

HEALTH AND SAFETY POLICY AND PROCEDURE

Policy

Wigton Youth Station Youth, as employer, has a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees, volunteers and to all people involved in the activities of the Youth Station, in particular to:

- Provide and maintain equipment and systems of work that are safe and without risks to health
- Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and volunteers
- Maintain any place of work under the Employer's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk
- Provide and maintain a working environment for the employees, volunteers and to all people involved in the activities of the Wigton Youth Station; that is safe, without risk to health, and adequate for their welfare at work

Every employee, or volunteer with Wigton Youth Station has, while at work, has the duty to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate with the Employer so far as is necessary to enable any legal duty or requirement imposed on the Employer to be performed or complied with

Note that, while the Wigton Youth Station has some control over the behaviour of young people within the Youth Station (or within other facilities under the temporary control of the Youth Station), this control is more limited outside such facilities.

HSL = Health and Safety Lead Officer – the Centre Manager

Procedure

1. All activities which Wigton Youth Station takes part in must be subjected to a suitable risk assessment. Risk assessment is about identifying risks and then adopting measures to avoid each risk, except where the cost and inconvenience of those measures are far too great for that risk (refer to Note on Risk Assessment).
2. Always check equipment for signs of damage before use. If the equipment is damaged do not use it label it clearly NOT TO BE USED and, arrange for it to be repaired.
3. When using or storing potentially hazardous materials (e.g., cleaning fluids) always comply with the manufacturer's health and safety guidance.
4. Ensure that all areas under the control of the Youth Station are clean, tidy and free from clutter.
5. Ensure that exit routes from buildings under the control of the Youth Station are kept clear.
6. Ensure that periodic checks are carried out on electrical equipment which is under the control of the Youth Station.
7. Ensure that a COSHH risk assessment review is carried out at least annually and that safety data sheets (SDSs) are updated whenever a new COSHH substance is purchased.
8. Ensure that an annual gas safety check is carried out.
9. Ensure that periodic checks are done on the fabric of any building which is under the control of the Youth Station.
10. Ensure regular servicing of all fire extinguishers, and the fire alarm system and test alarm weekly.
11. Any changes to the building structure must be checked against the Fire certificate.
12. Ensure that an annual program of emergency evacuations is conducted for those premises routinely under the control of the Youth Station.
13. At least one of the staff or volunteers running any session must have up to date First Aid training.
14. If any person behaves in a way which risks serious injury to themselves, or others, they can be excluded from the facilities under the control of the Youth Station.

Induction

As part of the induction process senior staff will introduce new employees to general aspects of health and safety and ensure a level of competency to enable them to progress with their work.

Training

All staff are required to participate in training in the following areas as part of good practice when working with children and young people:

- Health and Safety

- Basic Food Hygiene (facilities are available on the premises for the preparation and serving of basic snacks and beverages)
- Emergency First Aid
- Use of fire extinguishing equipment and other aspects of fire safety
- COSHH

Young people will be made aware of correct hygiene procedures, basic safety precautions and will be shown the location of fire exits and alarms as well as being given instruction for evacuating the building.

Accidents, Injuries & First Aid

There will be at least one qualified First Aider on duty at all youth work sessions.

All injuries sustained by a person in the Youth Station, however minor, must be reported and recorded. These records are crucial to the effective monitoring and revision of the policy. They must therefore be accurate and comprehensive.

Accident forms are kept on the shelf above the centre manager's desk in the Centre Manager's office. The **HSL** is responsible for RIDDOR reports if and when required.

First Aid boxes are located in the kitchen in the cupboard directly opposite the door. The cupboard is clearly marked.

All First Aid boxes will be monitored to ensure that they are correctly stocked, listing the contents in each box. The **HSL** will be responsible for maintaining First Aid boxes and provisions.

First Aid must not be administered to anyone unless by a trained and qualified First Aider. It is the responsibility of the First Aider to decide whether an ambulance is necessary.

