

## 

Health & Safety Policy

**Policy Manual**

Contents

Policy Statement

1. Record of Health & Safety Policy Review and Amendments

2. Organisation, Responsibilities and communication

* 2.1 Organisational Chart
* 2.2 Chief Executives Responsibilities
* 2.3 Youth Work Manager Responsibilities
* 2.4 Managers Responsibilities
* 2.5 Employees & Volunteers Responsibilities
* 2.6 Internal Health & Safety Co-ordinator
* 2.7 Office and Administration Manager Responsibilities
* 2.8 Employee Involvement & Communication
* 2.9 Document issue and control

3. Arrangements for Ensuring Health & Safety at Work

* 3.1 Accident & Incident Reporting, Recording & Investigation
* 3.2 Electrical Safety
* 3.3 Fire Precautions
* 3.4 First Aid
* 3.5 Hazardous Substances
* 3.6 Equipment and Machinery Safety
* 3.7 Statutory/Periodic Examinations
* 3.8 Personal Protective Equipment
* 3.9 Control of Contractors
* 3.10 Risk Assessments
* 3.11 Manual Handling
* 3.12 Working at Height
* 3.13 Display Screen Equipment
* 3.14 Induction Training
* 3.15 Specific Training and Competency Evaluation
* 3.16 Workplace Inspections
* 3.17 Risk Specific to Young Persons
* 3.18 Driving at Work Policy
* 3.19 Legionella Control
* 3.20 Lone Working

4. Appendix

**Policy Statement**

As an employer, Inspire Youth Zone fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards within our workplace.

We will ensure that our employee, members, visitors, contractors or any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable working environment and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives, we will:

* Meet or exceed all minimum legal requirements regarding Health & Safety
* Ensure that an effective Health & Safety management system is implemented throughout the company.
* Provide sufficient resources to implement the Health & Safety system.
* Ensure that our Health & Safety management system is regularly reviewed and updated following developments in either our business or in Health & Safety legislation, standards or best practice
* Fully assess all risks and ensure that they are adequately controlled.
* Provide suitable training and information for all employees.
* Ensure that all work equipment, including vehicles is suitable for its intended purpose and maintained in a safe condition.
* Ensure members, visitors and contractors receive the necessary information to ensure their Health & Safety during their visit.
* Ensure that any contractors we appoint are competent to carry out their duties and receive the necessary information.

We expect our employees to play their part and to recognise that they too have responsibilities towards Health & Safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Everyone within will play their part to ensure that the above standards are achieved.



Signed: (Inspire Youth Zone Chief Executive)

Date: 04/05/2021

**1 Record of Health & Safety Policy Review and Amendments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Date** | **Reviewed by** | **Amendments** | **Reason for Amendment** | **Issue Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2. Organisation, Responsibilities and communication**

This section of the Health & Safety Policy Manual outlines the organisational structure within and defines specific responsibilities for the management of Health & Safety. It also describes how information will be communicated throughout the company.

**2.1 Inspire Youth Zone Organisational Chart**

**2.2 Chief Executive Responsibilities**

The Chief Executive has overall responsibility for the Health & Safety of employees, members, volunteers, visitors and contractors where they may be affected by the Company’s activities. To meet these responsibilities, the Chief Executive and Trustees will, so far as is reasonably practicable:

2.2.1 Appoint a competent person or body to advise regarding Health & Safety management issues.

2.2.2 Ensure that there exists an effective policy for Health & Safety management, supplemented by additional documents relating to particular areas, activities or groups of employees and ensure that this policy is implemented.

2.2.3 Ensure that the Health & Safety Policy is reviewed and updated to reflect developments in the business or in Health & Safety legislation, standards or industry best practice.

2.2.4 Place on the agenda of any board meetings an item entitled ‘Health & Safety’ where relevant Health & Safety matters will be discussed together with recommendations where necessary. Health & Safety will be given equal consideration with other company management issues.

2.2.5 Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.

2.2.6 Ensure that duties and responsibilities for Health & Safety are properly assigned, accepted and understood by all personnel. Ensure that all personnel who report to the Chief Executive carry out their respective duties regarding Health & Safety.

2.2.7 Ensure that all accidents or dangerous occurrences are reported by the company to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.2.8 Co-operate with the Health & Safety Executive, the fire service and any other outside agency concerned with Health & Safety enforcement.

**2.3 Youth Work Manager Responsibilities**

The Youth Work Manager will be directly responsible to the Chief Executive for the Health & Safety arrangements within their area of control. To meet this responsibility they will, so far as reasonably practicable:

2.3.1 Ensure that the duties and responsibilities for Health & Safety are properly assigned, accepted and understood by all personnel under their control i.e. managers, volunteers or employees.

2.3.2 Take an active role in checking dynamic risk assessments and associated activities within their areas of control, in conjunction with the Internal Health and Safety Co-ordinator (Facilities Manager) and External Health & Safety Advisors if necessary.

2.3.3 Take responsibility where reasonably practicable for actioning any recommendations arising from any dynamic risk assessments carried out within their remit. Where recommendations of areas for improvement cannot be actioned, take responsibility for informing the Chief Executive.

2.3.4 Ensure that all accidents within their department are fully documented and reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.

2.3.5 Ensure that all accidents or dangerous occurrences are reported by the Organisation to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.3.6 Ensure that appropriate Health & Safety training is provided to new employees within their department as part of the induction training programme.

2.3.7 Ensure that all employees within their department have been briefed on, and understood, the Health & Safety Policy along with any safe working procedures relevant to their work. Also ensure that employees have access to any additional documentation relevant to Health & Safety at all times.

2.3.8 Ensure that all staff under their control carry out their duties regarding Health & Safety.

2.3.9 Co-operate with environmental health, the fire service and any other outside agency concerned with Health & Safety enforcement.

2.3.10 Carry out regular inspections of their department’s activities, means of access, plant & equipment, the working environment, fire precautions and welfare arrangements.

2.3.11 Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees, volunteers and members under their control and when required, visitors.

