

## HEALTH AND SAFETY POLICY STATEMENT FOR WALTON YOUTH PROJECT

### **OBJECTIVES OF THE POLICY**

Walton Youth Project is committed to creating a healthy and safe working environment for all staff and users of the premises, ancillary buildings and outside areas.

The Trustees of Walton Youth Project are therefore concerned to ensure that it operates all of its activities in full accordance with the relevant Health and Safety Legislation, regulations and official guidance.

Walton Youth Project is therefore committed to provide training, supervision, information and equipment in pursuit of the above objectives.

The Youth & Community Managers shall ensure that regular assessment of risk, and health and safety inspections are carried out, and that the findings are reported to both staff and user groups. This policy is to be reviewed and updated on a regular basis.

Further, Walton Youth Project also undertakes to review the terms of its insurance, indemnity and liability cover on an annual basis and will seek to fully support staff and volunteers in litigation resulting from an injury sustained from the action of members of the public or users of the centre.

### RESPONSIBILITIES

- Overall responsibility for the Health and Safety at Walton Youth Project is that of the Trustees.
- The Manager is responsible for implementing this policy at the premises.

Names: Mr. Darren Simpson

- The Trustees will deputise this responsibility in the absence of the Manager.
- The Manager is responsible for the Health and Safety of the Walton Youth Project.
- The Manager will be responsible for risk assessment, identifying training, carrying out safety inspections, monitoring and implementation of policy. They shall also be responsible for the reporting of all accidents and problems arising.
- All paid staff, volunteers and users of the premises are to co-operate with the Manager and Trustees in carrying out this policy. In addition, they should immediately report any potential hazard to the manager.
- A review of this policy and practice is to be conducted periodically.
- Darren Simpson, part time staff is designated First Aiders.
- The Project's Team are responsible for issuing visiting contractors, lead volunteers and members of staff of visiting groups with health and safety rules at the premises.

## Current Policies and Procedures

### Training

The Centre Managers, full time & part time staff and volunteers have been fully trained in procedures appertaining to Health & Safety on and off site including, first aid, fire procedures, minibus, etc.

Adults will also be required to have been enhanced C.R.B. vetted for suitability of working with children.

### Accident/Incidents

In the event of an accident or incident treatment must be given by a qualified First Aider  
HSE (WYP) forms must be filled in,  
Copied and given to a Manager.  
Forms are located in the office.

### Alcohol and Substance Misuse Policy

The main aims of the policy are as follows:

To raise awareness of the effects of alcohol, drug and substance misuse/abuse on an individuals health, safety and performance at work.

To encourage employees who suspect or know that they have an alcohol or drug problem to seek help.

To assist the managers to deal with such problems amongst their staff.

To ensure that those employees, who have an alcohol or drug problem, are treated fairly and in confidence.

The full policy is in the Health and Safety Policies and Procedures folder in office

Please tick the boxes to indicate that you have read the named policy and sign and date at the bottom of the page.

Name.....

Job Title.....

Contract of Employment [ ]\* Absence from work [ ]\*

Confidentiality [ ]

The Office manual [ ]

Disciplinary/Grievance Procedures [ ]\*

Equal Opportunities Policy [ ]\*

Alcohol and Substance Misuse Policy [ ]\*

Child Protection guidelines [ ]\*

Staff Development policy [ ]

(Part of Handbook)

I hold a current 1st Aid at Work certificate [ ] until when

Risk Management + Assessment [ ]\*

Manual Handling [ ]\* Working with VDU's [ ]\*

Working at Heights [ ]\* 5 steps to Risk Assessment [ ]\*

C.O.S.S.H. [ ]\* WYP Venue [ ]\*

R.I.D.D.O.R. [ ]\* Working Alone [ ]\*

Personal Protective equipment [ ]\* Fire. [ ]\*

\*These documents are located in the health and safety policies and procedures 2008 folder in office.