COSHH

Any business that requires their employees to be in any way in contact or exposed to any substances hazardous to health in the workplace needs to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2004). Wigton Youth Station recognises its duty in respect of these regulations.

A risk assessment should be undertaken before use of any potentially harmful substances to mitigate any risks, including provision of PPE.

<http://www.hse.gov.uk/coshh/basics/index.htm>

- The **HSL** will be responsible for identifying all substances that need a COSHH assessment.
- The **HSL** will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary.
- The **HSL** will be responsible for ensuring that all actions identified in the assessments are implemented.
- The **HSL** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and that appropriate training is given.
- The **HSL** will check that new substances can be used safely before they are purchased.
- The **HSL** will ensure that assessments are **reviewed every year** or when the work activity changes, whichever occurs soonest.
- Safety data sheets (SDSs) for all COSHH products are available on the centre Manager's computer in the Health and Safety folder under COSHH.

Only the minimum quantities of solvents or chemicals needed will be kept and stored in suitable locked locations. Most cleaning products are stored in the locked cellar. Some daily used cleaning products such as washing up liquid and hand soap are stored in the kitchen or bathrooms. Printer ink is stored in the office. All the products are kept properly labelled and in the containers which the manufacturers supplied.










Most staff of Wigton Youth Station will have cause to use COSHH at some point, and anyone using them must be made aware of the hazards involved. Anyone handling hazardous chemicals should always read instructions carefully and only use the substance as directed.

Everyone should take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, they should use plenty of cold water to wash the area and seek medical advice and treatment without delay.

Everyone should always use an alternative to an aerosol spray if one is available.

Please be aware that whilst certain substances may have their own COSHH regulations (which you must read if you use them), mixing with other materials may result in more hazardous material being produced. An example of this is bleach. In contact with other cleaners (and even other manufacturers bleaches), it can produce chlorine gas which is highly dangerous particularly when used in confined spaces like toilet cubicles or over sinks.

Below are sample warning signs as used on product packaging or materials. Staff and volunteers should be familiar with these symbols.

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Risk Assessment

Risk assessment starts with identifying risks, and then establishing what can be done to avoid or reduce those risks. The purpose of risk assessment is to ensure that the risk to any individual is as low as reasonably practicable, usually referred to as ALARP. The concept of “reasonably practicable” lies at the heart of the UK health and safety system, it is a key part of the Health and Safety at Work Act (1974). ‘Reasonably practicable’ is a narrower term than ‘physically possible’, a calculation must be made where risk is placed on one scale and the sacrifice involved in averting the risk (whether in money, time or trouble) is placed in the other. The legal presumption is that the risk reduction measure should be implemented. However, if there is a gross disproportion between them, the risk being insignificant in relation to the sacrifice, the sacrifice does not need to be made. The ALARP process is about adopting measures except where they are ruled out because they involve grossly disproportionate sacrifices. Extreme examples might be:

To spend £1m to prevent five staff suffering bruised knees is obviously grossly disproportionate;

But



To spend £1m to prevent a major explosion capable of killing 150 people is obviously proportionate.



Of course, in reality many decisions about risk and the controls that achieve ALARP are not so obvious. Factors come into play such as ongoing costs set against remote chances of one-off events, or daily expense and supervision time required to ensure that, for example, employees wear ear defenders set against a chance of developing hearing loss at some time in the future. It requires judgment. There is no simple formula for calculating what is ALARP.

Related Policies and Documents:

- COSHH Risk Assessment
- COSHH SDSs
- Fire Procedures
- Fire Risk Assessment
- Venue Risk Assessments

<i>Reviewed- 23/10/2023</i> <i>Signed –</i>  Centre Manager	<i>Reviewed- 14/5/24 (Added COSHH and updated Fist Aid section)</i> <i>Signed –</i>  Centre Manager	<i>Reviewed-</i> <i>Signed –</i>	<i>Reviewed-</i> <i>Signed –</i>	<i>Reviewed-</i> <i>Signed –</i>
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