2.3.12 Maintain records of all current Health & Safety documentation, namely:

* Dynamic Risk Assessments completed for activities and events involving members

**2.4 Manager’s Responsibilities**

Each manager, area lead and co-ordinator have overall responsibility within their own area of control and is therefore responsible for ensuring employees and volunteers within these areas carry out their respective duties regarding Health & Safety. To meet this responsibility the managers will so far as is reasonably practicable:

2.4.1 Ensure that the Department’s health, safety and welfare arrangements are effectively implemented in accordance with the Health & Safety Policy.

2.4.2 Check that all persons under their control have been briefed on and understood the Health & Safety Policy, have been shown where the Health & Safety information is held and received sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to the work place.

2.4.3 Ensure that all relevant or updated information is clearly communicated to all employees under their control.

2.4.4 Ensure that all employees under their control carry out their duties regarding Health & Safety.

2.4.5 Where relevant, take an active role in carrying out risk assessments and associated activities within their area of control and ensure that the requirements of any risk assessment or safe systems of work are complied with.

2.4.6 Ensure that Health & Safety training is provided to new employees as part of their induction.

2.4.7 Ensure that all accidents within the department are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.

2.4.8 Carry out regular visual and documented inspections within their areas of control including means of access, plant and equipment, the working environment, fire precautions and welfare arrangements.

2.4.9 Ensure that the necessary protective clothing and equipment is correctly used and maintained in good order by employees, visitors and external contractors under their control.

2.4.10 Ensure that any employees reporting of unsafe plant, equipment, method of work or any other matter where there is a risk of injury to persons or damage to property and equipment is recorded and reported to the internal safety co-ordinator.

2.4.11 Co-operate fully with such matters as safety audits and health & safety training programmes, attending senior management team meetings where called upon to do so and requesting additional training for personnel as and when required.

2.4.12 Take an active role in ensuring that the company makes progress towards achieving objectives and targets set in order to ensure continuous Health & Safety improvements.

2.4.13 Although many of the day to day duties for managing Health & Safety can be delegated at the manager’s discretion, each manager has overall responsibility and is accountable to the Chief Executive for ensuring that the required Health & Safety standards are achieved.

2.4.14 Due to the strategic significance of their role, the Youth Work Managers and the Facilities Manager have certain specific duties that are referred to throughout section 3 of the Policy.

**2.5 Employee & Volunteers Responsibilities**

Employees and volunteers have statutory duty to take reasonable care for the Health & Safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far is necessary to enable any duty or requirement imposed on the company to be complied with. **Employees are reminded that breach of this duty could constitute a disciplinary offence.** In order to comply with this duty all employees will be expected to:

2.5.1 Conform to any legal requirements, rules, procedures and instructions necessary for ensuring Health & Safety.

2.5.2 Use protective clothing and equipment recommended for their particular work unless they have a medical condition preventing them from using such equipment and are in receipt of a written dispensation from the Chief Executive.

2.5.3 Seek advice and instruction from their manager or in their absence, the Chief Executive when situations arise which may affect the Health & Safety of themselves or others.

2.5.4 Report any unsafe tools, equipment and method of work or any other matter where there is a risk of injury to persons or damage to equipment.

2.5.5 Report any incident or accident, however slight, whether or not injury or damage has been sustained.

2.5.6 Assist at all times in maintaining good housekeeping standards within the workplace.

2.5.7 Attend and actively participate in Health & Safety training courses as required.

2.5.8 Co-operate and assist where required in any audit, risk assessment, accident investigation, health surveillance or associated procedures carried out within the workplace.

**2.6 Internal Health & Safety Co-ordinator**

The Facilities Manager fulfils the role of the Internal Health & Safety Co-ordinator within Inspire Youth Zone. As such, in addition to those responsibilities already identified in Section 2.4, they will work closely with the Chief Executive and Youth Work Manager to co-ordinate the overall Health & Safety performance of the company making recommendations where necessary. These duties will be carried out with support from an External Health & Safety Advisors and Technical Advisor for Outside Adventurous Activities where required.

2.6.1 Prepare information for Board Meetings on the Health & Safety performance of the company, making recommendations where appropriate.

2.6.2 Advise the Chief Executive and other managers of the implications arising from Health & Safety legislation and codes of practice and their application to the company’s activities.

2.6.3 Provide assistance to the Chief Executive, managers and employees on Health & Safety matters when required.

2.6.4 Co-ordinate and collate all general risk assessments for activities carried out within the workplace and support the Youth Work Managers, where necessary, with the checking of dynamic risk assessments for robust Health & Safety controls. Ensure that all suitable training is provided and that full written records are kept.

2.6.5 Working where required with External Health & Safety Advisors and the Technical Advisor-Outdoor Adventurous Activities (where required), identify training needs for managers, employees and volunteers. Ensure that training programmes take place to inform and educate all employees of their Health & Safety responsibilities and duties. Ensure that suitable training is provided and that full written records are kept.

2.6.6 Ensure that all accidents within the organisation or at another venue involving INSPIRE YOUTH ZONE employees and members are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.

2.6.7 Report applicable accidents/incidents to the Enforcing Authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.

2.6.8 Maintain records and statistics of all incidents which occur within the Company or as a result of its activities.

2.6.9 Ensure that all relevant Health & Safety related documentation has been issued and acknowledged in accordance with the company’s document control procedure.

2.6.10 Maintain records of current Health & Safety documentation Namely:

* Health & Safety Policy Manual
* Current procedures and safe systems of work
* General risk assessments and specific assessments such as manual handling, working at height etc.
* Specific risk assessments and method statements
* Health & Safety Training Matrix

2.6.11 Liaise with the Office and Administration Manager in the compilation and maintenance of an Approved List of Contractors authorised to carry out work on Inspire Youth Zone’s behalf.

2.6.12 As part of this process, ensure that up to date records are retained of contractor’s insurance cover certificates in respect of employers’ liability and third-party risks, plus any relevant risk assessments, safe systems of work and certificates of competence.

**2.7 Office and Administration Manager’s Responsibilities**

In addition to those responsibilities identified in Section 2.3, the Office and Administration Manager will work closely with the Youth Work Manager, the Facilities Manager and the Chief Executive to co-ordinate Health & Safety training and make recommendations where necessary to the Chief Executive. The External Health & Safety Advisors will provide guidance and support where necessary.

