

Registered Charity no: 1182938

www.thriveleeds.org.uk

last review: November 2023..... date of next review: Winter 2024.....

This policy will be reviewed annually.

HEALTH AND SAFETY POLICY

Our values are

Including & Accepting, Empowering & Enabling, and Growing & Transforming.

We see a community where young people:

- belong, are accepted and growing in including others
- can contribute, make a difference and impact their locality
- are growing in confidence, resilience and their ability to cope with challenges.

Health and Safety Policy Statement

The safety of all who work for THRIVE LEEDS and who attend events organised by THRIVE LEEDS is of paramount importance. The statements in this policy are made in order to secure, as far as possible, the health and safety of those who are involved with and come into contact with the organisation.

This policy seeks to provide and maintain safe, healthy working conditions and safe systems of practice for all our employees and voluntary workers. This policy works in conjunction with the Safeguarding policy and relevant cross references will be made.

We will provide information, training and supervision to support all work and activities as required.

The policy also seeks to ensure that any risks to workers, young people and families who engage with THRIVE LEEDS are assessed and minimized as far as is reasonably possible.

The policy and its safety arrangements are reviewed on an annual basis – more often if there are any significant changes to the buildings used or activities taking place.

The allocation of health and safety duties and the arrangements to implement this Policy Statement are set out below.

Health and Safety Responsibilities

As new projects emerge, the names of responsible people will be notified and the list amended accordingly.

These roles include:

2.1 The Trustees

who have general responsibility to ensure that the Health and Safety Policy is implemented. They have overall responsibility for health and safety and for ensuring that arrangements are in place to satisfy legal requirements. Specific responsibilities may be delegated to project staff or individual trustees.

2.2 The Safety officer will ensure that

- hazards are identified, risk assessments are in place, and so far as is reasonably practicable, that safe systems of work are in place;
- food hygiene regulations and procedures are observed;
- accidents, incidents and near misses are reported - and if necessary, are investigated, the Safety Officer is informed of any significant injury and RIDDOR regulations are followed (see notes 4.4);
- the fire and emergency evacuation procedure are in place for the premises used by THRIVE LEEDS including assisting wheelchair users and others with physical impairments;

2.3 Employees and voluntary workers (the staff team)

- co-operate in implementing this Policy, take reasonable care of themselves and others whilst on THRIVE LEEDS business or premises used by them.
- visually check electrical equipment before use (e.g. no loose wires/ damaged sockets) and discard / label it 'do not use' if it is defective or damaged;
- report any fault or defect in equipment, hazards (e.g. trailing cables, unstable paving stones etc.), accident (however minor), injury, near miss or other safety hazard as soon as possible to the person responsible for the relevant building and to the Safety officer.
- follow emergency evacuation procedures and support others to do the same;
- do not misuse anything provided for health and safety;
- ask for help / assistance (or refuse to carry out tasks) if they are asked to do something that they feel may cause them harm or if they do not understand how to do it safely.

2.4 Residential and use of other premises

- Each residential will have its own risk assessment prepared to take into account location, transport, catering, First Aid and any special circumstances.
- Premises used by THRIVE LEEDS have their own Health and Safety provisions and THRIVE LEEDS activity organisers will comply with the relevant requirements of each building.
- Risk assessments exist for weekly groups that are reviewed on a yearly basis. Separate risk assessments are prepared for residentials and for each Messy Church.

2.5 Responsible people: allocated for the areas listed below, by activity

- First Aid boxes – relevant building management for activities.
- Emergency evacuation - person responsible for the event,
- Food preparation – person in charge of the event
- Manual handling – everyone
- Safeguarding: Project Coordinator and two Safeguarding Trustees
- Personal safety - everyone
- Outings – organiser
- Health and safety training – Safety officer

- Fire extinguishers – relevant building management
- Portable electrical appliances – relevant building management
- Hazardous substances – cleaning staff/relevant building management,
- Condition of floors, stairs, footpaths, inside/out, - relevant building management,
- Building defects/ glazing – relevant building management
- Work at height – not to be undertaken
- Accident investigation and RIDDOR reporting – Trustees/ Safety Officer
- Update of the Health and Safety Policy – Trustees/ Safety Officer

Arrangements for managing safety

1 Manual Handling (repetitive/ postural hazards).

This includes the delivery of consumables, moving furniture to set up. Individuals should only lift/ push/ pull or carry loads that they are comfortably able to manage. (See 702 Information sheet on manual handling).

- Individuals who lift items regularly are encouraged to attend a manual handling course
- Chairs should be stacked in accordance with health and safety guidance of the venue used
- Where lifting/ moving equipment is available this should be used e.g. chair trolley

2 Slips, trips and falls

- Everyone should look out for trip hazards (e.g. trailing cables, unstable paving stones etc.), wet/ slippery floors, defects in the pathways or walkways etc.) and either act to make them safe, or if that is not possible, tell the staff responsible for the building.
- All spillages need to be cleaned as soon as possible

3 Fire Precautions

- Fire exits in the premises used are clearly marked and must, at all times, be kept clear of any obstruction.
- In case of fire, raise the alarm, leave the building by the nearest exit and call the emergency services.
- Wheelchair users and others with physical impairments will be assisted to vacate the premises safely by person in charge of the activity they are attending. Personal Evacuation Plans will be drawn up for anyone with limited mobility regularly attending THRIVE LEEDS events or who work with the project.

