Grove Park Youth Club
Building Preservation Trust

Health and Safety Policy

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Approved by:	TRUSTEES & DIRECTORS	**Date:** November 2023
Amendments:	Annual review updates in red, For sign off / Website January 2025	**Next Review due by:** November 2026

Health & Safety Statement of Intent

Endorsed by the Trust on ……..

- Signed: _____ _____Chair of Trust

- Signed: _____ _____Trust Director

Date _____03/11/25_____ **3.**

1. Introduction

This document outlines the framework and procedures for an active policy of Health and Safety for GPYC BPT Trust.

All Trust members should acquaint themselves with the content of this policy and the accompanying guidelines and procedures.

2. Aims and Objectives

3.The aims and objectives of the Health & Safety Policy are to:

- promote high standards of safety, health and welfare
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances;
- protect all users of the building and personnel, whether they be employees, service providers, members of the general public visiting the building, or contractors and their employees, from any foreseeable hazards;
- provide adequate relevant training, instruction, supervision and information to all employees in order that they may work in safety as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- all personnel are responsible for the raising of awareness with regards to aspects of safety;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;

4. Responsibilities of individuals within the Trust are as follows:

All Trust members and employees

Must ensure that:

- the main elements for managing health and safety in the Youth Club e.g. inspections, risk assessment and monitoring, are in place
- all health and safety policies are implemented and prioritised;
- a designated Director is appointed to represent the Trust for health and safety matters alongside – currently this is: **Diana Monkhouse**
- the Trust receives regular reports from the Health and Safety Director and/or the Health and Safety Representative(s) on any health and safety matters and discuss and act upon any recommendations;
- All activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substances.

5. Designated Health and Safety Director Responsibilities

The H&S Director, (or in their absence, the Chair of the Trust) is responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging its use, through regular monitoring, to implement health and safety arrangements.

The H&S Director shall:

- be the focal point, or officially delegate responsibility for day-to-day references on safety, and give advice or indicate sources of advice; undertaking event and activity risk assessments as required
- co-ordinate the implementation of the approved safety procedures;
- maintain contact with outside agencies offering expert advice on health and safety;
- report all known hazards to the Trust;
- stop any unsafe practices or the use of dangerous plant, tools, equipment, machinery, etc. until reviewed/rectified and made safe;
- make recommendations to the Trust with regard to faulty plant, tools, equipment, machinery, etc. for additions, repairs and/or replacement of any faulty/hazardous items;
- notify, working with the Chair of the Trust, to manage and notify any hazardous building defects or statutory maintenance related issues e.g. damaged roof or faulty boiler;
- ensure all accidents are reported and First Aid recorded;
- regularly review First Aid provision and ensure updates are made as required, including First Aid kit maintained on site;
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary;
- work to ensure all aspects of Health and Safety Policy are reviewed regularly and amended/improved where necessary.

6. Risk Assessment Risk assessments

A risk register is maintained by the Trust for the building and its operation and any event or works to be carried out must complete/ review the register/assessment accordingly.

Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. The Risks will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

Please refer to the Trust Risk Policy for further information.

7. **New, Expectant and Working Mothers**

On notification of pregnancy, return to work/activities after giving birth or continued breast-feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

8. First Aid

Service providers using the Youth Club must have their own procedures and policies for Health and Safety and First Aid.

The Trust will not administer First Aid in the first instance this should be managed by the provider but a First Aid box and contents is retained on site and can be utilised by the service provider should this be required. A 'travel' first aid kit is also available for activities outside of the Youth club and on trips.

- Any First Aid must be responded to promptly as with all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Undertaking regular refresher training
- Looking after first aid equipment and ensuring that containers are re-stocked when necessary.

9. Fire Procedures and Marshals

Service providers using the Youth Club must have their own procedures and policies for Health and Safety and Fire procedures and be fully aware of the requirements to evacuate the building.

The current designated safe space is the council owned green area adjacent to the site at a distance of over 100m from the building.

The Trust will provide formal Fire Emergency training for all users or the building ensuring all users are familiar with evacuation procedures and emergency reporting.

A Fire Marshall shall be a designated person/s dependent on the activity and event and may include person/ persons leading and effectively managing the event or activity, provided by the service provider.