2.7.1 Identify training needs for employees and volunteers in conjunction with the Youth Work Manager and Facilities Manager. Liaise with the Youth Work Manager and Facilities Manager and other managers where appropriate to ensure that suitable training is provided at induction and throughout their employment and that full written records are kept for all completed training.

2.7.2 The Office and Administration Manager will have duties and responsibilities for users of display screen equipment, and these are covered in Section 3 of the Policy under the heading ‘Display Screen Equipment’.

2.7.3 The Office and Administration Manager has duties and responsibilities for compliance towards Inspire Youth Zone Driving at Work Policy in Section 3.

2.7.4 Maintain a master record of all current Health & Safety documentation, namely:

* Health & Safety Policy Manual
* Current procedures and safe systems of work
* General risk assessments such as manual handling, work at height etc.
* Specific risk assessments and method statements
* Dynamic (activities) risk assessments
* Health & Safety training matrix

**2.8 Employee Involvement and Communication**

2.8.1 All managers, employees and volunteers within INSPIRE YOUTH ZONE will take reasonable steps to involve employees in Health & Safety related matters and will actively encourage them to make constructive Health & Safety suggestions to improve conditions within their own department or workplace in general.

2.8.2 All department and team meetings will be documented, including any Health & Safety actions identified. The minutes will be made available for all employees.

2.8.3 All employees will be briefed by their manager on any issue which is relevant to their Health & Safety or welfare. This will be in the form of team meetings, personnel appraisals or 1-2-1 ‘s.

2.8.4 A designated safety notice board is located in the staff canteen and will display. As a minimum the following information:

* Inspire Youth Zone Health & Safety policy statement
* Health & Safety Law Poster
* Names of first aiders
* Actions regarding emergency procedures including emergency contacts
* Employers liability (compulsory Insurance) Certificate
* Minutes from any Health & Safety meetings

Each manager is responsible for ensuring that sufficient information is provided for personnel under their control and for ensuring that all such information within their area of responsibility is kept up to date.

**2.9 Document Issue Control**

The issue of all documentation related to Health & Safety must be closely controlled and logged so as to ensure that:

The following procedures will ensure that these requirements are met:

2.9.1 Managers must ensure that all relevant or updated information is clearly communicated to all employees under their control.

2.9.2 Documentation is stored on a shared drive facility. All relevant managers are shown how to access the information by the Centre Manager. The Office and Administration Manager will be responsible for maintaining and updating the shared drive.

2.9.3 All managers are responsible for ensuring staff and volunteers acknowledge documentation issued to them.

**3 Arrangements for ensuring Health & Safety at Work**

**Introduction**

This section outlines general arrangements which will be implemented within Inspire Youth Zone in order to ensure that the Health & Safety Policy is effectively put into practice.

These are minimum general requirements further procedures and arrangements may need to be implemented in order to effectively control specific risks to Health & Safety.

**3.1 Accident and Incident Reporting and Investigation**

**3.1.1 Policy**

It is the policy of Inspire Youth Zone to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all accidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. All employees and volunteers are instructed to report all such occurrences immediately after treatment. They should also ensure entry is made in the relevant Accident Report Book, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry will be made by their manager, a first aider or another responsible person on their behalf. Th completed report will then be held in a dedicated file.

Accidents will be classified as ‘minor’, ‘seven day reportable’ or ‘specified injuries’, in line with the above regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority.

The Chief Executive will be notified **immediately** following any accident resulting in personnel injury and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Incident, Diseases and Dangerous Occurrences Regulations 2013.

**RIDDOR Reporting-Incident Centre**

Tel: 0345 300 9923 (fatal or specified injuries only)

Website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Post:

RIDDOR Reports HSE Redgrave Court Merton Road Bootle L20 7HS

The circumstances must also be reported to the company’s insurers by the Chief Executive or nominated person.

**3.1.2 Accidents- Action to Take**

All accidents at work involving personnel injury must be reported by the individual concerned. If the injury is of a minor nature, or there is any doubt, it is recommended that the injured person is referred for professional medical aid for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and following this, it is important that the relevant Accident Book is fully completed by the injured person.

If the injury is of a serious nature and the person is taken to hospital, the relevant Accident Book should be completed by the Facilities Manager or if absent the relevant Manager.

**3.1.3 Employers Liability Insurance Company**

Should an employee suffer an accident or injury which is reportable to the Enforcing Authority, it is important that the employers’ liability insurance company is notified of this incident as soon as possible by the Chief Executive, Facilities Manager or relevant manager.

**3.1.4 Near Miss or Damage Incident**

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with any incident where injury or damage was narrowly avoided, should be reported by the employee concerned using the incident book reporting system.

It is important that these incidents are investigated, particularly if potential personnel injury was avoided

**3.1.5 Accidents to Members or other Visitors**

Should a non-employee suffer injury as a result of work activities, investigation procedures must be followed.

All such accidents must be recorded in the Accident Book and it is important that correct details are taken of the name and address of the injured person.

Should the injured person require medical treatment, the Enforcing Authority should be informed by the Facilities Manager, relevant manager or Chief Executive in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences 2013

The circumstances must also be reported to the company’s insurers.

**3.1.6 Needle stick/Sharps Injury/ Exposure to Risk of Infectious Disease**

Should any employee suffer a needle-stick injury, come into direct with bodily fluids or any situation giving rise to infection, this matter must be reported to their manager immediately. The manager concerned will then take the necessary action after seeking medical advice.

Arrangements will then be made by the Facilities Manager or another nominated manager to arrange for the item/s to be collected.

**3.2 Electrical Safety**

**3.2.1** No employee or volunteer shall undertake any kind of electrical work unless they have been specifically trained and authorised. Otherwise all electrical work will only be undertaken by a suitably qualified electrical contractor.

**3.2.2** The entire fixed electrical system within all buildings occupied by Inspire Youth Zone, to be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and Contractors (NECEIC) at intervals not exceeding five years and appropriatre steps taken on the basis of the contractors’ report. The Facilities Manager should ensure that all such inspections have been carried out.