4 Training

- People giving training must be competent. Consideration will be given to adequate First Aid training. For manual handling, see the attached information sheet.

5 First Aid

- First Aiders if available. In case of minor injury, people should use the first aid boxes on the premises used. In an emergency an ambulance should be called.
- Disposable gloves should be used when dealing with any spillage of body fluids – all such waste material need to be disposed of separately.

6 Accident investigation

- Any accident, incident or near miss must be recorded in the Accident Report Books kept by the Project leader. There is an Accident Report book at the Methodist Centre which should also be filled in.

- Accident/ incident investigations will be carried out where appropriate, by the Safety Officer; this will initially take the form of finding out what happened and why (e.g. if there are underlying problems/ hazard) and if so, dealing with these.
- Inform the Safety Officer if a work-related accident happens (i.e. an accident occurs that is related to *the way the work was carried out, the equipment or substances used for work or the condition of the premises* where the accident happened) **and** if there is a serious injury (break or fracture, amputation, someone taken to hospital etc.) **or** a death. The Safety Officer can then report it where required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* to the Health and Safety Executive. (See 704 Information Sheet: RIDDOR)

7 Smoking

- In accordance with current legislation, smoking (including the use of both e-cigarettes and vaping) is not allowed by any individual in any space inside any of the premises used by THRIVE LEEDS.

8 Equipment

- Keep equipment manuals to hand alongside any equipment and follow the instructions;
- Portable electrical items and other electrical equipment must be checked annually, properly maintained and should be given a visual check by the user before use.
- Any dangerous or defective items must not be used but must be discarded or labelled to say 'do not use' whilst they are waiting to be repaired

9 Hazardous substances and bodily fluids

- Hazardous substances (e.g. chemicals - including cleaning materials and office products), must be stored in a locked cupboard. They must be labelled and stored in their original containers which will contain user information and the key elements of the brand's own COSHH assessment. These substances must only be used for the purpose for which they are sold.
- Disposable gloves should be included in First Aid boxes. These should be used when dealing with any spillage of body fluids

10 Disposal of rubbish

- Broken crockery or glass or other sharp-edged rubbish should be wrapped before being placed in a lined rubbish bin. Full rubbish bags are to be disposed in line with the requirements of the premises used.

11 Children and Young People

- Children under 8 years should not have access to the kitchens of premises used and children under 14 years should only have access if supervised and accompanied by an adult.
- The THRIVE Leeds Safeguarding Policy will be followed in all circumstances.

12 Activities generally

- All activities should be assessed by the organisers for potential health and safety implications and appropriate safeguards put in place to limit risks.
- *NB:* Thrive Leeds does not accept liability or responsibility for loss of personal belongings (e.g. coats, handbags etc.) which should not be left unattended.

13 Provision of refreshments

- Hot water in boilers, jugs or kettles must not be carried around the buildings while members of the public are still present

- Kitchen areas should not become overcrowded in order to minimise risk of accidents.
- Care should be taken when serving food to ensure that only pre-cooked cold food is served if it is to be on display for more than a few minutes. Preparing hot food to eat immediately is acceptable. For more information see this link <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups> and the information Sheet no 703.
- Allergies – where possible, where food is provided, the list of ingredients (e.g. the recipe or ingredients list from the packaging) should be kept next to the food being served to enable people to see what allergens may be included.
- Alcohol should not be available at any THRIVE LEEDS events.

14 Safety Checks

- Organisers of THRIVE LEEDS activities should satisfy themselves that the premises they are using are suitable for the activities they intend to undertake. Particular attention should be given to e.g. heaters, use of equipment with electric leads, electrical equipment, floor conditions etc.
- Any concern relating to health and safety should be reported to the relevant building management.
- Reporting – accident statistics should be recorded and examined by the Trustees at least annually.

15 Behaviour

- The behaviour of all participants must, at all times, take into account the health, safety and enjoyment of others (see also document 504 Behaviour Policy).
- Behaviour which interferes with the health, safety and wellbeing of others is not acceptable and will not be tolerated e.g. inappropriate language or games, behaviour likely to alarm others, abuse of alcohol or drugs, theft, vandalism or wilful damage

16 Dealing with money

- At the end of each activity the person responsible for the activity will collect any monies and keep them safe until they can be deposited in the bank account. (see also document 101 Financial Management and Accounting Policy)
- When depositing money staff should be aware of personal safety and take reasonable care.

Date of Change:	Changed By:	Comments:
01/01/22	Helen Copeland	Policy approved by the Trustees (Board meeting 3.12.21). Named Safeguarding Trustees amended to 'Safeguarding Trustees'