

YOUTH UNITY CIC

Health & Safety Policy

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Reviewed: 2 January 2022
Next: 2 January 2023
Reviewed by: Director of Operations
Version Control: FINAL



Contents

Part One – Policy Statement	4
Aims and Principles.....	5
Responsibilities of Staff	5
Part Two – Procedural Guidance.....	6
Accident/Hazard Reporting	6
Asbestos	6
Communicating H&S Issues	6
Dealing with violence at work	6
Disposal of ‘sharps’	7
Fire.....	7
Personal Emergency Evacuation Plans (PEEPS).....	9
First Aid.....	10
Gas safety	10
Levels of responsibilities	10
General Health of Staff.....	11
Health and Safety Inspections.....	11
Keys.....	11
Legionella	11
Lone working.....	12
Office Safety.....	12
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.)	12
Risk Registers.....	13
Use of VDU Equipment	13
Workstation assessment	14
Vehicles	14
Working Environments	14
Appendix 1(a) - H&S Tasks – Organisation.....	Error! Bookmark not defined.
Appendix 1(b) - H&S Tasks – Accommodation-based services	Error! Bookmark not defined.



Appendix 2 - Pregnancy Assessment**Error! Bookmark not defined.**
Appendix 3 - Bed Bugs**Error! Bookmark not defined.**
Appendix 4 - Health & Safety Reporting Flowchart.....**Error! Bookmark not defined.**



Introduction

This document contains a policy statement (Part One) and procedural guidance (Part Two). The functions of each are set out briefly below.

Part One – Policy Statement. The policy statement sets out the broad framework of principles within which the area of work will be carried out. It sets out the organisation’s broad style and approach to the issue, including any aims and guiding principles.

Part Two – Procedural Guidance. The procedural guidance sets out the details that staff will require to carry out their duties in this area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

Related Policies and Procedures:

- Safeguarding - Protection from abuse
- Risk Assessment & Management
- On-call process
- Incident Management
- Safe Working Practices
- Safe Spaces Toolkit

Purpose:

To set out the approach of Youth Unity CIC in relation to maintaining a safe and healthy working and service delivery environment.

Part One – Policy Statement



Aims and Principles

1. Youth Unity CIC will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its staff members. Youth Unity CIC also recognises its duty not to put at risk service users, contractors, the public or the environment in the carrying out of its duties. Staff members also have a legal responsibility to take care of themselves and others who may be affected by their work and to co-operate with Youth Unity CIC in the discharge of its legal obligation.
2. Youth Unity CIC undertakes to remove hazards as and when they arise, where possible. Where this is not possible, Youth Unity CIC will provide adequate procedures and training for those hazards which by their nature cannot be guarded against, or where such training will help reduce the possibility of hazards occurring.
3. In implementing this policy and procedure, Youth Unity CIC will adhere to the requirements of the following legislation:
 - Health and Safety at Work Act 1974
 - The Display Screen Equipment Regulations 1992
 - Electrical Equipment (Safety) Regulations 1994
 - Furniture and Furnishings (Fire) (Safety) Regulations 1988 – as amended in 1993
 - The Regulatory Reform (Fire Safety) Order 2005
 - Consumer Protection Act 1987 and (where Youth Unity CIC is also the landlord)
 - Management of Houses in Multiple Occupation Regulations 1990 and local HMO regulations
 - Gas Safety (Installation and Use) Regulations 1988
 - Construction, Design and Management Regulations
 - Control of Asbestos Regulations 2012
 - Control of Substances Hazardous to Health Regulations 1989

Responsibilities of Staff

4. The duties of staff about health and safety are set out in the Health and Safety at Work Act 1974. In particular, staff have a duty to:
 - Undertake tasks to work safely, efficiently and without endangering the health & safety of themselves, their colleagues, the public or any other person who has a right of access to the organisation's premises at any time (**Appendix 1(a) and (b) – H&S Task Responsibilities tables**).
 - Adhere to the safety procedures laid down by Youth Unity CIC and to conform to all instructions given by those with a responsibility for health and safety.
 - Provide H&S notices in every Youth Unity CIC premises and keep these up to date with relevant information. (**Safe Spaces Toolkit**)
 - To report all accidents, 'near-miss occurrences and hazardous situations to the appropriate persons (**Accident Incident Workbook**).
 - Wear safety and protective clothing, use personal protective equipment (PPE) and use appropriate safety devices where these are provided for use at work.
 - Meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.



