



**YOUTH
ACTIVE**
INSPIRING YOUNG PEOPLE

Health & Safety Policy

This policy will be reviewed every three years, or sooner where changes in government legislation or statutory guidance require it.

Dated: September 2025

1. Policy Statement

Youth Active CIC is committed to taking all reasonable steps to provide the best possible health and safety conditions at work for every employee, and for anyone else who may be affected by the work carried out across the Charity. This policy is a statement of that commitment.

Employees have a duty to co-operate with Youth Active in ensuring this policy is effective, and to offer all necessary assistance in its implementation. We will consult with employees periodically to determine what further steps can be taken to raise awareness of health and safety across the organisation, and to make sure the policy remains effective.

Youth Active will provide the necessary training, supervision and information to all employees on matters relating to health and safety. Employees must familiarise themselves with the safety rules and procedures set out in this policy. Any employee found to be breaking these rules will be subject to disciplinary action.

2. Roles and Responsibilities

Overall responsibility for health and safety at each site sits with the Team Leader or Manager. At Youth Active's Head Office, this responsibility sits with the Senior Worker or Duty Manager. The Chief Executive holds overall responsibility for health and safety across the Charity.

Medical assistance is available at every site, and the names of those qualified in first aid are displayed on the parents' information board.

3. Safety Rules and Training

As an employer, Youth Active has a duty to ensure the health and safety of all employees at work. As an employee, you have a responsibility to yourself and your colleagues to uphold approved health and safety practices.

Employees whose role involves working with children must complete health and safety training within six months of their start date. Failing or refusing to complete mandatory training may result in the employee's contract being ended.

4. Areas of Work

- Workplaces must be kept clean and tidy, with rubbish and discarded materials placed in the bins or containers provided.
- Appropriate attention must be paid to hygiene, and all surfaces must be kept clean.
- All materials must be used properly and safely and, when not in use, stored securely.
- Care must be taken to ensure the workplace is not hazardous or unsafe for employees, children or any third parties.
- Employees should make sure that any jewellery they wear does not pose a health and safety risk.

5. Hygiene

To reduce the risk of cross-infection, employees are required to follow these basic hygiene principles:

- All staff must complete Level 2 Food Hygiene training before handling food; staff who have not yet completed this training must not handle food items.
- Hands must be washed immediately before commencing work and after using the toilet.
- Gloves must be worn at all times when handling food.
- Any exposed cut or burn must be covered with a first-aid dressing.
- Employees must not report to work with an infectious or contagious illness, or after contact with someone who has one, without clearance from their doctor.
- Allergies should be reported to the employee's Team Leader and recorded in a prominent place.
- Employees with a bowel disorder, skin infection or mouth infection must not report to work without clearance from their doctor.
- Eating meals at your desk is not permitted.
- All areas used for making or preparing refreshments and snacks must be kept clean and tidy at all times.

6. Smoking

Smoking is prohibited at all times on any Youth Active premises. This also applies to any outings or holiday activities undertaken with children in the Charity's care.

7. Fire Precautions

Employees must know where the nearest firefighting equipment, alarms and emergency exits are, and should understand how to use this equipment. Take particular care around electric fires and other heaters: employees are not allowed to use heaters unless their manager has given permission. Where heaters are in use, treat them with caution and keep them away from flammable materials, particularly paper.

7.1 Fire Exits

Emergency exits, stairs, corridors and doorways must never be obstructed. It is every employee's responsibility to ensure that coats and bags left by children are removed if placed near fire exits. Fire doors should always be kept closed.

7.2 Fire Drill and Assembly Points

Employees should be fully familiar with the fire drill and know their nearest fire exit and assembly point. Staff and children must gather at the pre-arranged assembly point once the building has been evacuated. Assembly points are shown during fire safety drills and displayed at various points around the building, so employees should take the time to learn where these are.

Employees based at Head Office receive fire safety information and take part in drills as part of their induction, with drills typically conducted every six months. In every case, employees should leave the building quickly and in an orderly fashion, following the correct evacuation procedure.

7.3 In the Event of Fire

All employees must know the fire exits, evacuation routes, assembly points and the procedures to follow if there is a fire. Employees should contact the emergency services as quickly as possible, and should never try to tackle a fire if doing so would put their personal safety at risk. Anyone unsure what would count as a personal risk should speak to their manager or the HR team. If in doubt, employees must evacuate the building by the agreed route and let the Fire Service deal with the fire.

