual basis.

It is the responsibility of the Youth Club Leader to ensure that risk assessments for all activities are carried out and reviewed. This includes fund raising events and activities (see Policy and Guidelines for Visits and Trips).

Staff will be notified of the outcomes of risk assessments.

Staff encountering unforeseen safety hazards should report them to the Youth Club Leader immediately.

4.5 COSHH

When applicable COSHH assessments will be carried out and the assessments, together with safety data sheets will be held in a COSHH file. Staff will be notified of the outcomes.

4.6 Electricity



Only electrical equipment or appliances supplied and tested or approved for use by Buckingham Youth Clubs Ltd should be used. Under no circumstances should staff make alterations or adaptations to electrical equipment or the electrical supply unless qualified to do so. Only qualified electricians will be used when undertaking work on electrical systems and equipment.

Competent electricians will undertake electrical tests. Fixed and portable electrical equipment must not be used unless it has first been inspected. When an appliance has been tested, a label will be fixed showing the test date, the identity of the competent person and the date of the next test. Records of PAT and fixed electrical installation testing will be maintained. Faults or defects must be reported immediately to your line manager. Faulty equipment must be labelled immediately and isolated from the energy supply.

Staff should carry out a visual check of their electrical equipment every six months.

Visitors or contractors providing their own electrical equipment may be asked to provide appropriate electrical test certification.

4.7 Moving and Handling

All staff will be given instruction in moving and handling techniques that identify:

- If an object is heavy or bulky, assistance must be sought to avoid risk of injury.
- Staff suffering from a physical complaint or condition that may put them at risk of injury should not lift or carry heavy equipment or materials.
- When moving and handling cannot be avoided, staff must assess the load and take action to minimise the risk of injury.

To assess loads and lift correctly, staff will consider the following:

- Survey the load and environment (i.e. is the load heavy, awkward, hard to grasp, cold or hot? Is there a need to bend, twist, stretch or stoop? Is the floor level? Are there any steps or stairs to negotiate? Is the route clear? Is it really necessary?)
- Can a load be carried by one person without assistance?
- Is mechanical assistance required and readily available? eg trolley
- The importance of relaxing to reduce tension and avoid a rigid lifting technique that in turn can cause damage.
- To aid balance by planting feet close to the load and comfortably apart
- Ensure knees, rather than back, are bent
- Ensure balance is maintained throughout the lift.
- Ensure the back is kept as straight as possible and maintain the natural curve
- Grip the load properly by taking its weight in the palms of the hand, not just in the fingers
- Lift head and straighten the back just before commencing a lift.
- Lift using thigh and calf muscles.
- Keep the load close to the waist as it is carried.
- Avoid jerky movements.
- Reverse the process when setting down a load



4.8 Display Screen Equipment

All staff defined as DSE users will be able to review their own work layout, furniture and practice in line with H & S Executive Easy Guide working with VDUs. Any changes required will be actioned and one-to-one guidance and instruction on safe working with display screen equipment will be available.

4.9 Vehicle Safety

Staff and volunteers driving their own vehicles on Buckingham Youth clubs Ltd business should adhere to the following:

- Vehicles must be in a roadworthy condition, serviced regularly and have current MOT, insurance and road tax.
- Drivers must hold a current driving licence.
- Drivers must adhere to the Highway Code and Road Traffic Act.
- Vehicles must not be driven whilst under the influence of alcohol or drugs.
- If taking medication, this should be discussed with the Youth Club Leader
- Mobile phones must not be used whilst the vehicle is in motion, unless a hands free kit has been installed.
- All accidents must be reported in accordance with procedures.
- Vehicles should be loaded and unloaded safely using appropriate manual handling techniques.
- All driving licences will be reviewed annually or after a Road Traffic Accident.

4.10 Personal Protective Equipment

Buckingham Youth Clubs Ltd will provide all PPE requirements identified through the risk assessment process. PPE and clothing provided must be used in accordance with safe working procedures. Staff must immediately report any defects that occur in their protective clothing and equipment issued to them.

4.11 Lone Working

Lone workers are defined as staff, volunteers, visitors and contractors who work by themselves without close or direct supervision, often outside normal working hours. An assessment will be undertaken to identify any activities presenting a special risk to the lone worker and appropriate safeguards put in place.

4.12 Mobile Phones

The Youth Club Leader is provided with a mobile phone. Personal use of the Buckingham Youth Clubs Ltd's mobile phone is allowed for emergencies or occasional necessary use (i.e. informing a relative that you are working late).

Staff are asked to use personal phones with discretion.



Staff should note that although research into adverse health risks has so far proved inconclusive, the use of mobile phones for prolonged periods is discouraged.

