



## Health and safety policy

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## **1. INTRODUCTION**

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The Board of Trustees (The Board) of Wendover Youth Centre (WYC) is firmly committed to the health and safety of all young people, staff and volunteers who use its facilities. WYC has a duty of care to ensure that activities are provided in an environment which is, as far as is reasonably practical, safe. In order to prevent incidents and accidents from happening and ensure everyone's wellbeing, we will provide safe procedures and equipment within the Centre.

## **2. ACCESSIBILITY**

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If any aspect of this policy or procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this with the Administrator ([admin@wendoveryouth.co.uk](mailto:admin@wendoveryouth.co.uk)) who will make appropriate arrangements.

## **3. SCOPE AND ELIGIBILITY**

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This policy sets out the health and safety information, policy and procedures and applies to employees, staff, volunteers, trainees (collectively referred to as 'workers') and young people.

This policy is not contractual, it does not form part of an employees' terms and conditions of employment.

Wendover Youth Centre reserves the right to amend this policy and any accompanying documentation from time to time.

## **4. MAIN PRINCIPLES**

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### **4.1. Purpose of Health and safety policy**

The purpose of this policy is to:

- Maintain safe and healthy conditions for workers and young people

- Prevent accidents and cases of work-related ill health
- Appropriately manage health and safety risks at the WYC
- Provide clear instructions, information and training for workers
- Provide any relevant protective equipment / clothing
- Consult with employees on Health and Safety matters
- Document and implement emergency procedures including evacuation in case of fire or another significant incident

#### **4.2. Responsible People**

The overall responsibility for the implementation of this policy rests with the Board. Day to day responsibility for ensuring this policy is put into practice is delegated to the Lead Youth Worker/Centre Manager.

All staff and volunteers will be made aware of the content of this Policy as part of the induction process and be empowered to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions or omissions.

**A list of key people is provided in Appendix 1**

#### **4.3. Health and safety responsibilities**

**The following responsibilities will be undertaken:**

- Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly.
- Ensure that all staff and volunteers are inducted on health and safety matters (see checklist, Appendix 3)
- Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use.
- Ensure that assessments are carried out in accordance with the Risk assessment policy.
- Make sure that fire drills are undertaken on a regular basis.
- Establish and display prominently on the premises, emergency procedures to be taken in the event of fire, incidents, accidents and illness. (see Appendices 4 and 5)
- Maintain necessary health and safety records including an Accident/Incident Book.
- Make sure that a First Aid box is regularly checked and its location known to all Leaders.
- Ensure that a qualified First Aider is present at all Centre activities and those present know who it is (see Appendix 2)
- Make Emergency First Aid training available to all Leaders
- Ensure the safe storage, handling and labelling of any hazardous materials.

- Provide relevant information and encourage Leaders to undertake training relating to health and safety matters.
- Investigate accidents promptly.  
Ensure any near misses/incidents are reported and investigated (see Appendix 6)

## 5. APPENDIX

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### **APPENDIX 1 – Responsible People**

(Chairman of the Trustees) - Overall responsibility for health and safety

(Lead Youth Worker) - Day to day responsibility for ensuring this policy is put into practice

All staff and volunteers should:

- Cooperate with supervisors and managers on health and safety matters;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person.

## **APPENDIX 2 – First Aiders**

Please refer to the Wendover Youth Centre policy folder, where an up-to-date list can be found.

### **Wendover Youth Centre**

#### **The following staff are First Aid trained**

##### **Youth Cafe: Tuesday 2-3 pm**

**Staff First Aider: Suad Shamsideen and Shanie Noakes**

##### **Wednesday Workshops: Wednesday 6-7:15pm**

**Staff First Aider: Suad Shamsideen  
Volunteer First Aider: Elisha Seaton**

##### **Girls4Girls : Wednesday 7:30-9pm**

**Staff First Aider: Suad Shamsideen  
Volunteer First Aider: Elisha Seaton**

##### **Amazing Donkey & Friday Night Youth Club Sessions: Friday 6 – 9pm**

**Staff First Aiders: Suad Shamsideen, Shanie Noakes, Paul Hammett & Chris Hunt**

**Volunteer First Aiders: Elisha Seaton & Keith Lavine**

**First Aid Kits are kept in the office and kitchen:  
Please come to a First Aider with any injury big or small**

## APPENDIX 3 – Induction checklist

### Health and safety checklist

For use with new volunteer leaders and induction on health and safety

<b>Action</b>	<b>Date completed</b>
Knows emergency procedures	
Has read and understands Health and safety policy	
Knows First Aid procedures	
Knows security arrangements	
Understands reporting of accidents and incidents procedure	
Understands and follows risk assessment	
Knows fire drill arrangements	

Is aware of personal health and safety requirements towards self and others	
Has shown competence and awareness of health and safety when working with young people	
Any training needs have been addressed	

Signed (Club Leader) .....

Signed (Volunteer) .....

Date .....



## **Emergency procedures**

**Action to be taken by Staff/Hirers in the event of an Emergency (gas leak bomb threat, etc.).**

- **On discovering a possible leak or suspect package**
  - **Leaving the building immediately ensuring others leave using the nearest available exit.**
  - **The Youth Worker or Hirer will dial 999 in the event of a suspect package or TRANSCO if they suspect a gas leak. Tel: 0800 111 999**

**Address: Wendover Youth Centre, Wharf Road, Wendover  
HP22 6HF**

- **DO NOT stop to collect personal belongings**
  - DO NOT re-enter the building**
  - **Proceed to the Assembly Point which is the Little Acorns Kindergarten Youth car park.**
  - **All other users are to proceed home.**
  - **The Youth Worker (or other senior person) should check that young people who were present in the Centre and who cannot get themselves back home, are helped to contact their parents or guardians.**
- **Report findings to the Board.**

## Fire instructions

- On discovering a fire raise the alarm by shouting 'FIRE'! Make sure everyone is aware of the fire including those in other rooms, and toilets (there could be people with hearing difficulties)
- Leave the building by the nearest fire exit. **THE MEETING POINT IS THE LITTLE ACORNS KINDERGARTEN CAR PARK. PLEASE TAKE CARE WHEN CROSSING THE ROAD!**
- Call the fire brigade dialling 999 and state that there is a fire at **WENDOVER YOUTH CENTRE, NEAR SWIMMING POOL, WHARF ROAD WENDOVER HP22 6HF**
- **DO NOT STOP** to collect any personal belongings.
- Nominated person to ensure that the register is taken outside with you to fire assembly point and conduct a roll call.
- Report to the Fire officer on their arrival.

Do not re-enter the building unless permission is given by the Fire Officer

**APPENDIX 6 – Near misses form**

# Near miss incident report form

A near miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events. For the sake of a safe work environment, Wendover Youth Centre asks that all staff and volunteers report and correct any of these potential hazards immediately.

Please use this form to report near misses and assist us in preventing future incidents and making the Company a safer workplace.

Date and time of incident:	Area of Youth Centre:
Witnesses (optional):	
Describe the potential incident/hazard/concern and possible outcome (be detailed):	
Recommendations/steps to take to prevent a similar incident:	
Name (optional):	Date reported:
Supervisor or office signature:	Date:

Please submit this form to the Lead Youth Worker.

