



Health and Safety Policy

Beside Youth C.I.C. recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

Responsibilities for health and safety:

Ellie Brown (Director) will hold ultimate responsibility for health and safety within the organisation. This includes:

- making sure that the working environment is safe
- providing and maintaining equipment, premises and systems of work which are safe and do not endanger health
- Making sure that the handling, storing and transporting of objects and substances are carried out safely
- providing safety information, instruction, training and supervision as necessary
- providing and maintain a safe access and exit to any place of work

All employees, volunteers and visitors must:

- take reasonable care of themselves and other people who may be affected by what you do or do not do
- perform any necessary duty which is required by law
- not misuse anything which is required by law
- not misuse anything which is provided as a health or safety service
- report to your immediate superior or Manager any hazardous condition which becomes apparent

Procedures

- Risk assessments



- Our organisation in all its activities seeks to manage effectively the risks associated with its day to day operations involving staff, volunteers, and users of its services.
- We will conduct risk assessments for all projects and activities
- These assessments must include:
 - Identification of hazards, i.e. anything that may cause harm. Employers have a duty to assess the health and safety risks faced by their workers;
 - Decisions on who may be harmed, and how;
 - Assessment of the risks and actions to be taken;
 - A record of the findings;
 - Regular reviews
- Management staff are responsible for ensuring that their staff are appropriately trained and aware of risks that impact on their daily work.

Reporting accidents or work-related disease

- In the case of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a first aider. Do not move the injured person.
- In the case of an emergency dial 999 and ask for the Ambulance service.
- Record details of the event on a Health & Safety report form, providing a clear, detailed account of the incident.
- Inform your line manager who will make appropriate recommendations for removing or reducing the identified risk. The form should be sent to the Designated Officer.
- The designated Officer (Ellie Brown) can be contacted at:
 - elliebrown@besideyouth.co.uk
 - 07593779756

Reporting serious concerns or near miss

- If there appears to be any serious or imminent danger, staff may stop work and move to a place of safety before reporting.
- Follow steps above
- The Designated Officer will investigate and determine what action should be taken
- After the investigation the employee will be informed that either:
 - All accidents are investigated, with a view to preventing any recurrence

- The organisation has so far as reasonably practicable eliminated the danger and employees must resume normal working
- The organisation does not consider that the matter constitutes a grave risk to health or safety and the employees must resume normal working
- The organisation will undertake further investigation and may, if necessary obtain expert opinion. Employees will be suspended on full pay or transferred to alternative work whilst the investigation takes place.
- Refusal to resume normal working when instructed will be a breach of discipline and the matter will be dealt with under the organisation's normal disciplinary procedure.

Reporting concerns or repeated minor accidents

- Record details of the event on a Health & Safety report form, providing a clear, detailed account of the incident.
- Inform your line manager who will make appropriate recommendations for removing or reducing the identified risk. The form should be sent to the Designated Officer.
- The designated Officer (Ellie Brown) can be contacted at:
 - elliebrown@besideyouth.co.uk
 - 07593779756

First Aid

- First aid boxes should be available during all projects. If one is not available at the premises, the leader of the project should ensure access to one. Detached workers will carry a small emergency first aid kit with them while working.
- It is important to ensure that these are adequately maintained and replenished as necessary. Each first aid kit should include a Health & Safety report form that needs to be completed.
- All service users and staff will be regularly reminded where to access the first aid kit and who the first aiders are.
- There will be at least one appointed person in each project who will be a first aider. They will look after the first aid equipment, to take control when somebody is injured or ill and to call the emergency services if necessary.

Fire

- Evacuation drills will be staged on a regular basis.
- Fire exits must be kept clear from obstruction.



- All staff and service users must know their evacuation route and assembly point in case of fire.
- In case of fire:
 - o Shout “Fire” to warn those in the immediate vicinity and operate the nearest fire alarm call point.
 - o Dial 999 and ask for the fire brigade, explain location and nature of the fire.
 - o Only if you have been trained in the use fire appliance and without personal risk, try to put out the fire by directing the hose or extinguisher to the base of the flame.
 - o Leave the premises immediately by the nearest fire exit, closing doors and windows as you go and report to your nearest assembly point. Do not panic and do not stop to collect personal belongings.
 - o A designated person in each project will be responsible to check that the designated areas are evacuated of staff and visitors.

Working environment

- The designated officer should report any concerns about the working environment in a third-party premises to the owner of the premises.

Smoking

- Staff and volunteers are not allowed to smoke in the presence of young people.
- Failure to comply with this rule may be considered a disciplinary offence.

Personal Safety

- Working alone at isolated sites should be avoided, if possible, or practical measures taken to minimise the risk.
- All staff should ensure that colleagues are aware of their location at all times.
- Special measures will be taken by detached workers. Mobile telephones should be available for them, and an appointed person should be contacted after every session. All staff and volunteers must follow the specialised risk assessment for detached youth work.

Welfare

- A worker’s average weekly working time, including overtime, shall not exceed 48 hours for each 7-day period unless agreed beforehand, e.g. in the scenario of a residential trip.

- If the average weekly working time exceeds 48 hours over a period of 17 weeks, the worker should sign an agreement to do so or the manager should re-arrange work patterns so that the worker is not forced to work over the weekly time limit.
- Beside Youth C.I.C. keep adequate records to show whether the limit on maximum weekly working time is being complied with for each worker for a period of 3 years.
- No worker should accrue Time Off in Lieu (TOIL) without prior authorisation and when doing so should give a reason why TOIL was accrued. This enables the organisation to monitor the hours worked by individual staff members and to ensure their welfare is protected.
- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task.

Stress

- Definition: The Health and Safety Executive define stress “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- Role of the organisation:
 - o Through the process of risk assessment Beside Youth C.I.C. will aim to identify work related stressors with the objective of reducing them so far as reasonably practicable.
 - o Revisit or develop policies regarding discrimination, aggression, bullying and harassment that can cause high levels of stress.
 - o Develop and promote the requirement to inform and ensure there is participation in decision-making. It is recognised that good communication is an effective stress avoidance mechanism.
 - o Maintain a clear approach to managing attendance at work and to rehabilitating employees back into full and gainful employment.
 - o Ensure that managers receive adequate support in dealing with stress in the workplace. This could mean training, instruction, and information.
 - o Ensure that staff are fully trained to discharge their duties.
- Role of managers
 - o Conduct a risk assessment to identify all workplace stressors, to eliminate stress, or to control the risks from stress. This risk assessment will be regularly reviewed.
 - o Be attentive and supportive. Ask what can be done rather than assume a course of action.



- When necessary provide scope for short-term varying of working routine, tasks, hours, etc. Address the issues that can easily be dealt with locally, involving the individual in the decision making process.
- Attend training as necessary.
- Role of individuals
 - Approach the line manager as soon as possible, before the stress becomes unmanageable.
 - Take personal responsibility for seeking professional advice and support.
 - Practice self-help in the recovery from stress and for future avoidance.
This may include staying active, eating well, getting enough sleep, being assertive, improved time management.

Name: Ellie Brown

Signed: 

Date: 04/06/26

This policy will be reviewed on 04/06/27

This policy will be reviewed by Ellie Brown