4.13 Working at Height

Working at height can be very hazardous, even when using small ladders or stepladders. Ladder failure (due to age, damage or overloading) can cause people and equipment to fall; people can fall due to over-reaching or stretching too far; and ladders can slip due to incorrect securing.

Buckingham Youth Clubs Ltd will ensure that only competent, trained and experienced staff, volunteers or contractors will use ladders and stepladders. We will also keep a register of our ladders and maintain records of inspection.

Only approved contractors will be authorised to carry out work at height.

4.14 Noise

Whilst noise levels are considered to be below action levels, monitoring will continue.

4.15 Equipment and Maintenance

We will endeavour to provide adequate furniture and equipment to ensure the safety and comfort of staff. Anyone who experiences discomfort or who discovers faulty equipment should inform their line manager as quickly as possible. Furniture and equipment will be maintained in good and efficient working order.

4.16 Slips and Trips and Falls

Floor surfaces must be kept free of obstructions (i.e. cables, boxes, equipment etc). Walkways are also fire escape routes and must be kept clear so that access and egress are not impeded during an emergency.

Liquid spills and broken glass or crockery must be swept up and dried immediately. Body fluids will be handled in accordance with safe working practices.

4.17 General Housekeeping

Buckingham Youth Centre is cleaned regularly. However, all staff and hirers will be asked to ensure that they keep the centre clean and tidy to minimise any unnecessary hazards.

4.18 Storage

Materials and equipment must be stored or stacked in such a way that they are not likely to fall and cause an accident. Heavy or sharp objects should not be stored above head height.

Storage units and shelves will be fixed, stable and strong enough for the loads placed on them. Racks and shelving should be checked regularly for damage.



4.19 Smoking

In order to reduce the risk of fire and to protect the health of staff, smoking is not allowed in any building used by Buckingham Youth Clubs Ltd or on trips. Smoking in front of young people accessing the organisation is not permitted either indoors or outdoors. Whilst acknowledging that smoking is a lifestyle choice, staff will be discouraged from smoking on trips.

4.20 Safety Signs

Where there is a risk to health and safety that cannot be controlled by any other practicable means, safety signs will be displayed to highlight the risk. Fire exit and directional signs will be displayed in all buildings to highlight safe exit routes.

Buckingham Youth Clubs Ltd will display the following:

- Employers Liability Insurance Certificate
- Health and Safety Law Poster
- Emergency Fire Emergency Plan
- Emergency Evacuation Plan
- Lift Instructions and Action to be taken in Event of a Lift Breakdown

In Addition the following will be available for inspection by staff and hirers:

- Health and Safety Policy Statement (Sections 1 and 2 of this Policy)
- Health and Safety Organisation Chart
- Actions to be taken in the event of a Serious Accident/ Critical Incident Procedure

4.21 Hygiene and Welfare Facilities

Toilets are provided in all buildings with hot and cold running water, soap and hand towels/driers.

A cooker, kettles, fridge and microwave are available to prepare food. Staff and hirers will be asked to ensure that appropriate Food Hygiene practice is followed, that an area is kept clean for food preparation, and that food waste is disposed of appropriately.

4.22 Drinking Water

Drinking water will be available and appropriate taps labelled..

4.23 Key Holders

The Management Committee will hold a list of authorised key holders.

4.24 Temperature, Lighting and Ventilation

As far as possible, appropriate heating and ventilation will be provided to ensure that temperature and humidity are maintained within the recommended comfort range. The minimum temperature



in an office environment is 16°C. Whilst there is no maximum temperature, fans are available for use in hot conditions.

Adequate lighting, whether natural or artificial, will be made available. If required, local lighting will be provided in places of particular risk. Staff should set their own standards of lighting to ensure a comfortable working environment.

4.25 Working Outdoors

There are particular hazards associated with trips when working outdoors and staff should conduct sufficient risk assessments relating to open spaces, water, climatic conditions etc and an appropriate management plan adopted. Staff will note the following:

The Sun - dangers of exposure to the sun, Sunburn is both painful and there is a danger of long term skin damage.

Dehydration - even on cold days, and particularly on hot ones, it is possible to become dehydrated.

Heat Exhaustion - maintaining your body temperature while you are working can be difficult and suffering from heat exhaustion is not limited to hot, sunny days.

Hypothermia - this condition develops when the body temperature falls and can be caused by prolonged exposure to the cold and/or wet conditions.

Lyme Disease - this is a rare bacterial infection, generally occurring in summer or early autumn, which is transmitted from animals to humans by the bite of a sheep or deer tick.

Tetanus - can be contracted through contact with soil via cuts, abrasions or puncture wounds.