- The organisation will display **Health and Safety at Work posters** on all sites, as well as clearly displaying **Employers Liability Insurance Certificates**.

Part Two – Procedural Guidance

Accident/Hazard Reporting

16. It is essential that all accidents that occur at work, no matter how small, be properly recorded. This must be done, even if no apparent injury was received. In addition to reporting an actual accident, it is equally important that staff report a 'near-miss or potential hazard, so that the Youth Unity CIC can deal with it and help prevent another member of staff suffering injury.
17. As soon as possible staff must report the accident or 'near-miss via the accident and incident workbook and directly to the Team Manager where it is an urgent issue. The following details will be required:
 - where it occurred
 - what happened
 - if known, how it happened
 - What is needed to remedy, if known.

Asbestos

Youth Unity CIC will commission professional services to locate and record any areas of asbestos on its premises. This is to enable the organisation to fulfil the legal duty of care under the Control of Asbestos Regulations 2012 as amended, by demonstrating that we have taken reasonable steps to determine the location and condition of asbestos containing materials (ACM's) in our buildings.

All employees, contractors or any other persons who may meet any of the ACM's detailed in the relevant report should be shown the report to ensure that they do not disturb that material unintentionally or that they use personal protective equipment while working in the area. An **Asbestos Register** will be maintained within which contractors will sign to confirm they have read the relevant site report (**Safe Spaces Toolkit**).

Communicating H&S Issues

18. Staff are required to be vigilant about observing where health and safety issues arise, and to report these in an appropriate way. The reporting process is shown on the flowchart at **Appendix 5**.

Dealing with violence at work

19. Even where Risk Assessments of service users have been undertaken and there are Risk Management Plans in place, there is still the potential for incidents to occur which pose a threat to the health and/or safety of service users, staff or others. Staff members need to remain alert always to this potential and to deal with incidents per the **Incident Management Policy**. Staff training in averting and managing conflict is delivered by a specialist provider.

Disposal of 'sharps'

Although a variety of items can be classed as 'sharps', including razors and broken glass, the term is usually used to mean syringes and hypodermic needles used to deliver drugs into the body (whether legal or illegal).

The safe management and disposal of sharps waste is vital to ensure the risks associated with handling sharps are eliminated and to ensure compliance with the Hazardous Waste Regulations. The disposal of sharps waste is determined by the medicinal contamination. This contamination determines the colour of the disposal bin required. For the type of sharps waste that is being disposed of.

Hypodermic needles and other hazardous healthcare wastes should never be disposed of in the domestic waste stream. Where hypodermic needles are used by residents or staff, on no account should soft drink cans, plastic bottles or similar containers be used for their disposal, since these could present serious hazards to staff if they were disposed of in domestic waste.

Sharps bins can be obtained on prescription (FP10 prescription form) and can be returned to the individual's doctor for disposal when full.

There is also a duty on local authorities to collect and dispose of clinical waste generated by domestic use and this applies to sharps waste. The local authority may make a charge to cover the cost of collection.

Thanet District Council offers a free collection for clinical waste from private homes, with sharps boxes being collected on request.

Dover District Council will collect any syringes found in a public place as a priority. Most syringes are collected within 12 hours of reporting. Syringes can be returned to local chemists, (listed on their website) who will take the full container and replace with an empty one:

Front-line staff will be aware of the medicinal use of hypodermic needles by residents and will assist them in registering with a local GP for disposal, as well as for any other health concerns. It is though, the resident's responsibility to arrange disposal of waste.

If a hypodermic needle is discovered on the premises it should not be handled by a staff member. The area in which it is located should be cordoned-off and the relevant local authority contacted. As mentioned above, they have the equipment required to dispose of the needles safely.

If, for example, needles appear on a regular basis at the front or rear of then the police should be contacted (as well as the local authority) who will pass the information onto the drugs team.

Fire

5. Fire exits must be kept clear and free from obstruction always. Notices concerning fire exits or procedures in case of fire must not be removed or otherwise obscured.

6. Staff must make themselves familiar with the fire exits and location and operation of fire equipment including the alarm. Staff will receive instruction during their induction on how to use fire equipment.
7. On discovering a fire:
 - Sound the alarm immediately
 - Dial 999, say 'Fire' and give address
 - Assist service users and staff to evacuate the premises
 - Take a Roll Call at the designated assembly point
 - On the arrival of the Fire Brigade report immediately to the Officer in Charge.

