

## Great Yarmouth & Gorleston Young Carers

### Health & Safety policy

#### Policy Statement

The organisation recognises that it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its workers. It has a duty of care as an employer to promote, establish and consolidate such measures as are reasonably practicable to foster the safety, health and welfare at work of all persons, both employees and non-employees.

It outlines employers and employees responsibilities and covers the following areas:

- Responsibilities
- Risk Assessment
- Transport
- First Aid
- Incident & Accident recording and reporting

Further H&S guidance is available via the Norfolk School's PeopleNet Website.

Also the Health and Safety Executive's website is a very good source for guidance and downloadable documents in regards to Health and Safety issues.

As Youth Workers, Trustees and volunteers at GYGYC it is important to have a good understanding of Health and Safety and how it applies to working with children.

The rest of this policy outlines how this will be achieved.

The organisation will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this policy can be affectively incorporated into the organisation's activities.

Everyone will be encouraged to share the responsibility for health and safety at work and will be provided with such information, training and resources, as they need for this purpose.

This policy will be reviewed annually.

## Responsibilities

GYGYC has Health & Safety policies and procedures in place which are overseen in the first instance by the Board of Trustees and then the Manager. The policies and procedures have been written by the Manager and are reviewed and agreed by the Board of Trustees to ensure any changes are agreed and recorded in the minutes.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Manager Terry Macrowan (Delegated Health and Safety Officer).

The Manager will periodically review the operation of the GYGYC Health and Safety policy and will ensure:

- employees and volunteers (as appropriate) receive sufficient information, training and supervision on Health and Safety matters and have access to all the policies and procedures;
- risk assessments are undertaken and written and kept in the relevant files and made available to all employees;
- accidents/incidents or near misses are investigated and reported to the Manager in the first instance, recorded on an incident form and are kept in the relevant project files, first aid accidents will be recorded in the accident book;
- that all employees and volunteers undertake the relevant training courses; and
- there are adequate arrangements in place to liaise and co-operate on Health and Safety matters with Norfolk County Council.

### Employee responsibilities

All employees and volunteers are required to:

- co-operate with lead workers and the Manager on all Health and Safety matters;
- read and follow all GYGYC policies and procedures and, where necessary, ask for clarification;
- not interfere with anything provided to safeguard their Health and Safety;
- take reasonable care for their own Health and Safety;
- report all Health and Safety concerns to an appropriate person and complete incident forms when required;
- to undertake any relevant training courses and attend staff meetings to review risk assessments, the procedure; and
- to complete risk assessments and place them in the project files.

If employees and volunteers consider they have Health and Safety training needs they should inform the Manager at the earliest opportunity.

## **Risk Assessments**

Risk assessments are carried out to ensure that the venues and activities undertaken are safe for purpose.

Risk assessments will be carried out for in-house activities (which take place at Shrublands Youth & Adult Centre) at the beginning of each term and are reviewed at the end of the term and altered if required. This is undertaken at a staff meeting where the manager is present.

All off-site visits are risk assessed before they are undertaken. Where possible a risk assessment from the venue to be visited will be obtained to support the youth worker in their work there. These are then seen and agreed by the manager before the activity takes place. The manager reviews all risk assessments that have been undertaken once a term. These are for the project's in-house sessions, trips and outings as well as for home visits and one-to-one sessions. These are also reviewed with the individual youth worker and the staff team to ensure everyone is up-to-date with the policies and procedures around risk assessments.

## **TRANSPORT**

GYGYC uses a taxi firm to transport young people to and from the projects activities. The taxi firm used is required to DBS check the drivers used to undertake these journeys and the firm needs to be on the Norfolk County Council approved list. Within the first letter sent to the parents it will explain that a taxi firm transports the young people and informs them of which one.

Before young people are able to attend the session a consent form will be completed and in the relevant project file to ensure that the lead worker has access to the information of the young people and the consent has been given for the young people to travel on the taxi.

A taxi list of those young people attending the session will be sent through to the firm to ensure they have young people's address to enable them to collect and for staff to be aware who is attending the session and therefore traveling on the taxi.

The drivers are to inform the Lead Youth Worker of any young people who does not board the taxi to ensure we are aware of who has been collected and they are the same young people on the register. This is to ensure no young person has used the taxi unauthorised.

If/When it arises for a youth worker to travel with young people in their car, this can only happen if the Youth Worker in question has the relevant and correct insurance on their cars. The Lone Working section of the Health & Safety policy will apply.

Youth Workers who work for GYGYC are able to transport young people in their cars either to support the young people get home, accompany them to an appointment or any other work reason.

There must be a consent forms in place which the Youth Worker must have access to and parents are required to be informed to ensure permission is in place.

### **First Aid requirements**

The Youth Workers will be trained in basic first aid to ensure one trained person is present during each session.

All members of the staff team will be aware of the location of the first aid box, accidents book and incident forms whether in –house or undertaking trips and visit. The Manager and Administrator will be trained to ensure they are aware of reporting and recording accidents, incidents and near misses (RIDDOR).

### **Incident/ accident Reporting**

All accidents will be recorded in the accident book and reported to the manager. These will be reviewed at staff meetings to ensure that the accident could not have been prevented and where required changes to risk assessments and activities will be included.

An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage. In order to maintain an appropriate record of incidents it is essential that all incidents be reported to the Manager and all incidents, accidents and near misses require to be recorded on the incident forms and report to the Manger. These can then be reviewed at staff meeting to introduce changes where required. When necessary the incident will to brought to the attention of the Board of Trustees to review the Policies and Procedures and if required changes will be made.

Individuals should ensure that all incidents where they feel threatened or ‘unsafe (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.