

Health and Safety Policy

Status	Approved	Named Trustee	Almarene Frederick
Initial Review	November 2022	Reviewed By	HR, SLT, Trustees
Last Review	01/02/23	Approved by Trustees Date	01/02/23
Next Review	01/02/24	Links Last Checked	01/02/23

Purpose

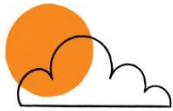
The purpose of this policy is to ensure that everyone working or volunteering at Caudwell Youth understands their responsibilities and best practice in relation to health and safety, including lone working and transporting young people.

Related Documents

- Whistleblowing Policy
- Risk Assessments Folder

Values

Our values are:



Optimistic yet realistic

Look to the future but prioritise the present.



Include intentionally

Foster an open culture.



Deliver with Integrity

Always uphold honesty, act within our morals & ensure we are dependable.



Empowerment

Feedback empathetically, always act with understanding, support and value.

Policy

Caudwell Youth is committed to providing practices and procedures that ensure a safe working experience for all working with us or receiving support from us.

Responsibilities

The employer holds overall responsibility for Health and Safety in Caudwell Youth (shared responsibility between Trustees and SLT).

Trustees

It is the responsibility of the Board of Trustees, delegated to the SLT, to:

- make this policy available to all current and future colleagues and volunteers;
- seek guidance on updating this policy when appropriate;
- take corrective and disciplinary measures as are necessary when a breach of this policy occurs.

Senior Leadership Team (SLT) and HR Manager

SLT along with the HR Manager will ensure that:



- colleagues and volunteers understand the allocated responsibilities for health and safety defined in this policy;
- adequate insurance cover is provided and renewed;
- electrical equipment (i.e. laptops, mobiles and chargers) are PAT tested as legally required and replaced or repaired if found to be unsafe at any time;
- this area is covered in induction training and worked through periodically in team meetings;
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported in a timely manner;
- feedback from colleagues is encouraged and act on this accordingly, making appropriate changes to policy and procedures in consultation with the Trustees;
- risk assessments are completed for all activities.

Colleagues

Colleagues will:

- take reasonable care of our own and others' safety, as affected by what they do or fail to do, including following procedures set out in this and associated policies;
- inform their line manager or HR if they think equipment is unsafe;
- inform their line manager of any gaps in their or the team's training that they think leaves them exposed to risk;
- assist fully with any investigations when incidents happen;
- bring to Operations Meetings, the Safeguarding Forum, or Team Huddles any relevant concerns and issues, including the adequacy of current procedures;
- ensure that verbal or written risk assessments are completed for any situation deemed to have risk attached to it. (Please note: Most risks centre around our engagement with our young people and mitigation of these are covered in our Safeguarding Policy and Volunteer Policy);
- follow risk assessments for all activities and advise SLT if they feel that risk assessments need amendments;
- follow the whistleblowing policy if they feel unable to raise their concerns to line manager, SLT or HR Manager, or if their reported concerns have not been acted upon.

Volunteers

Volunteers will:

- take reasonable care of our own and others' safety, as affected by what they do or fail to do, including following procedures set out in this and associated policies;
- inform their relevant member of staff, a member of SLT or HR of any concerns, issues or gaps in their training that they think leaves them exposed to risk;
- assist fully with any investigations when incidents happen;
- ensure that verbal or written risk assessments are completed for any situation deemed to have risk attached to it. (Please note: Most risks centre around our engagement with our young people and mitigation of these are covered in our Safeguarding Policy and Volunteer Policy);
- follow risk assessments for all activities and advise their relevant member of staff or a member of SLT if they feel that risk assessments need amendments;
- follow the whistleblowing policy if they feel unable to raise their concerns to a member of staff, SLT or the HR Manager, or if their reported concerns have not been acted upon.



Putting Policy into Practice (Procedures)

Training and Support

1. All colleagues, volunteer and trustees will attend detailed induction training covering safeguarding, risk management and health and safety, including lone working.
2. Training is reinforced on any colleague's or volunteer's first lone working experience and debriefed afterwards, to embed good practice.

One-to-One Meetings with Young People for Colleagues

1. Assess each young person's suitability through consultation with the referral partner based on all known needs and historical factors.
2. Meet in public, whenever possible.
3. On the first meeting, if it is not possible to meet in public, arrange with the referrer to meet you too.
4. On future meetings, if you meet at the young person's home, let the Operations Director know when you arrive and leave.
5. Operations Director will check in with you after 2 hours via text and if no reply, by phone call.
6. Carry a well charged mobile, with your line manager's number and the Designated Safeguarding Lead's number.
7. If a young person is exhibiting inappropriate behaviour (whether to themselves or others), end the session and call the police if needed. Then call your line manager to debrief.

One-to-One Meetings with Young People for Volunteers

1. Ensure you are aware of and comfortable with all known needs and historical factors of your young person.
2. Meet in public, whenever possible.
3. On first meeting, if it is not possible to meet in public, arrange with your Youth Support Coordinator to meet you too.
4. On future meetings, if you meet at the young person's home, let your Youth Support Coordinator know when you arrive and leave.
5. Youth Support Coordinator will check in with you after 2 hours via text and if no reply, by phone call.
6. Carry a well charged mobile, with your Youth Support Coordinator's number and the Designated Safeguarding Lead's number.
7. If a young person is exhibiting inappropriate behavior (whether to themselves or others), end the session and call the police if needed. Then call your Youth Support Coordinator to debrief.

Transporting Young People

1. This should be avoided in most cases, primarily because we are seeking to increase independence, including transport skills. However, there are times when it is necessary and safer to do so than not to do so.
2. If a young person is too high risk, i.e. you do not feel safe, do not transport them. Discuss with your line manager if you have concerns.
3. Colleagues' vehicles must be insured (by themselves) with business use insurance, have a valid MOT and be taxed. These must be submitted to HR upon renewal each year.



Accidents

An Accident Book is held by the HR Manager and all accidents should be recorded in this book. Any serious incident requires the Board of Trustees to be informed. All accidents will be noted in monthly Board Reports.

Risk Assessments

Risk assessments will be carried out for all activities. These can be found [here](#).

We regularly risk assess every young person verbally – see safeguarding policy and procedure. Detailed written risk assessments are carried out when deemed necessary.

Office

We do not currently have an office, but guidance, including lone working, will be reviewed if we do in the future.