**3.2.3** Currently the Facilities Manager carries out a thorough visual inspection of all portable electrical equipment in line with insurance requirements, the company will seek to ensure that all portable electrical equipment is examined by a qualified electrical contractor at twelve monthly intervals.

**3.2.4** A register of all portable electrical appliances will be kept by the Facilities Manager and the results of the examination and test of each appliance recorded. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.

**3.2.5** Where possible/ all hand-held power tools will be battery operated and if electrical the supply will be protected by residual current devices which will switch off the current in the event of a fault.

**3.2.6** The user of each piece of electrical equipment will perform a brief visual inspection at regular intervals, paying particular attention to the condition of cables. A report will be made to the Facilities Manager of any actual or suspected faults by the visual examination. The equipment will also be taken out of service until being certified as safe to use by an electrical contractor.

The following checklist should be used to regularly inspect all electrical equipment:

* Check that the equipment test and records are kept up to date
* Report any faults found to the Facilities Manager
* Do Not use faulty equipment
* Ensure all electrical leads and cables are in good condition and do not trail
* Ensure sockets are not overloaded
* Switch off specified electrical equipment at the end of the day

**3.3 Fire Precautions**

**3.3.1** A dedicated Fire Log will be kept by the Facilities Manager within Inspire Youth Zone which will be recorded with details of all relevant tests and fire evacuation drills.

**3.3.2** At the beginning of each working day the Facilities Manager or relevant manager will check that ALL fire exits, and escape routes are unlocked and unobstructed.

**3.3.3** Once a week the Facilities Manager will carry out a Manual Call Point (MCP) check. All tests will be recorded in the Fire Log Book.

**3.3.4** The weekly test should include checking with employees in relevant departments that the alarm was audible and that any visual alarm system (i.e. Flashing Beacons) was operational.

**3.3.5** Emergency lighting will be checked and maintained. Lighting will be maintained annually by a competent contractor on a service contract. Monthly checks will be made by the Facilities Manager to ensure that the emergency lighting units are full charged and in working order. Any defects are to be reported and appropriate action taken.

**3.3.6** Planned fire evacuation drills will be carried out at least once a year with any unplanned evacuations not being substituted for annual fire evacuation drill. Care will be taken to ensure that planned drills include day and evening shifts. The precise timing of the drills will be decided by the Facilities Manager. The Facilities Manager will initiate any fire evacuation drill and be responsible for ensuring that all persons within the premises are properly evacuated and accounted for.

**3.3.7** Fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used or partly discharged will be returned to the supplier and a refill obtained. The test date will be recorded on each fire extinguisher. The Facilities Manager will conduct a monthly visual check and record any findings in the fire logbook and take appropriate action if any defects are found.

**3.3.8** On the dedicated safety notice board and strategically elsewhere, printed notices will be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. These will be displayed at exit points within the building.

**3.3.9** The Visitors Book will be held in reception and all visitors are required to sign in on arrival and out on departure and will be identified by means of a visitor pass.

**3.3.10** All employees will receive basic fire awareness instruction/training as part of their induction. Basic fire instructions will be repeated for existing staff on an annual basis.

This will include the following:

* The action to be taken upon discovering a fire
* Raising the alarm
* The correct method of calling the fire services
* The location and use of firefighting equipment
* The knowledge of escape routes
* The appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm
* The stopping of equipment and processes and isolating power supplies where appropriate
* Evacuation of the building to the assembly point where a roll call can be made
* Ensuring escape route, fire exits etc. are kept free from obstruction.

**3.3.11** In the event of a fire, the Chief Executive or relevant manager on duty in conjunction with the Facilities Manager will:

* Confirm that the emergency services have been contacted
* Ascertain the location, type and extent of the fire
* Control ant attempt to extinguish the fire
* Liaise with the emergency services and/or other organisations attending, giving information concerning:

1. The location, type and extent of the fire
2. Missing persons
3. Hazardous substances/materials/gasses etc.
4. Location of services isolating point

* Liaise with the emergency services before re-entering the premises
* Ensure that all discharged fire extinguishers are replaced
* Advise the company’s insurers of the type, extent and result of the fire as soon as reasonably practicable
* Instigate an investigation into the circumstances and causes of the fire

**3.4 First Aid**

**3.4.1 Policy on First Aid**

Inspire Youth Zone will make provision for training of first aid personnel as necessary to take account of specific hazards and will ensure that, where significant risks have been identified, a sufficient number of employees will be given appropriate training to carry out first aid at work duties, as defined below.

The current arrangements are as follows:

**3.4.2 Appointed Persons (Emergency First Aider/First Aid at Work)**

Inspire Youth Zone will ensure that several employees are on site at any one time who are appointed and trained to administer emergency first aid and to take charge of the situation, (e.g. To call an ambulance), if minor illness or serious injury occurs at the workplace. At least one of these persons will hold a valid and up to date qualification in First Aid at Work. The Office and Administration Manager or Facilities Manager will ensure that refresher training is provided at appropriate intervals, i.e. at least every three year. These persons will also be responsible for ensuring that the first aid kit is fully stocked.

**3.4.3 First Aid Facilities**

Fully stocked first aid kits are kept strategically throughout the building and in company vehicles. Recommended minimum contents are as follows:

Suggested contents for First Aid Kits

* A leaflet on general first aid
* Medium sterile dressings (12cm x 12cm)
* Large sterile dressings (18cm x 18cm)
* Assorted plasters (relevant to the work area)
* Triangular Bandage (90cm x 127cm)
* Safety pins (assorted)
* Sterile eye pads
* Disposable gloves
* Saline cleaning wipes
* Roll of adhesive tape
* Sterile adhesive dressing/s
* Resuscitation face shield with valve

**3.4.4 First Aid Information**

All persons within the workplace will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personal.

Notices will be displayed on the designated safety notice board and in reception providing information including the names of the first aiders and session leaders on site that day.

Information on first aid will also be included in the induction programme for any new employees and existing employees will be informed by the Office and Administration Manager.

