

**Youth Shedz**

**Health and Safety Policy**

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| **Reviewed by**  Scott Jenkinson | **Approved by**  Martin Harrison | **Date**  9 November 2018 |

**Part 1 - General statement of health and safety policy**

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Charity.

Youth Shedz will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.

Signed:  Date 9 November 2018

**Martin Harrison, Chairman Board of Trustees**

**Part 2 - Organisation**

The simple organisational chart below shows the charity’s arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in Part 3.

Youth Shedz Board of Trustees

Project Manager

Designated Health and Safety Officer

Employees

Volunteers

**Part 3 - Responsibilities for health and safety**

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

**Board of Trustees**

The Board of Trustee have overall responsibility for the formulation and implementation of the charity’s health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the charity, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

**Youth Shedz HQ** **Manager**

The Youth Shedz HQ Manager has overall responsibility for the formulation and implementation of the charity’s health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively.
2. Considering health and safety during the planning and implementation of business strategy and activities.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the charity, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

**Designated Health and Safety Officer**

The Designated Health and Safety Officer is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Monitoring performance in relation to health and safety and reporting to the Youth Shedz HQ Manager and the Board of Trustees of progress against the objectives of the health and safety policy.
9. Reviewing accidents and other incidents in relation to health and safety and reporting to the Youth Shedz HQ Manager and the Board of Trustees on the outcome of these investigations.
10. Informing the Youth Shedz HQ Manager of any situation which may affect or incur adverse publicity for the Charity.
11. Undertaking Risk Assessments of all activities.

Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto charity premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on charity business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

Volunteers

It is the duty of all volunteers to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto charity premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on charity business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

**Fire Wardens**

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the fire wardens should:

1. Ensure that the alarm has been raised.
2. Check that manufacturing processes have been made safe.
3. Collect roll call registers.
4. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
5. Ensure the fire service has been called.
6. Go to the designated assembly point.
7. Conduct a roll call.
8. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
9. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

**Shed Health and Safety Policy and Risk Assessment**

Each shed shall prepare and display its own Health and Safety Policy and Risk Assessment typically as shown below.

**Health and Safety Policy for Abergele Youth Shed**

This is the statement of health and safety policy and arrangements for Abergele Youth Shed.

Scott Jenkinson has overall and final responsibility for health and safety in the Shed.

Jamie has day-to-day responsibility for ensuring practice of this policy in the Shed.

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| **Statement of General Policy** | **Responsibility of** | **Action/Arrangements** |
| Prevent accidents and cases of ill-health arising from Shed activities by managing the health and safety risks in the Shed. |  |  |
| Provide clear instructions and information, and adequate training, to ensure Shedders act in a safe manner. |  |  |
| Engage and consult with Shedders on day-to-day health and safety conditions. |  |  |
| Implement and display clear details of emergency procedures – evacuation in case of fire or other significant incidents. |  |  |
| Provide and maintain Personal Protective Equipment and ensure it is used where appropriate. |  |  |
| Maintain safe and healthy conditions, maintain equipment and machinery, and ensure safe storage. |  |  |

This Health and Safety policy is displayed at Abergele Youth Shed.

First aid box is located inside the Shed.

Accident log is located in the Youth Shed HQ Manager’s office.

Fire assembly point is just outside the school gate.

Signed: Date

**Abergele Youth Shed Risk Assessment**

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| **No** | **What is the risk?** | **How is the risk being mitigated?** | **What further action is required?** | **Resp** | **Done** |
| 1 | Noise - Temporary or permanent damage to hearing from woodworking and other equipment. | Use ear defenders where necessary, opt for low noise tooling in small spaces and consider anti-vibration mats. |  |  |  |
| 2 | Slips and trips - Injuries including bruises and fractures if Shedders fall eg on spillage or shavings. | Good housekeeping, offcuts and dust cleared immediately, Shedders wear shoes with good grip, good lighting. |  |  |  |
| 3 | Electrical - Shocks, burns or fire from faulty electrical equipment. | Monthly checks for any defective plugs, discoloured sockets or damaged cables or equipment by Safety Officer. Portable Appliance Testing (PAT) carried out electrical on equipment. |  |  |  |
| 4 | Fire - Fatal injuries from smoke or burns. | Regular fire safety checks, keeping flammables away from heat, having extinguishers serviced regularly and having a clear and visible evacuation strategy. |  |  |  |
| 5 | Exposure to dust and metal particles - Respiratory diseases such as asthma and cancer from inhalation. | Dust extraction if necessary with machinery producing dust or particles, relevant PPE used, regular clearing of dust with vacuum cleaner. |  |  |  |
| 6 | Machinery - Serious and possibly fatal cut injuries following contact with moving parts eg saw blades. | Machines guarded in line with manufacturer instructions, guards regularly inspected. Shedders safety trained and supervised where necessary, sufficient space for machines. |  |  |  |
| 7 | Manual handling - Musculoskeletal injuries, cuts or splinters. | Benches and tables set at comfortable height, strong gloves for handling tools, pallets and raw materials, safe lifting techniques used, heavy items lifted together. |  |  |  |
| 8 | Lighting - Damage to eyes, seizures and high risk of accidents from poor lighting | Lights regularly checked for flickers, good quality bulbs used and stacking of materials near light fittings prohibited to avoid blocking light. |  |  |  |
| 9 | Tools - Cuts, bruises and lacerations | Safety signage around the Shed to encourage safe tool use and an induction for every member. Common sense used and all Shedders act as safety advocates. |  |  |  |
| 10 | Safeguarding - Abuse or neglect to adult at risk, or allegation by adult at risk. | Ensure Safeguarding Policy is in place and no adult at risk works alone with another Shedder at any time. Adults at risk are accompanied by their carer at all times. |  |  |  |
| 11 | Transport | Ensure vehicle is well maintained and safe. Carry out basic checks before journey. Ensure driver is licenced, insured and safe to drive. |  |  |  |