



# Kessingland Parish Council

## Kessingland Youth Café

### Health & Safety Policy

#### Introduction

Kessingland Parish Council and the Youth Café are committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors.

To ensure this, Kessingland Parish Council and the Youth Café are committed to:

- providing adequate control of the health and safety risks arising from Youth Café activities through a risk assessment process.
- consulting with Youth Café leaders and volunteers on matters affecting their health and safety.
- providing and maintaining safe premises and equipment.
- ensuring information, support and guidance is provided on the safe handling and use of substances.
- ensuring all leaders and volunteers are competent to do their tasks, and to give them adequate training, instruction and supervision as necessary.
- preventing accidents and cases of work-related ill health.
- maintaining safe and healthy working conditions.
- reviewing and revising this policy as necessary at regular intervals.

#### Responsibility for Youth Café Health & Safety

Kessingland Parish Council is ultimately responsible for the Health and Safety policy and practice however Youth Café Sub-committee and Youth Café leaders take care of day-to-day responsibilities.

Their role, in conjunction with the Proper Officer of the council, is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure that all Youth Café leaders are appropriately trained to carry out risk assessments.
- Ensure adequate resources are allocated for Health and Safety training.

## Individual Responsibility

All Youth Café leaders and volunteers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Kessingland Parish Council with respect to health and safety matters. Youth Café leaders and volunteers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights).
- Not bring into Kessingland Youth Café, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

## Accident Reporting

It is the responsibility of all Youth Café leaders to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures. If an accident is reported to a Youth Café Leader, it becomes their responsibility to ensure that:

- the accident (including 'near misses') is recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in the Youth Café Leaders File and the Accident Book is kept in the council office in Marram Green.
- the accident is reported to the council's Health and Safety Officer for investigation who will ensure that a note of the investigation is recorded on the relevant Accident Form.
- any recommended corrective action is taken to prevent a reoccurrence and that this information is shared with other Youth Café leaders and volunteers.

The Health & Safety Officer will ensure that report forms and full details of reportable accidents and incidents are kept, maintained and reviewed at least annually.

## Procedures and Guidelines

### Health & Safety

Whilst the Youth Café Sub-committee has overall responsibility for Health and Safety, the Youth Café leaders are responsible for co-ordinating the day to day

implementation of the Youth Café Health and Safety policy and procedures in conjunction with the council's Health & Safety Officer. This includes:

- Regularly meeting with the council Health & Safety Officer to discuss Health & Safety, First Aid and the Fire Safety issues.
- The council Health & Safety Officer ensuring that Youth Café leaders are adequately trained and supported to carry out their roles in relation to First Aid and Fire Safety practices.
- The Youth Café leaders ensuring that there is a suitably qualified First Aid and Fire Safety leader/volunteer present during Youth Café activities.
- Carrying out necessary Risk Assessments with other Youth Café leaders and/or volunteers.
- Reporting any Health and Safety issues or incidents to the council Health & Safety Officer and to the Youth Café sub-committee.
- Ensuring that Health and Safety information is included in new volunteer inductions.

### **First Aid**

The First Aid Officer is:

The First Aid kit will be regularly checked and restocked by the First Aider.

The First Aid box is kept in: **add for KSSC.**

The Accident Book is in the council office at Marram Green and Accident Forms are available from the Youth Café leaders file.

### **Fire Safety**

All Youth Café leaders will be Fire Safety Officers.

Youth Café leaders will ensure that all volunteers and members receive information about Fire Regulations and that Fire Drills are held regularly.

The Fire Alarms are: **add for KSSC.**

The Fire Extinguishers are: **add for KSSC.**

Fire Drills will be held three times a year – once in each term time.

The Fire Exits are: **add for KSSC.**

The Emergency assembly point is: the Francis Road Overspill Carpark.

## **Insurance**

The group has appropriate insurance for its needs. Any incident which might have recourse to insurance should be referred to Parish Clerk.

## **Risk Assessment**

All Kessingland Youth Café activities are risk assessed to ensure that all necessary measures are put in place to safeguard volunteers, young people and the public. All risk assessments should be carried out by a minimum of two leaders (including the leader supervising the activity), kept in the Youth Café leaders file and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Verifying that the activity is covered as part of the Consent and Information forms for young people.

- Physical inspection of any equipment or venues which will be used.
- Verifying with venue providers that equipment in the venue has been regularly checked and passed regulatory inspections.
- Consideration of emergency protocols in alternative venues/locations including any medical conditions of leaders, volunteers or young people.
- Ensuring that any safety equipment is in date and easily accessible.
- Assessment of the level of risk versus the likelihood of occurrence.
- Opportunities for reduction of risk.
- Consideration of implementation of Child Protection Policy and Procedures.
- Maximum number of participants.
- Training requirements for and/or experience of leaders/volunteers.
- Ratio of participants to leaders/volunteers.
- Ensuring that the activity is covered by Kessingland Parish Council insurance.

## **Personal Information**

Leaders will ensure that medical and emergency contact information is maintained for all attendees, be they leader, volunteer, young person or parent and that a regular review procedure is in place. The information should be kept secure but readily available in case of an emergency.