15. In the case of fire:
 - Fight the fire with an appropriate fire extinguisher ONLY where no personal risk is involved, and if trained in their use
 - Close all doors surrounding the fire
 - On evacuating, close all doors behind you and never stop to collect files or personal belongings
 - Never re-enter the building, or return to your room/office, until you have been given permission by the Fire Brigade.

NB Staff should only dial 999 for the fire service if there is clear indication of a fire, or if staff or residents see or smell smoke.

20. Fire alarms will be sounded weekly by a staff member as part of the weekly H&S schedule (**Safe Spaces Toolkit**). Fire Drills will be carried out monthly and details including date, response time etc. will be recorded in the fire drill section of the **Safe Spaces Toolkit** by a staff member who will sign this.

The Safe Spaces Officer is responsible for overseeing the process of drills. To make drills effective the guidance in the SST will be followed. In accommodation services members of the support team should support the SSO as directed. The SSO should check that all residents are accounted for by checking the current residents' list (contained in the H&S box – these are located by the front door of projects) and against the in/out board in the main hallway.

21. An appointed engineer will check all fire equipment twice yearly. Additionally, and on a weekly basis, all fire extinguishers will be checked as part of Health and Safety schedule (**Safe Spaces Toolkit**) Emergency lighting systems will be serviced annually and should be tested monthly (**Safe Spaces Toolkit**)

Youth Unity CIC will conduct a formal Fire Risk Assessment every three years with the support of an external expert, and will conduct an annual internal register with actions arising being monitored through quarterly reviews.

A secure fire and water retardant **Health & Safety Box** will be in the entrance area of each refuge, containing details of those resident in the building, the Business Continuity Plan, Project key details (**Out of Hours Pack**), Incident management policy.

All of Youth Unity CIC furniture and soft furnishings comply with fire safety regulations.

For residential furnished accommodation, it is the landlord's responsibility to ensure that all upholstered furniture complies with the Furniture & Furnishings (Fire) (Safety) Regulations 1988. These standards include two tests: the match test and the cigarette test.

The Regulations apply to:

- Beds, headboards and mattresses
- Sofa-beds, futons and other convertibles
- Nursery furniture
- Garden furniture which is suitable for use in the dwelling
- Scatter cushions and seat pads
- Pillows
- Loose and stretch covers for furniture

They do not apply to:

- Furniture made before 1950
- Bedclothes including duvets
- Loose covers for mattresses
- Pillow cases
- Curtains
- Carpets
- Sleeping bags

Each item of furniture or furnishings will have a label attached to it stating compliance with the regulations. All new furniture must carry a display label at the point of sale. Furniture which has no permanent label or a permanent label which is not one of these types should be assumed not to comply.

When purchasing items, staff should look for statements that confirm:

- Foams and fillings pass the test
- Upholstery (covers and fillings) is cigarette resistant
- Covers are match resistant

Personal Emergency Evacuation Plans (PEEPS)

A PEEP is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of an emergency.

PEEPs may be required for staff or residents with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:



- Short-term injuries (e.g. a broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question is 'can you evacuate the building unaided in a prompt manner during an emergency?' If the answer is 'no' then a PEEP is required.

Front-line staff will discuss residents' needs both on arrival at a refuge and on an on-going basis. Line managers will do so as part of induction, supervision meetings and back-to-work meetings.

Please refer to the HSE website for a PEEP template.

First Aid

8. There will be adequately stocked First Aid boxes located in suitable accessible locations throughout any Youth Unity CIC sites and these locations will be indicated on the fire safety floor plans on the back of all office/bedroom doors. They are checked monthly by the Safe Spaces Officer to ensure adequate stocks. Details of what should be contained in these can be found in the Safe Spaces Toolkit.
9. First Aid staff are responsible for:
 - Administering First Aid in an emergency whilst awaiting the arrival of professional help
 - Administering First Aid to minor cuts and abrasions that were either caused at an Youth Unity CIC site or require further attention during working hours.
10. Staff and service users are advised to seek treatment for every injury, no matter how small as any injury left untreated may become serious. All cases treated should be recorded in the Accident & Incidents workbook, which is available on the Team Site (Accidents & Incidents folder) at: www.youthunity.org

A new workbook should be saved within the relevant year folder and used throughout that year.

Gas safety

There is an approved Code of Practice and Guidance for the Gas Safety (Installations and Use) Regulations published by the Health and Safety Commission. Additionally, Building Regulations apply to certain new installations.