**3.5 Hazardous Substances**

**3.5.1** Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) will only be used by INSPIRE YOUTH ZONE where this is found to be unavoidable. Every effort will be made to ensure that, so far as possible, non- hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.

**3.5.2** The Facilities Manager is responsible for ensuring that hazardous substances are limited and are only purchased from an approved supplier. The Facilities Manager will ensure that Material Safety Data Sheets (MSDS) are obtained for each substance.

**3.5.3** The Facilities Manager will identify all hazardous substances to which persons may be exposed and compile a register of all such substances. Associated with the register will be the MSDSs which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.

**3.5.4** Before any hazardous substance is purchased for the first-time manufacturers MSDSs will be obtained and suitable judgements made of the necessity for and utility of the substance.

**3.5.5** All measures intended to prevent, or control exposure will be regularly monitored on an appropriate basis as identified by the MSDSs or risk assessments.

**3.6 Equipment and Machinery Safety**

**3.6.1** Before any new piece of equipment is purchased, the Chief Executive in conjunction with the Facilities Manager will obtain an assurance from the supplier that it complies with the requirements of Section 6 of the Health & Safety at Work (etc.) Act 1974, the Provision and Use of Work Equipment Regulations, the Supply of Machinery (Safety) Regulations and any relevant British or European standards. The External Health & Safety Advisors will provide further advice where required.

**3.6.2** Employees and volunteers will be instructed by managers in the safe use of specific equipment. Unless they have received this instruction, employees and volunteers are specifically prohibited from using any item of equipment.

**3.6.3** The fitness equipment in the gymnasium will be subject to a weekly documented check by the Facilities Manager and an annual service by the supplier.

**3.6.4** Safety equipment used for climbing activities including harnesses, ropes and helmets will be subject to a visual check before every session and a documented monthly inspection. Details of the monthly inspection will be kept in a log book. An annual inspection will also be carried out and documented by the External Technical Advisor.

**3.6.5** Any users of equipment will report any defects, actual or suspected, to their manager who will take the appropriate action.

**3.6.6** Managers will, in the normal course of duties, ensure that employees are checking that safety equipment is in position and in good condition.

**3.6.7** The Facilities Manager will ensure that all maintenance schedules are adhered to and will keep written records of all such maintenance.

**3.6.8** Should a fault occur with any equipment or machinery, the supervisor or manager in charge of the session shall ensure that it is promptly taken out of service and a ‘Do Not Use’ applied to identify it.

**3.6.9** The relevant Duty Manager and the Facilities Manager are responsible for ensuring that no machine or equipment is used in an unsafe condition. Where necessary they will seek the advice of the External Health & Safety Advisors.

**3.7 Statutory/Periodic Examinations**

**3.7.1** Thorough examinations by a competent person (some examinations require an insurance company engineer) and must be carried out as follows:

|  |  |
| --- | --- |
| Passenger Lifts | Every 6 months |
| Lifting Hoists | Every 6 months |
| Gas installations/Appliances  Pressure cookers, pressure fryers, steam pans, steam pipes, water boilers and other steam raising pressure plant e.g. Coffee machines | Every 12 months by ‘Gas Safe’ Registered Engineer  According to the written scheme of examination set by a competent person |
| Electrical appliances (Kitchen) | **Fixed**  Inspection and testing 5 yearly as recommended by the Institution of Engineering Technology (IET) Because of the demanding environment the IET recommends more frequent inspections for the catering equipment in kitchens. For example, if portable: Formal visual inspection every 6 months, combined inspection and test every 12 months. |
| Air receivers | Every 24 months or at such intervals as the competent person decides |

**3.7.2** The Facilities Manager will ensure that there is an accurate register of all items subject to examinations and that each item is given a unique identification number or description.

**3.7.3** The Facilities Manager will check that the statutory/periodic examinations are carried out on, or before the due date.

**3.7.4** Any urgent defects identified by the examiner will be dealt with immediately by the Facilities Manager who will, take the item in question out of commission until the defect is rectified or the item replaced.

**3.7.5** The Facilities Manager will ensure that written reports of the examiner are properly kept for reference by the Company or by the Enforcing Authority. Such reports will be kept in suitable files held by the Facilities Manager and be available for inspection at all times.

**3.7.6** The Facilities Manager will ensure that all matters which may be referred to in the examiner’s reports are attended to within the time specified by the examiner. If no specific limit is identified, then the matter will be dealt with as soon as is practical and in any case before the end of the next statutory periodic examination.

**3.7.7** The Facilities Manager will ensure that all equipment has been examined and certificated as appropriate prior to it being used.

**3.8 Personal Protective Equipment (PPE)**

**3.8.1** Where a need for wearing personal protective safety or other suitable equipment is identified (whether by legislation or otherwise) all employees, volunteers and members are required to use and take care of, such equipment. The relevant Duty Managers will ensure that all personnel under their control comply with this requirement.

**3.8.2** Safety footwear will be supplied to employees where the need has been identified and must be worn at all times whilst at work.

**3.8.3** Sensible and suitable footwear will be worn by those employees working in the kitchen and dining area.

**3.8.4** Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration or abrasion to the hands.

**3.8.5** Appropriate safety glasses will be worn by any employees engaged in operations presenting a risk of injury from flying particles/debris.

**3.8.6** Overalls and gloves are also provided to afford protection against contact with hazardous substances and will be worn as indicated by the risk assessment.

**3.8.7** Various items of safety equipment are provided to managers, employees and members for the participation of certain activities. Equipment such as helmets, harnesses, buoyancy aids, knee/elbow pads and guards. The specific detail of appropriate equipment will be identified in the corresponding risk assessments.

**3.8.8** The relevant Duty Manager as required will identify those employees, volunteers and members for whom protective safety or other suitable equipment is required and will ensure that an adequate supply of the correct equipment is obtained. The External Health & Safety Advisors and/or Technical Advisor- Outdoor Activity Adventurous Activities will advise regarding suitable equipment where required.

**3.8.9** Employees and volunteers will maintain their issued equipment in good condition and will report any loss or damage to their manager.

**3.8.10** Adequate facilities i.e. lockers will be provided for the storage of all protective, safety and other suitable equipment.