8. Electrical Equipment

Employees must never use equipment that is suspected to be faulty, or where the cable or flex is damaged, or connections are loose. Any equipment found in a dangerous or worn condition must be reported immediately to the Team Leader or Manager, or the school's Premises Officer, and removed from use.

Employees must not attempt to repair, interfere with or rewire any electrical equipment. Only an authorised electrician may repair faulty equipment. No electrical appliance may be brought into work unless it has been approved by a qualified person. All electrical equipment that does not need to run continuously should be switched off when not in use, with plugs removed from sockets. Dual sockets or additional socket outlets must not be used unless an electrician has authorised this.

9. First Aid and Accidents

All injuries, however minor, must be reported. Any accident or illness occurring at a Youth Active site should be reported to the Team Leader or Manager, or to a designated First Aider, who is responsible for ensuring the details are correctly entered in the accident report book, including the circumstances and any treatment given.

In the event of a more serious injury to yourself or a colleague, do not attempt to move the injured person. Instead, contact the nearest available First Aider, who will assess the seriousness of the injury and decide on the appropriate action, which may include arranging hospital treatment. Where speed is essential, an ambulance should be called immediately.

All employees should know the names and locations of those designated to take charge of the first aid cabinet and to administer first aid in an emergency. First Aiders are present at every site, and a first aid list is displayed on the parents' information board.

10. Floors

Cables and wires must not be left trailing across areas where people may be passing, unless a suitable covering is provided. Extra care should be taken on newly polished or wet floors. Any spilt liquid should be wiped up immediately, a wet floor sign put in place, and the area sectioned off until dry. Damaged floor coverings or surfaces should be treated with care and reported immediately.

11. Ladders, Steps and Stairs

Where ladders or steps are used to reach above normal height, employees should ensure they are firmly based and secure, seeking assistance where necessary to prevent slipping. Employees should exercise care when using stairs, and handrails should always be used.

12. Alcohol and Drugs

No alcohol or drugs may be brought onto, used or consumed at any Youth Active site, unless it is for an advertised social event. The only exception is medication prescribed by a registered doctor that does not affect an employee's ability to safely carry out their duties.

The effects of alcohol and drugs can be significant, including increased absenteeism, higher rates of accidents at work or when travelling to and from work, and reduced work performance such as difficulty concentrating or increased mistakes.

Any employee who, in the opinion of the Team Leader, Manager or Senior Management Team, is under the influence of drugs or alcohol, whether this was consumed on the premises or elsewhere, will be suspended. Appropriate disciplinary action will then be taken in line with Youth Active's disciplinary procedures.

13. Access

Employees must not tamper with any means of access to or from the workplace, including doors, gates, ramps, steps, entrances and exits. These must only be used for the purpose for which they are provided. Where access to or from the workplace is in a dangerous or unsuitable condition, this must be reported to the Team Leader or Manager, or to the school's Premises Officer.

14. Carrying Heavy Items

Lifting or carrying items such as word processors, heavy bundles of paper or files should always be done carefully, and employees should ask for assistance where there is any risk of strain. Heavy objects should be lifted correctly, without bending the back.

15. Display Screen Equipment (DSE)

Employees who regularly use display screen equipment, such as computers and screens, can reduce the risk of workstation-related injuries by:

- Ensuring their workstation is correctly organised and adjusted to minimise postural problems.
- Using a footrest if they cannot comfortably rest their feet on the floor.
- Avoiding storing objects under the desk that might restrict leg room.
- Ensuring the screen is correctly adjusted, free of flicker, and free from reflection or glare.
- Setting any screen view or zoom facility to a size that is comfortable for their eyes.
- Taking advantage of opportunities to vary their work routine, avoiding prolonged periods with a fixed posture or repetitive movements.
- Contacting their manager immediately if experiencing health symptoms, they think may be associated with display screen equipment.
- Making sure their manager is aware of any changes to their workstation, such as relocation or new equipment, that might require a reassessment.

16. General Conduct and Hazard Reporting

Employees must not engage in rough or rowdy play, or misuse any equipment or resources, in the interests of health and safety. Anyone found breaking this rule will be subject to disciplinary action under Youth Active's disciplinary procedures.

Employees should stay alert at all times and report anything they notice that might be a hazard to themselves or to others. Where extra rules are issued relating to children's behaviour, the use of machinery, or other tasks employees may carry out, these must be carefully followed.

17. Monitoring and Review

This policy will be reviewed every two years, or sooner where changes in government legislation or statutory guidance require it. It should be read alongside Youth Active CIC's Safeguarding Policy, Behavioural Policy and Lost, Uncollected and Missing Child Policy.