Levels of responsibilities

There are various levels at which a person can take on responsibility for gas safety:-

- (1) A person who is carrying out installation or other work. Normally, this will be a Gas Safe Registered Engineer.
- (2) The landlord as owner. In particular, the owner has responsibility for compliance with Building Regulations where applicable.
- (3) "The responsible person" – if the property is occupied this is normally the occupier (i.e. the tenant) but if it unoccupied then it is the owner. However, in one important respect the definition is extended to include the owner (i.e. the landlord) where the duty to deal with dangerous situations arises under Regulation 26.



- (4) All persons - In certain limited circumstances duties apply generally to anyone.
- (5) Employers and self-employed persons, even though the landlord is not occupying the property.

General Health of Staff

1. All staff must take a regular lunch break and tea/coffee breaks. This should be enforced by line managers.
2. Staff should not feel obliged to work more than their contractual number of hours.
3. Staff must stay at home if suffering from communicable infections.

Health and Safety Inspections

22. Routine, periodic inspections in line with statutory guidance are set out in the Safe Spaces Toolkit.
23. The results of inspections & risk assessments will be reported to the Board of Trustees where there is a significant risk, along with any programme of action for controlling or eliminating hazards and risks. This will be undertaken through the umbrella document – the Organisation Risk register.
24. Following any accidents or incidents Youth Unity CIC will review any health and safety implications and make necessary adjustments to control or eliminate the hazards and risks which were involved.
25. Accommodation will be subject to inspection using tools and processes set out in the **Safe Spaces Toolkit**. Accommodation based services are vulnerable to infestation. Reviews will include assessment for these, and especially for bed bugs.

Please refer to Appendix 3 for specific guidance on bed bugs

Keys

Please refer to **Appendix 6** for the process for managing keys at Youth Unity CIC .

Legionella

The legal duty for landlords who provide residential accommodation to consider, assess and control the risks of exposure to Legionella to their tenants stems from the Control of Substances Hazardous to Health Regulations 1989; Section 3(2) of the Health and Safety at Work Act 1974 makes provision for the legislation to apply to landlords of both business and domestic premises. All water systems require an assessment of the risk and regular testing. For these purposes, Youth Unity CIC, will use professional services (classified as a competent person or persons).

All systems require a risk assessment, but not all systems will require elaborate control measures. In line with legal requirements, Youth Unity CIC will maintain records, within the **Task list – Appendix 1a** of:

- Management responsibilities, including the name of the competent person and a description of the system



- Competence and training of key personnel
- Any identified potential risk sources
- Any means of preventing the risk or controls in place to manage the risk
- Monitoring, inspection and maintenance procedures (**Safe Spaces Toolkit**)
- Records of the monitoring results and inspection checks carried out (**Safe Spaces Toolkit**)
- Arrangements to review the risk assessment (**Health & Safety Risk register**) regularly

There is a duty to notify the proper officer of the relevant local authority of any suspected cases of Legionnaires' disease. The notification must be provided in writing within three days from the date of suspicion. There is more information on the Public Health England website at www.hpa.org.uk

Additionally, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), any cases of legionellosis in an employee who has worked on hot or cold water system should be reported, as detailed below.

Lone working

26. All Youth Unity CIC staff, volunteers and Board members are expected to adhere to the **Safe Working Practices Policy**. Individual assessments for visits of concern are contained in this policy and Youth Unity CIC reviews its practice in monthly management meetings, as well as through annual lone working reviews via the risk register.

Office Safety

27. Staff must remember the following points:
- Always ensure that the door into the building closes behind you
 - Take care of your office keys - if you do lose a key, report it immediately to your Team Manager
 - If you are answering the door, try to find out who it is and the purpose of their visit before opening the door
 - Ensure that the office is safe and secure when you leave it at night (e.g. ensure windows are locked lights are switched off)
 - Take care of your personal belongings. Youth Unity CIC cannot accept responsibility for these items, so make sure you do not leave them lying around.
 - Ask for the identity cards of people claiming to be engineers etc. They all carry such cards and do not object to producing them for inspection. If in doubt it is acceptable to telephone the company before admitting anyone to an Youth Unity CIC premises.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.)

11. Youth Unity CIC has a responsibility to notify the enforcing authority (Health & Safety Executive) in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for 3 or more days. This includes any act of non-consensual physical violence done to a person at work. To report to R.I.D.D.O.R. use the following link for contact information:



<http://www.hse.gov.uk/riddor/report.htm>

For RIDDOR induction and general guidance please see **Appendix 5**.