Toxicara Canis - micro-organism found in dog faeces, can encounter it on any outdoor activity.

Leptospirosis (Weils Disease) when working in or near potentially contaminated water.

4.26 Monitoring

The following monitoring will be carried out in all buildings and the outcomes reported to the Management Committee:

- Fire safety checks
- Health and safety reviews
- Policy reviews
- Risk assessment reviews
- Accident/incident data analysis
- Health and safety will be a standing item on the agendas of Board meetings, SMT and staff meetings.

4.27 Training and Instruction

All staff and volunteers will be briefed on health and safety matters at induction, when exposed to new risks and on the introduction of new equipment or work practices. Training in other activities will be assessed and provided where necessary. Records of safety related training will be maintained.



4.28 Consultation

Buckingham Youth Clubs Ltd will ensure that all staff and volunteers are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We will consult staff on matters affecting their health and safety by cascading information via line managers, notice boards and one-to-one by discussion and email.

Health and safety will be discussed in meetings at all levels and staff will be encouraged to report any safety concerns.

4.29 Alcohol and Drugs

The consumption of alcohol and use of drugs whilst on duty is forbidden. Any member of staff or volunteer found to be under the influence of alcohol or drugs will be disciplined.

Staff and volunteers should also be aware of the side effects from prescription and non-prescription medication (i.e. drowsiness). If taking medication, please inform your line manager.

4.30 Equality and Diversity

Buckingham Youth Clubs Ltd does not seek to differentiate between employees simply on the grounds of status and believes in equal opportunity for all irrespective of gender, marital status, parental status, colour, race, ethnic origin, nationality, religion, disability or age.

Buckingham Youth Clubs Ltd believes that the performance of its employed staff and volunteer staff is central to the success of the organisation. The Management Committee depend upon the skills and motivation of all those employed by the organisation to promote and develop the ethos of the organisation, and recognise that positive reinforcement of equal opportunities for all employees and the young people the organisation seeks to serve is essential for continued success and prosperity

Bullying and harassment will not be tolerated by Buckingham Youth Clubs Ltd. Any member of staff or volunteer who feels they are being bullied or harassed must report it to their line manager or supervisor.

All claims of bullying or harassment will be thoroughly investigated and disciplinary action taken as necessary (Please refer to Staff Equal Opportunities and Dignity at Work Policy).

4.31 Disabled Access

Buckingham Youth Clubs Ltd aims to provide full access to the Centre for Staff, Volunteers, hirers and group members. They aim to provide a full and fair opportunity for the employment of disabled persons and to ensure their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their role or for retraining. Reasonable adjustments will be made to the workplace to ensure Staff, Volunteers,



hirers and group members have the same access as a non -disabled person to enable them to do their job and to enable them to run or attend classes at the Centre,

4.32 Work Related Stress

We take the effects of stress seriously and recognise that it can occur both in the workplace and our personal life. We will take all reasonable steps to ensure that excessive stress is eliminated from the working environment and that any necessary risk assessments are carried out.

In addition we will provide suitable support mechanisms for work related stress related difficulties and will encourage a working environment where problems may be discussed openly and sensitively.

4.33 Waste Disposal

All staff should ensure that they dispose of waste in the receptacles provided. Waste disposal arrangements will be regularly reviewed and recycling initiatives adopted where reasonably practicable.

4.34 Threats of Violence and Aggression

We will act strongly against any threats of violence or aggression towards staff. All staff are offered training and are encouraged to follow our guidelines to keep themselves safe (see Risk Assessments).

4.35 Child Protection

Buckingham Youth Clubs Ltd fully recognises its responsibilities to have arrangements in place to safeguard and promote the welfare of children (see Safeguarding Policy and Procedure).

Section 5 Relevant Legislation

The Health and Safety at Work etc Act 1974 (HSWA) is the primary UK legislation on health and safety. There are a number of Regulations that support, enhance and clarify the requirements of the HSWA, which Buckingham Youth Clubs Ltd must comply with. These are:

- Control of Asbestos at Work Regulations 2002
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Electricity at Work Regulations 1989 and amendment
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Miscellaneous Amendments) Regulations 2002



- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety (Young Persons) Regulations 1997
- Low Voltage Electrical Equipment (Safety) Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2006
- Personal Protective Equipment (PPE) at Work Regulations 2002
- Provision and Use of Work Equipment (PUWER) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
- Working at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Equality Act 2010
- Disability Discrimination Act 1995

In addition, the following HSE guidance has been considered:

- Successful Health and Safety Management (HSE – HSG65)
- Charity and Voluntary Workers – A Guide to Health and Safety at Work (HSE – HSG192)

Note:

The above list is not exhaustive.