**3.8.11** Instances of non-compliance, either by employees and volunteers or members will be reported to the relevant Duty Manager and Facilities Manager.

**3.9 Control of Contractors**

It is the policy of Inspire Youth Zone to ensure the Health & Safety not only of their employees, volunteers, members and visitors but also the Health & Safety of the contractors they employ.

In order to implement this policy, the Facilities Manager will:

**3.9.1** Request information where appropriate from the contractor on their Health & Safety policy and procedures, their director responsible for safety and their safety arrangements.

**3.9.2** Request copies of their insurance cover certificates in respect of employers’ liability and third-party risks.

**3.9.3** The Facilities Manager will help to maintain an approved list of contractors authorised to carry out work on Inspire Youth Zone’s behalf. This approved list will be stored electronically and maintained by the Facilities Manager.

**3.9.4** No contractor must be used unless they have been assessed and approved by the company and are included in the company’s approved list of contractors.

**3.9.5** Establish rules and guidelines for their activities whilst on Inspire Youth Zone premises.

**3.9.6** Provide information as necessary on risks which may be encountered in carrying out approved work on Inspire Youth Zone’s behalf and identify activities and actions which must be avoided.

**3.9.7** Supervise their activities to ensure that they are not creating any risks or hazards to themselves or to Inspire Youth Zone employees.

**3.9.8** Define respective responsibilities for managing Health & Safety.

**3.9.9** Agree and define the areas in which work is to be carried out, the approved access routes to and from the work areas and any areas which are out of bounds.

**3.10 Risk Assessments**

**3.10.1** All measures necessary to control or reduce that risk will be considered, specified, recorded and the appropriate action taken as soon as possible. Managers will be responsible for ensuring action is taken.

**3.10.2** Records of risk assessments will be kept by the Facilities Manager and the Youth Work Manager and reviewed on either a 6 or 12 monthly basis in order to ensure they are kept up to date. Assessment summaries will be displayed on the designated notice board and where required in the appropriate work areas. Dynamic risk assessments for activities will be displayed in all activity rooms and taken on every outdoor activity/event.

**3.10.3** Any new activity or equipment will have its risks assessed before the activity or work with it commences. Any changes or modifications to activities or equipment likely to significantly alter the characteristics will be similarly assessed before such changes are carried out. If an increase in risk is likely, (even though all possible controls are in place) the Youth Work Manager (if dynamic) and Facilities Manager (if general) must authorise the new process, machine or equipment, seeking advice from the External Health & Safety Advisors where necessary.

**3.10.4** The findings of the assessments will be integrated into general safety training and instruction within the workplace and the necessary control measures.

**3.10.5 Specific Assessments**

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, managers will arrange to carry out the necessary assessment, seeking further specialist advice from an External Health & Safety Advisor or the Facilities Manager. Following the assessment, the relevant findings will be forwarded to the Facilities Manager who will ensure that the necessary actions are implemented.

Examples of specific assessments such as:

* Manual Handling
* Fire Safety
* Machinery/Equipment
* Display Screen Equipment
* Hazardous Substances

**3.11 Manual Handling**

**3.11.1** Inspire Youth Zone will endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.

**3.11.2** An assessment will be carried out by managers for all remaining tasks which pose significant risk of injury. This will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures. The assessment should be carried out in conjunction with the Youth Work Manager or the Facilities Manager if necessary.

**3.11.3** A suitable level of information, instruction and training will be provided to tell all employees and volunteers carrying out manual handling activities which cannot be eliminated.

**3.11.4** Should an employee suffer injury or report any ill health condition which may affect their capacity to carry out tasks involving strenuous manual handling, the manager or supervisor must inform the Youth Work Manager or the Facilities Manager who will seek further medical advice.

**3.11.5 Specific responsibilities**

**Employees Will:**

* Ensure they are aware of the necessary precautions and control measures for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

**Managers/Co-ordinators or Session Leads will:**

1. Ensure all significant manual handling activities have been identified, a risk assessment carried out and control measures put into effect.
2. Ensure that appropriate training or instruction is provided to all employees, volunteers and members who may be at risk. This will include an awareness of the factors to consider in making a simple assessment of risk and the need to avoid injury by adopting safe lifting and handling techniques. This will be carried out by the Youth Worker Manager, the Facilities Manager or the External Health & Safety Advisors where required.
3. Ensure the control measures identified in any assessment are implemented and monitored.
4. Ensure employees and volunteers comply with any control measures identified.
5. Lifting of people should be avoided but where this is not possible a lifting hoist must be used, and the Facilities Manager must ensure staff using the hoists have had the necessary training.

**3.12 Working at Height**

Employees and volunteers at Inspire Youth Zone will only work at height where it is absolutely necessary to do so. Wherever possible, working methods will be planned so as to reduce the need for employees and volunteers to work at height to an absolute minimum.

**3.12.1** A specific risk assessment will be carried out by managers for all tasks involving working at height. The assessment will consider the nature of the task, the correct access equipment to carry out the task safely and the competency of the employees who will be carrying out the task. The assessment should be carried out in conjunction with or signed off by the relevant Youth Work Manager or the Facilities Manager.

**3.12.2** The only work at height likely to be carried out will be via the Facilities Manager. As such they will be suitably trained.

**3.12.3** Employees are formally instructed that they are prohibited from using any access equipment unless they have received documented work at height training form Inspire Youth Zone and have received written authorisation to do so.

**3.12.4** All access equipment owned by Inspire Youth Zone will be inspected on a weekly basis by the Facilities Manager. Each item of equipment will be marked with a unique identification number and recorded in a designated equipment register. The results of each inspection will be recorded in the register, retained by the Facilities Manager.

**3.12.5** When any access equipment is hired in, such as scaffold or cherry picker, the Facilities Manager is responsible for ensuring that the equipment is in good condition, including sight of statutory test certificate and the relevant information, instruction and training is provided by the hirer.

**3.13 Display Screen Equipment**

**3.13.1** Display screen equipment is used extensively with Inspire Youth Zone however, not all employees who use this equipment will be classified as a ‘user’ under the Health & Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these regulations may not apply in all cases.

