



Serving and Protecting Selsey's Young People

Youth Dream (Selsey) Limited

Registered in England and Wales

Company Registration No. 8752886 Registered Charity No. 1155982

The Bridge Youth Support Centre

HEALTH AND SAFETY POLICY

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Youth Dream

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OUR RESPONSIBILITIES

As your employer, Youth Dream always aims to ensure your health, safety and welfare while you are at work, as far as is reasonably practicable. We will give you information about your job and tell you about any potential risks that you are likely to face.

Our duties include:

- Keeping your workplace safe and not putting you at risk of injury or ill health.
- Providing suitable display screen equipment and workstations.
- Controlling any hazardous substances such as dust and fumes.
- Controlling noise at work.
- Providing any protective clothing and equipment you will need.
- Providing and maintaining suitable machinery and equipment.
- Making sure you are trained to carry out your tasks safely; for instance, that you know the correct way to lift, carry or move a load.
- Providing facilities for first aid and precautions against fire.
- Recording and investigating any incident when anyone is injured, becomes ill due to their work or is exposed to a dangerous situation.

Training

Your manager will give you a short induction in health and safety when you first start in your job. Then, depending on the tasks you have to do, your manager will review what training you need to understand the health and safety aspects of your work, and to help you develop the skills to keep yourself, and others affected by your work, healthy and safe.

Risk Assessment

To make sure we are creating safe and healthy working conditions and practices, we have to do a risk assessment. It is important to identify any hazards in the environment and the way we work, and to assess how these can be controlled. We aim to make sure that the risks are not significant and the benefits far outweigh any risk taken.

You have an important role to play in the risk assessment process by identifying concerns and hazards in your work and work place. You can then contribute to the assessment of how 'your own and others' health and safety can be better protected.

YOUR RESPONSIBILITIES

As an employee, you also have duties and these include:

- Taking reasonable care of your own health, safety and welfare and that of other people who may be affected by what you do or do not do.

- Following health and safety guidance and instructions.
- Using machinery and equipment correctly, in the way it was designed for.
- Using and looking after any personal protective equipment provided.
- Not misusing anything provided for health and safety reasons.
- Reporting any defects, accidents or ill health caused by your work to your line manager.

You should find out where the health and safety information is kept where you work and become familiar with all the documents relevant to your tasks.

What you should do to help yourself and others

General

You should wear the right clothes, headgear and footwear for your type of work and location.

Do not take part in horseplay, or play practical jokes.

If you see a hazard, either put it right yourself if it is safe to do so, or tell your manager.

Do not ignore a hazard – report it to your manager.

Accidents often happen because people are rushing or tired, and so they don't pay enough attention to safety. You must always:

- Take due care.
- Be aware of the needs of others.
- Think about how tired you are before starting any activity which would involve risk if you are not alert and able to concentrate.

Fire

Follow a few simple rules to reduce this hazard:

- Put all waste paper and anything else that could burn in the waste bin.
- Do not bring into work your own electric fires or other electrical equipment unless you have permission and the necessary checks have been made.
- Keep clothing, tea towels etc away from heaters.
- Only discard cigarettes ends in the proper bins provided.

Electricity

Remember these points:

- Electricity can kill or cause severe burns. Treat it with respect.
- Always visually check the equipment, cable and plug before use.

- Never tamper with equipment or the electricity supply.
- Never overload sockets in your work area.
- People can easily trip over cables. Think about where they are.
- Keep kettle leads etc away from water.

If you are unsure about the safety of electrical equipment, do not use it. Report what you have found to your manager.

Using Machinery and Equipment

- Only operate machinery and equipment you have been trained to use.
- Make sure you can reach the controls easily and know how to stop the machine before you begin.
- Where safety devices are fitted to protect you, you must use them.
- Store or secure all equipment correctly.
- Make sure you do not allow clothing, hair, jewellery etc to come into contact with the moving parts of any machinery.

Report any defects to your manager.

Slips, Trips and Falls

Slips and trips are the most common cause of non-fatal major injuries in both manufacturing and service industries. Everyone at work can help to reduce the hazards of slipping and tripping up, through good health and safety arrangements.

Remember:

- Be aware of trailing cables and anything you may have left around that others could trip over.
- Clean up any spillages or make wet floor surfaces obvious to others before they slip.

To avoid the risk of falling, remember:

- If you work at height, you need to do it safely so you won't fall and injure yourself.
- If you need to use ladders, stepladders or other access equipment, you must make sure you are shown how to use the equipment safely.
- You must not go onto roofs or fragile surfaces without checking with your line manager first. They must be checked beforehand by an engineer to see that the surface can take your weight.