Issues that fall without the requirement of RIDDOR may still need to be flagged to the Local or Commissioning authority. Use the accidents and incidents workbook, and defined notification system (detailed within the workbook) should ensure that appropriate reporting takes place.

Risk Registers

The organisation will conduct quarterly reviews of risks in the following areas (utilising the organisation's risk review template form):

- Health & Safety
- Fire
- Safe Working Practices
- Safeguarding

Any mitigating actions will be attended to through the operational plan and any significant risks will be notified to the Board of Trustees.

12. A first aid trained member of staff will be available in an Youth Unity CIC office or accommodation service and their name should be displayed on the H&S noticeboard.
13. Staff will be able, within the restrictions imposed by the training budget, to attend relevant H&S training courses.
14. Health and Safety representatives must attend courses designed to train them in their responsibilities.
15. The health & safety knowledge of staff will be checked periodically using an Internal Quality Assurance Assessment Tool (iQAT) and the results will help to inform training requirements.
- 16.

Use of VDU Equipment

28. VDUs should be situated at right angles to windows and sited to eliminate glare. VDUs should never be placed with a window immediately in front or behind them.
29. No one will be required to sit directly behind a computer.
30. Lighting will be diffused with blinds/curtains for windows made available so that adjustment can be made to lighting.
31. Staff will be provided with chairs that are adjustable in terms of height and position.
32. VDU monitors must be adjustable and footrests will be provided for staff who request them.



33. Document holders will be provided, for staff who request them.
34. Staff using VDU equipment must take a 15-minute break from work at the VDU every hour.
35. Youth Unity CIC will pay for annual eye tests for staff who use VDUs as part of their work with the organisation.
36. Staff must take responsibility for learning about safety aspects of VDU use. There is guidance on the HSE website:

<http://www.hse.gov.uk/search/search-results.htm?q=VDU%20screens#gsc.tab=0&gsc.q=VDU%20screens&gsc.page=1>

All staff should complete a workstation assessment as part of their induction (Safe Spaces toolkit) and every three years thereafter.

Workstation assessment

The schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires that the use of such equipment is subject to an individual user risk assessment (the workstation assessment).

All staff should undertake a workstation assessment with the SSO (**Safe Spaces Toolkit**). A copy of this should be passed to the line manager with attention being drawn to any actions required. Another copy of this should be maintained by the SSO for four weeks, at which point they should check any actions have been completed, mark these as such and pass them to the HR assistant for employee filing.

If they are not completed the matter should be flagged to the CEO.

Vehicles

17. Youth Unity CIC will ensure that any vehicle owned, leased or hired for its usage is adequately maintained and serviced annually, and that it is equipped with safety belts, a first aid kit and fire extinguisher.
18. All Youth Unity CIC staff driving such vehicles will be responsible for ensuring the safe condition of the vehicle.
19. Youth Unity CIC staff who have obtained the appropriate insurance amendment can take service users in their own vehicles. Youth Unity CIC will pay for the additional insurance costs, for which a copy of proof of business insurance is to be supplied. Staff are responsible for ensuring that their vehicle is fit for purpose.

Working Environments

20. Youth Unity CIC will work with staff to ensure that:
 - Floors, steps, stairs, passages and fire exits are kept clear of obstruction always.
 - Wires to telephones, electrical equipment etc., are not placed so that someone could fall over or covered with objects such as chairs which could result in a tripping hazard.



- Office layout is such that staff and others can use it safely. For example, filing cabinets will not open into passages or across doorways.

21. Youth Unity CIC will also ensure that:

- All offices have effective ventilation appropriate to the number of people and equipment in the room.
- When photocopiers are used, extra ventilation will be introduced. Appropriate protection will be provided using rubber or plastic gloves to avoid skin contact with toner.
- Lighting will be adequate and appropriately situated so as not to cause eyestrain.
- The temperature is maintained at a minimum of 16 degrees Celsius one-hour after office opening. Efforts must be made to keep the temperature below 23 degrees Celsius. Optimum temperature identified by the World Health Organisation is 18 degrees Celsius.
- Appropriate equipment is provided for moving objects safely. No member of staff should lift anything so heavy that it might cause injury. Staff will be instructed on how to lift safely without back strain.
- Pregnant workers are not expected to lift heavy items. They, and others with specific identified needs) will be risk assessed through their pregnancy to ensure safe working practices. Where another issue arises, a suitable assessment will be set out using best practice standards.