**3.13.2** In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Employee Assessment which can then be returned to the Centre Manager. From the information on the assessment, the Office and Administration Manager will liaise with the Facilities Manager to identify all designated users with Inspire Youth Zone.

**3.13.3** All users will be required to carry out an assessment of their own work station under guidance from the Facilities Manager. The Facilities Manager will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.

**3.13.4** All users are entitled, under the regulations to an eyesight test, to be carried out by a registered practitioner, at the company’s expense. The results of all such tests will be collated by the Office and Administration Manager. Tests should be carried out at regular intervals (as advised by an ophthalmologist, option or doctor).

**3.13.5** Where the results of the test shows that the corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the company’s expense, (as required by the regulations).

**3.14 Induction Training**

**3.14.1** The Office and Administration Manager, in conjunction with the relevant managers will ensure that every new employee and volunteer receives initial induction training which must include:

The location of:

* All fire exits, fire escape routes and fire assembly point.
* The location of fire extinguishers and appropriate use of these for the various types of extinguishers and types of fire.
* The location of first aid facilities and an introduction to the first aiders in their department
* The location of toilet and washroom facilities
* The location of the safety notice board

An example of the:

* Inspire Youth Zone Health & Safety Policy and an outline of the arrangements for its implementation
* Company rules regarding Health & Safety
* Specific responsibilities regarding Health & Safety and their acknowledgment
* Fire precautions
* The procedure to be observed in the event of an accident
* The disciplinary rules which may result from breaches of Health & Safety rules

Briefing on Health & Safety Policy and the opportunity to ask questions regarding its contents. The employee or volunteer must also be given the opportunity to read the document in detail if required.

Instruction in:

* Safe handling of materials in the workplace
* Use of protective safety or sensible clothing and equipment
* The importance of good housekeeping etc.

**3.14.2** The relevant manager will ensure that the new employee or volunteer does not commence their duties until necessary induction training has been given and a training/instruction acknowledgment record completed. In exceptional circumstances basic essential information will be given by the relevant manager. In all cases the formal induction process must occur with 7 days.

**3.15 Specific Training and Competency Evaluation**

**3.15.1** In addition to the induction training provided to each new employee and volunteer, the relevant manager will identify any specific training needs which the new employee may have.

**3.15.2** Having identified such training needs, the Office and Administration Manager will make the necessary arrangements for training to be provided by a competent and experienced person or organisation.

**3.15.3** Following the identification of specific training needs, this information will be entered onto the matrix. Once the training has been carried out, this will then be entered on the matrix as ‘completed’.

**3.15.4** Having entered the specific training requirements onto the matrix, the Office and Administration Manager will then arrange for suitable dates to carry out the training. These dates will be entered on to the matrix. Once training has been carried out, this will then be entered on the matrix as ‘completed’.

**3.15.5** Managers, in conjunction with the Facilities Manager will likewise identify the specific training needs of existing employees and make the similar necessary arrangements in conjunction with the Office and Administration Manager.

**3.15.6** The relevant managers will be responsible for monitoring the performance of employees and contractors and for identifying any need for further, refresher, or alternative training.

**3.15.7** The Office and Administration Manager will ensure that appropriate training records are kept and that the records contain such details as employee’s name, type of training provided, name of trainer, date of training (and of any subsequent or refresher training) and any other pertinent matters.

**3.15.8** In those cases where employees are required to be specifically authorised to undertake certain activities, such authorising shall be clearly made known to the employee by the Facilities Manager and Office and Administration Manager after the appropriate training has been provided. A register of all such employees will be held by the Office and Administration Manager.

**3.16 Workplace Inspections**

Regular inspections will help to maintain standards of housekeeping and welfare arrangements within the workplace and will help to ensure compliance with the requirements of the Health & Safety at Work etc. Act 1974 and the various regulations made under it.

**3.16.1** The Chief Executive in conjunction with the Facilities Manager is responsible for ensuring that regular inspections are carried out as identified within risk assessments. These could be on a daily, weekly or monthly basis.

**3.16.2** The Facilities Manager will keep a written record of all such inspections and is responsible for ensuring that any remedial action identified as a result of the inspection is actioned.

**3.17 Risks Specific to Young Persons**

Because of their possible lack of awareness, inexperience or immaturity young people **under 18 years old** are considered to be particularly at risk in matters affecting their Health & Safety at work and as such Inspire Youth Zone does not employ any persons under the age of 18.

**3.17.1** Inspire Youth Zone has a large membership of young persons who are supervised by designated members of staff at all times. The Youth Work Manager has overall responsibility for designating staff and arranging staff to young person’s ratios. This will be influenced by factors such as age of the young persons, abilities and special needs of the young persons and the activities being undertaken by staff and young persons. The Youth Work Manager must ensure that any specific risk assessments involving young persons are completed by the relevant managers for all activities being undertaken.

**3.17.2** Safeguarding is an important part of the staff selection process and an enhanced DBS check is carried out on all personnel prior to work commencing. Training for all staff and volunteers in safeguarding is completed during their induction process.

**3.18 Driving at Work Policy**

**3.18.1** Inspire Youth Zone’s Driving Policy applies to all company vehicles whether personally allocated or pool vehicles. Relevant sections also apply where private vehicles are used on company business.

**3.18.2** Prior to being authorised to drive on company business, the driver is required to submit their licence to the Office and Administration Manager. A copy of the licence will be taken and held on the employee’s personal file.

**3.18.3** Should a privately-owned vehicle be used on company business, it is the responsibility of the driver to ensure that the relevant insurance cover for business use is in place. An up to date copy of the insurance certificate must also be submitted to the Office and Administration Manager for inspection and kept on file with the copy of the employee’s driving licence.

**3.18.4** Employee’s driving licences and where applicable relevant insurance documents must be subject to an annual check by the Office and Administration Manager. All company drivers must submit the required documentation upon request from the Office and Administration Manager.

**3.18.5** It is the responsibility of all company drivers to ensure that they are medically fit and do not have any health issues which may affect their ability to drive safely. If this is the case, or where there is any doubt as to their fitness to drive, they must declare it immediately to their manager and in turn, the Office and Administration Manager. Likewise, the employee must also disclose if they are taking any medication, prescribed or otherwise, which may affect their driving ability.