Any designated Fire Marshalls role may include:

- Sweeping of dedicated areas
- Assisting those on the premises to leave the building
- Closing doors and windows (if safe to do so)
- Ensuring fire exits are kept clear, firefighting equipment is visible, signage is adequate and good housekeeping is maintained.
- Reporting to the Fire Controller and Trust H&S officer

- Liaising with the Fire Brigade

10. Emergency Evacuation

Information about evacuation procedures for activities and events will be given at the start of each event as part of the service providers briefing. In the event of an emergency evacuation all occupants must leave the building and premises to the designated safe place.

11. Contractors and Employees

It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria.

All Contractors must be offered and be given access to Asbestos Register prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified.

12. Means of Access/Egress

Designated walkways and routes of access must always be used. Do not use short cuts; they can result in serious accidents. Cars and pedestrians will be kept separate.

Ensuring fire exits are kept clear, firefighting equipment is visible, signage is adequate and good housekeeping is maintained.

13. Lifts

Lifts are provided for use and are routinely maintained.

14. Good Housekeeping

Slips, trips and falls are a large cause of accidents. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Do not obscure any emergency lighting or signs

15. Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines.

All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.

Building users must report any issues with electrical equipment immediately to the Trust representative.

16. Use of Harmful or Hazardous Substances – COSHH

Section 6 of The Health and Safety at Work etc. Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.

All COSH items will be locked away and stored separately.

17. Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person.

18. Legionella – Water Management

The Trust will instruct a competent person to undertake a legionella (water) risk assessment. Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water.

19. Working at Height

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

All activities that require working at height must be risk assessed prior to the activity by a competent person.

No Trust members are permitted to work at height unless they have attended a minimum of working at height awareness training.

20. Lone Working

People who work alone without interaction with other workers e.g. people who work in the building outside designated hours (e.g. staff working late, trustees and volunteers). All lone working activities and access must be notified to the Chair of the Trust/ H&S director and risk assessed with reasonable management control measures considered ie locking of front doors.

21. Stress Management

The trust recognises the impact of stress in the environment and youth work setting and endeavor to ensure that the risks from work/ activities related stress are being effectively managed and controlled where practical.

22. Violence and Aggression

All trust members, staff and volunteers are entitled to carry out activities /work without threat of verbal abuse or physical violence. Any displays of aggression to our trust members, staff, volunteers, visitors, or a children/young people will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.

23. Premises Inspections

Regular routine inspections will be made to ensure the safety, operational and functional aspects of the building elements, including glazing and equipment.

24. Waste Disposal

Waste will be places in the appropriate bins within the building, and removed each day by the Service providers.
Hazardous waste such as computer equipment, fluorescent light bulbs, old fridges etc. will be arranged via specialist collection organized by approved contractors.
Medical waste (such as female hygiene waste) needs to be disposed of in a specialist waste bin. This waste is collected and disposed of separately.

25. Asbestos Management

The H&S Director has been designated responsibility for making regular inspections areas known to contain asbestos. They will check for signs of physical disturbance and organise annual inspections by an approved contractor. In the event of suspected disturbance, they will immediately bring this to the attention of the Trust for deciding the next steps. This will involve;

- Physically restricting access to the area including making a door air tight by sealing with tape;
- All involved to be provided with an area to remove potentially contaminated clothing for disposal as hazardous waste;
- Possible evacuation and closure of the Youth Club whilst an emergency call-out is arranged by an approved contractor;
- No intrusive work can take place without consulting the asbestos register prior to commencing work.

26. Smoking

Smoking is not permitted on the Youth Club premises or within the site boundary.

27. Use of Nicotine Containing Products

The term “electronic cigarette” is a generic term and many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

Use of products that resemble cigarettes or which could be confused with them, including ‘electronic’ cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the Youth Club, this includes all external places.
This applies at all times - in and out of Youth Club time and for events.

28. Consumption of Food and waste

Service providers using the Youth Club must have their own procedures and policies for the consumption of food (record of allergies etc) and must deal with waste food in accordance with local authority waste disposal and as directed by the Trust.

29. First Aid Box

A First Aid Box contains at least the minimum permitted contents in accordance with the Regulation.

IT IS RECOMMENDED THAT CREAMS AND OTHER ANTISEPTICS ARE NOT USED.

Disposable plastic gloves should also be stored/ part of the First Aid Box.

Reportable accidents and treatable minor injuries should be noted in the First Register/ lob book on site and any emergency or hospital reportable incidences or admissions following the incident should be informed to the Designated Health and Safety Director.