If you see a slip or trip hazard, do something about it. If you cannot put it right immediately, report it to your manager.

Using a Computer or Display Screen Equipment

Your manager should carry out a risk assessment for everyone who uses display screen equipment in their work, to identify the hazards and how to control them.

We offer you training so you can set up your workstation correctly. This tells you how to minimise the risks associated with using display screens.

The important things to remember:

- Make full use of the equipment provided.
- Adjust it to suit yourself.
- Don't sit in the same position for long periods.
- Take frequent short breaks (mini breaks).

Report any defects in the equipment to your line manager.

Hazardous Substances

Under the Control of Substances Hazardous to Health (COSHH) Regulations, Youth Dream must identify, control and minimise the risk to health from any hazardous substance. Your area has COSHH assessment files with the information you need to deal with these substances safely.

Remember to:

- Read and use the information on labels and COSHH assessment sheets.
- Follow all warnings and instructions.
- Use the proper procedures and wear protective clothing.
- Learn the emergency procedures.
- Store hazardous materials safely and correctly.

Report any concerns to your manager.

Manual Handling – Lifting

About half of all back injuries are caused by lifting badly. Avoid lifting if you can, and use mechanical aids where necessary, or get someone to help.

Before lifting, always remember to:

- Stop, think and assess what you need to do before you start. Decide if you need to use handling equipment, or if you can break the load down. Get help if you need it.
- Stand with your feet apart and with one foot slightly in front of the other. This gives you a good base to support the load.

- Adopt a good posture. Bend your knees, keep your back straight (this does not mean upright, but do not bend your spine). Keep your hips facing the same direction as your shoulders, and do not look down.
- Get a firm grip on the object you are lifting. Lift from the base if possible, and if the load has sharp edges using protective gloves.
- Keep the load close to your body, with the heaviest side next to you.
- If the load needs to be positioned precisely, if possible put it down first then adjust it into place.

Report any concerns to your manager.

First Aid

Find out where your first aid box is located, and how to contact your first aider.

In an emergency, don't be afraid to call for help.

Remember the following points:

- Call for first aid or medical help immediately.
- Check to see if the injured person is breathing.
- Do not move an injured person (unless it's essential to save their life).
- Do not give any medicine or drugs without permission.
- If the person has medication you may help him or her to take the prescribed dose.
- Make sure you are protected, as far as practicable, from coming into contact with the person's body fluids.
- Do not try to give any first aid unless it is within your level of knowledge, experience and training.

There follows some of the main risks that can affect people at work. We have not covered everything and your workplace may have particular arrangements and procedures; check and discuss these with your manager.

Reporting Accidents and Incidents

It is your responsibility to report anything that happens because of a work activity that results in an accident or incident, including near misses, and things like verbal or physical abuse.

All injuries and ill health caused by the work you do must be reported to your line manager.

Stress

There is no doubt that more people suffer from stress than report it. The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressures or

other types of demands placed on them'. In practice, this means that when stressed, staff may find it difficult to cope and may not be able to carry out their duties effectively.

Some degree of pressure (even a lot of pressure) can be stimulating, and may help people to gain satisfaction and a sense of achievement from their work. However, too much pressure (or even in some cases too little pressure or challenge) may result in stress, under-performance and long periods of sick leave.

People also experience stress from pressures in their home and personal lives, for instance bereavement, relationships or family problems, or financial difficulties. These factors can make people more vulnerable to stress at work. Often stress-related illnesses are triggered by a combination of work and personal matters.

The point at which individual people start to suffer from stress may vary, and may depend on their work context as well as the nature of the job. If you feel that you are suffering a bad reaction to too much pressure or other demands, ask for help from your line manager.

Personal Safety at Work

Violence at Work

Violence and aggression is an unfortunate feature of our society, and it is important to be aware of the risks you can face. While most incidents are relatively minor, some are significant – and frequently the people involved say that it came as a complete surprise. However, with hindsight, these incidents were predictable.

Each group must identify, control and minimise the risks where staff are more likely to experience aggression from members of the public or specific groups of people. Your manager should explain these risk factors to you, and you must follow the procedures adopted by your group to minimise the risks from violence and aggression.

Lone Working

If you work alone, your manager must discuss with you how you can do so safely. You need to discuss:

- The type of work you do.
- Any health and safety equipment you need.
- How frequently you should report in.
- Who would raise the alarm if you are overdue.

You also need to look at your access to rest, hygiene, welfare and first aid facilities.

ADDITION

Alongside this policy is the Health and Safety Policy for TKAT. Their policy covers staff when working at The Academy Selsey.