



Y O U T H M A N C H E S T E R

HEALTH AND SAFETY POLICY

01.02.2024

REVOLUTION YOUTH

Registered Charity Number: [tbc]

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ABOUT THIS POLICY

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our activities. Our Board of Trustees have overall responsibility for health and safety and the operation of this policy. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers. This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

YOUR RESPONSIBILITIES

- All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- You should report any health and safety concerns immediately to your line manager or the Board of Trustees.
- You must co-operate with managers on health and safety matters, including the investigation of any incident.
- Failure to comply with this policy may be treated as misconduct.

INFORMATION AND CONSULTATION

We will inform and consult directly with all staff regarding health and safety matters. This will primarily be done through the termly "training sessions" offered to all workers. If you are unable to attend a training evening, it is your responsibility to ensure that you have been briefed about any new health and safety matters which may have arisen.

TRAINING

We will ensure that you are given adequate training and supervision to perform your work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training, depending on job role. If any worker believes they would benefit from additional training, they are encouraged to ask their line manager and additional training may be provided.

EQUIPMENT

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

ACCIDENTS AND FIRST AID

There are organisation trained first aiders, currently John Hopkins, Jess Hopkins or those person(s) who are notified to you. A first aid box will be kept at all sites of regular youth activity, and may be brought to sites for one-off activities as deemed appropriate by the session lead.

All accidents and injuries, however minor, should be reported to John Hopkins and recorded in our online form.

NATIONAL HEALTH ALERTS

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Board of Trustees. It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

FIRE SAFETY

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point, which will vary depending on which centre is in use. Do not stop to collect belongings. Do not re-enter the building until told to do so. We also carry out regular fire risk assessments.

RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks. Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary. The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary. Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means. The Board of Trustees is responsible for workplace risk assessments and any measures to control risks.