**3.18.6** Drivers must also ensure that their eyesight meets the required Department of Transport standard and drivers should be aware that it is an offence to drive a vehicle on the road with inadequate vision.

**3.18.7** Company drivers must immediately inform the Office and Administration Manager if they have any convictions for road traffic offence, pending prosecutions, or have committed any violations under the Road Traffic Act or associated legislation.

**3.18.8** Inspire Youth Zone prohibits the consumption of alcohol or drugs whilst employees are engaged in any driving activity on behalf of the company, or during any breaks from driving. All employees and volunteers are reminded that alcohol or drug abuse whilst at work will be treated a gross misconduct and that the company reserves the right to carry out checks where there may be a suspicion of abuse.

**3.18.9** Irrespective of whether the vehicle is company owned, privately owned or is a pool car, it is the responsibility of the driver to ensure that it is roadworthy and meets all relevant legal requirements prior to driving.

These include the following:

* An up to date road fund licence
* MOT certificate where relevant (e.g. where the vehicle is over three years old)
* Sufficient tread on tyres (legal minimum of 1.6mm recommended minimum of 3mm of trad across the width of the tyre), no cuts or distortion of the tyre wall

**3.18.10** Any defects to the vehicle must be reported immediately to the Facilities Manager. Should any damage be sustained, or deficiency occur whilst driving, this must be reported as soon as possible to the Facilities Manager or other nominated manager

**3.18.11** Journeys should not be undertaken unless absolutely necessary where poor weather conditions may affect the safety of the driver or other road users. Where there is any doubt a manager, or the Facilities Manager must be consulted.

**3.18.12** It is also the responsibility of the driver to ensure that they do not drive whilst feeling tired i.e. long journeys or residentials. It is strongly recommended that regular breaks are considered when planning long journeys. As a general guide it is recommended that at least a ten-minute break away from the vehicle is taken every two hours of continuous driving.

**3.18.13** Drivers are reminded that it is a criminal offence to use a hand-held mobile phone or similar device whilst driving or in control of a vehicle. It is also a criminal offence for the driver to distracted whilst carrying out an ‘avoidable activity’ whilst driving.

This could include, the following activities:

* Eating and/or drinking at the wheel
* Adjusting a satellite navigation device
* Making or answering a call from a hands-free kit/telephone
* Any other avoidable Activity e.g. Reading, apply makeup etc.

All these activities are strongly discouraged by Inspire Youth Zone. Should an accident occur whilst the driver is carrying out any such activity, the driver could be prosecuted, and disciplinary action may be taken by the company.

**3.18.14** Drivers are reminded that they must obey any relevant road traffic legislation or guidance whilst driving on company business and that failure to do so may be treated as a disciplinary matter. Drivers are also required to treat all company vehicles with respect and drive in a manner which reflects the good name and reputation of Inspire Youth Zone.

**3.18.15** Unauthorised passengers or goods must not be carried in any company vehicle.

**3.18.16** Drivers of vehicles such as mini buses which are the property of Inspire Youth Zone must have the relevant insurance, training and licence (D1 for 17-seater). Drivers of minibuses must not be considered safe to drive until they have been given ‘familiarisation training’ from the Facilities Manager.

**3.19 Legionella Control**

**3.19.1** Inspire Youth Zone are aware of their responsibilities in managing water systems under their control and maintain a full register for the site.

**3.19.2** The Facilities Manager will ensure that an appropriate risk assessment has been completed.

**3.19.3** The risk assessment will be reviewed regularly (at least every 2 years) and wherever there is reason to suspect it is no longer valid.

**3.19.4** Where a water control scheme is required, the Facilities Manager will ensure that an appropriate scheme is implemented and that the necessary control procedures are carried out to the required standard.

**3.19.5** Water Management Log Books will be kept readily available.

**3.20 Lone Working Procedures**

**3.20.1** All persons who may undertake lone working practices must ensure that, in their opinion, they are in good health and medically fit to work alone. Should any employee have any condition or be suffering from any form of ill-health which may affect their ability or safety whilst working alone, they must inform the Office and Administration Manager.

**3.20.2** Where possible all routine work activities should be planned so as to avoid the need to work alone without proper supervision. Activities necessitating the need to work alone should only be carried out where there is no reasonable alternative.

**3.2.03** Prior to commencing working alone, all employees must ensure that they have adequate means of communication (i.e. mobile phones) and this must be kept on their person throughout the duration of the activity. It is the employee’s responsibility to ensure that:

* The battery is fully charged and will remain charged for the duration of the activity
* The signal reception in the area is sufficient to make and receive calls

**3.20.4** All lone working employees must take care to ensure their safety and security of the premises at all time. Ensure that all entrance gates and barriers are closed after use. At the end of the activity, care must be taken that all premises are locked and secured, and all alarm systems are activated where appropriate.

**3.20.5** Under no circumstances must any activity be commenced unless a suitable and sufficient risk assessment has been carried out beforehand.

**3.20.6** Lone working will not be permitted under the following circumstances:

If the planned activity is a specified ‘high risk’ operation such as:

* Working under temporary structure etc
* Work which may involve contact with live electrical equipment
* Any activity where significant hazards were identified by risk assessment
* Other activities may be included in this list at the discretion of the Chief Executive

**3.20.7** Under no circumstances whilst working alone must any employees operate or attempt to operate any vehicle, plant, machine or process unless they have been trained, authorised and deemed competent to do so.

**Please Note That Failure to Comply with Any of The Above Requirements May Compromise Your Personal Safety and Will Be Treated as Serious Misconduct by Inspire Youth Zone.**

**4 Appendix**

**Blank forms and checklists referred to in the Health & Safety Policy Manual**

1. Health & Safety Documentation - Acknowledgement Form
2. Health & Safety Documentation - Issue List
3. Internal Accident Investigation Form
4. Contractors Information
5. Risk Assessment – General
6. Manual Handling Assessment
7. Display Screen Equipment
8. Induction Training Checklist
9. Workplace Inspection Checklist
10. COSHH Assessment