C.O.S.H.H. (Sheets relevant to your duties) [ ]\*\*

Located in the filing cabinet.

Staff are responsible for obtaining relevant COSHH sheets for any potentially harmful substances they acquire for centre usage.

Signature.....Date.....2015

## GENERAL INFORMATION AND CONTENTS

This handbook is designed to answer some of the questions you may have regarding your role as a staff member, and conduct expected whilst working for Walton Youth Project.

### MISSION STATEMENT

Walton Youth Project provides positive activities and educational opportunities for children, young people and families in Walton, north Liverpool. It has expertise in setting up and managing innovative projects working in partnership with other agencies. Its 'grass roots' approach is its strength: its services are user led giving people a stake in planning and implementing services. It is open five days a week and offers services over evenings, nights, and weekends.

### POLICIES

This handbook refers to WALTON YOUTH PROJECT policies and procedures, but may not describe them in full. In the main office are all the current documents and procedures, as well as being supplied with a WYP USB which hold all policies, copies are available via [dropbox.com](https://www.dropbox.com)

You must make time to familiarise yourself with them. If you have any problems or queries with any of these documents please talk to a centre manager.

Your comments will be considered as part of the Charities commitment to ongoing development and may be incorporated into these documents.

## Equal Opportunities Statement

Equal Opportunities will be considered in all aspects of the service WALTON YOUTH PROJECT provides. This will be reviewed regularly and monitored for effectiveness.

Language or behaviour designed to be offensive to any of the groups outlined in this policy statement is unacceptable and will not be tolerated.

Centre rules made available to groups prior to attendance at the site will include a notice to the effect that discriminatory language or behaviour is not acceptable.

A regular review of the make-up of user groups will be made to identify communities that are under-represented. Changes in the working policy of WALTON YOUTH PROJECT may be made if particular groups are found to be under-represented.

We aim to make facilities accessible to all members of the community equally, and aim to provide literature, which represents all cultures within society, and promote positive images of those who suffer discrimination.

Any publicity of our organisation will state our commitment to equal opportunities.

Equal Opportunities will be considered in all activities and resources. All equipment and activities will strive to provide non- stereotypical behaviour. Furthermore, we wish to promote positive values of different cultural identities through anti-racist activities and resources.

Positive anti-sexist and anti-discriminatory values should be integral to all programmes of activities.

We aim to work with groups who actively encourage anti-discriminatory behaviour and represent all sections of the community from which they come.

WALTON YOUTH PROJECT is an Equal Opportunities organisation, which aims to challenge discrimination in all aspects of our work. We wish to promote multiculturalism and an integrated access on-site. The activities on site are intended to be enjoyed by all the young people irrespective of their sex, race, cultural or religious identity or their disablement.

Discriminatory or offensive language or behavior will not be acceptable at time

The consumption of alcohol is prohibited.

## Staff Development

WALTON YOUTH PROJECT is committed to a staff development policy which promotes the continuous improvement of the organisation as a whole and enables the growth of individuals within it.

WALTON YOUTH PROJECT believes in the value of learning for our employees.

We will therefore support:

- Staff development and training to achieve our declared values and strategic aims.
- The personal and continuing professional development needs of our employees within the framework of the budget.

### Aims

The Staff Development Policy will:

- Promote the continuing development of all staff.
- Provide training and ongoing support.

### Process

Staff development as a process will:

- Encourage effective communication, and sharing of best practice across our organisation.
- Involve all staff.
- Enhance knowledge, skills and experience through a variety of opportunities.
- Reflect value for money.

### Resourcing

- Staff development will be reviewed monthly with the Trustees and the Managers.
- Evaluation of training budget and financial reviews will be ongoing.
- Trustees try to raise extra money for training through additional fundraising activities.
- Managers will network with other organisations in regards to training activities.

### 5 Implementation and Evaluation

This Policy will be implemented, monitored and evaluated through agreed procedures to be overseen on behalf of the organisation by the Manager.



# STAFF HANDBOOK 2019