30. Data Protection

All data held or used by the Trust will be used in accordance with the latest legal requirements under law.

31. Safeguarding

The trust is committed to devising and implementing our safeguarding policy so that everyone working in the Youth Club accepts their responsibilities for safeguarding children, young people and adults at risks from neglect, physical, emotional, and sexual abuse. All trust staff, service providers and visitors should be made aware of the Safeguarding Policy and should report any concerns they have.

Please refer to the trust's Safeguarding Policy.

32. After school clubs and activities

All after school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book.

33. Communicable and Infectious Diseases Reporting

Any suspected infectious disease should be reported to **the** H&S Director and/ or Chair of the Trust.

34. Pandemic

In the event of an arrival of a new infectious disease, the Trust will be led by the Government guidance and control measures and will be required to implement them.

35. Boiler and Boiler Room and Electric intake space

Assess to the boiler rooms is restricted to the Trust Directors and authorised representatives/ contractors. Boilers are checked and serviced annually by a competent Gas Safe engineer.

There will not be any flammable or combustible materials stored in the boiler rooms.

Access to the electric intake space is also restricted to the Trust Directors and authorised representatives/ contractors. The electric fuse panel is accessible via a keyed access panel door.

36. Gas

Trust members are aware of the emergency procedures to deal with gas incidents and that they know the locations of emergency controls.

Main gas isolation switches are situated in the studio room in a boxed-out corner with easy to open access panel.

37. Hot Works

Any process where it is necessary to ensure that fires or injury are prevented during and after any 'Hot Work', which includes welding and cutting, brazing, use of blow lamps, soldering equipment, bitumen boilers and any other equipment which produces heat, sparks or naked flames must be by a competent contractor with their own policies and procedures implemented.

38. Personal Protective Equipment (PPE)

Trust members, volunteers and employees are responsible for ensuring that they use PPE where it is provided.

39. Glazing

Broken glass will be cleared and made safe. A contractor will be appointed to repair as necessary.

40. Severe Weather Procedures and Snow Closure

In the event of severe weather making the building and /or the journey to and from the youth club hazardous, or likely to be excessively delayed, then the Chair of the Trust will advise the service providers and cancel/ close the building.

41. Security

The building is covered by a security CCTV system and this is accessed and managed remotely by the Chair of the Trust. Any security breaches will be notified and the Trust member and volunteers made aware of the actions and impacts that may occur.

All visitors and contractors must be made aware to the Trust's H&S Director and Chair of the Trust. The allocation and control of keys for access to the building and rooms and spaces within are controlled and monitored by the trust.

42. CCTV

The Trust complies with the Data Protection Act and freedom of information requests.

43. Trees and Hedges

The Trust endeavors to carry out seasonal trimming of hedges, cut grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes.

44. Equipment

The service provider is responsible for ensuring the young persons are properly supervised or for making the decision to 'close' the equipment should there be

insufficient supervision.
All Service providers are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Trust.

45. Cleaning

Our cleaning service is provided by a contractor and cleaning staff receive procedures and guidance from the contractor. The service and contract are monitored on behalf of the Trust by the Chair of the Trust.

46. Fire Prevention

As the person delegated with day-to-day running of the school the H&S Director is deemed as the "Responsible Person" under current fire safety legislation. The main duties of the Responsible Person in relation to fire safety are:

- to ensure an annual fire risk assessment is completed by a competent person;
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary;
- arrangements for any necessary contacts with external emergency services;
- provision of adequate emergency escape facilities.

An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting the plan into effect.
Fire evacuation drills must be completed and the results recorded in the Fire Log e.g. time to evacuate, call point activated and any issues highlighted. This may need to be more frequent if there are changes to the site e.g. change of assembly point due to planned construction work.
All users should receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.

47. Health & Safety Reviewing & Monitoring

The H&S Director will annually monitor the H&S policy – (this document) to ensure that it is still relevant and workable. All Trust members, volunteers and employees will be informed of any changes made through emails and meetings as deemed most suitable.
Individual risk assessments will be undertaken as required and as required by the specific event or activity. Please refer to the Risk Management policy.

48. Health and Safety Training

Training on Fire safety will be given to all trust member, volunteers and staff, so that all are acquainted with the building, apparatus and building exits and assembly points.
First Aid training will be reviewed and access to current and ongoing training courses will be undertaken as required. The Trust will maintenance records for training of its members and staff.

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