



## **PRISM Youth Project**

### **Health and Safety Policy**

#### **Introduction**

This policy is written with reference to the Health and Safety Department for Education advice on 'Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.'

All of PRISM Youth Project's policies, procedures and safety rules are aimed at ensuring a high standard of health and safety at all times; risk assessments of all work activities are regularly undertaken in order to achieve this. Advice and guidance on all Health and Safety matters will be received from Peninsula Business Services.

Whilst PRISM Youth Project management are responsible for the implementation of health and safety policy, no safety policy can be effective without the full co-operation of staff. Every member of staff, inclusive of volunteers and session workers, has a personal responsibility to ensure that their own health and safety, and that of others is not affected by anything they do or fail to do whilst at work in line with these procedures.

This policy will be updated on a regular basis in line with changing legislation and all staff will be informed of any adaptations.

The staff member responsible for health and safety within Prism Youth Project is Mike Forth (Executive Head) supported by Peninsula Business Services. Regular training will be identified and made available by the Senior Leadership Team.

#### **Emergency Numbers**

Contact numbers for Gas, electric, water supplies will be displayed on a notice board in the staff and admin offices.

#### **First Aid**

First Aid boxes are situated in the main kitchen and the youth work office. A First Aid box is available for any work that is undertaken away from PRISM Youth Project. i.e. residential work.

The staff who are current first aid qualified will be named in the staff office

Any accidents must be reported to the named H&S contacts and recorded in the Accident book kept in the admin office.

### **Fire**

A fire emergency exit notice (green man) is displayed on all relevant walls in PRISM Youth Project

Regular fire drills are carried out to ensure staff are aware of evacuation procedure

Fire extinguishers are situated on each floor. These will be tested on a quarterly basis together with all fire safety equipment.

It is the responsibility of all staff to ensure that fire exits are unlocked and free from obstruction.

### **Hazards**

H&S risk assessments will be carried out regularly by named personnel.

Potential hazards highlighted by PRISM Youth Project staff are to be reported. This must be logged in the admin office and dated.

All hazardous substances/materials will be stored in a locked storage space.

### **Electrical Equipment**

All electrical equipment within PRISM Youth Project will be tested yearly.

All staff will be trained on the use of any electrical equipment required to carry out their duties.

All staff will receive a copy of Working Safely with Display Screen Equipment, outlining 1992 regulations.

### **Working off site**

PRISM Youth Project as an employer is responsible for ensuring all risks are assessed when working away from the HO. This must be carried out in line with the Health and Safety Regulations 1999 by a 'competent person' from within the organisation who has a combination of training, knowledge and experience to make sound judgements based on risk assessment.

## **Risk Assessment**

All activities carried out at PRISM will have a complete risk assessment, signed off by the Senior Leadership Team. Copies will be filed in the main office on each site.

## **Visitors**

Any visitors to PRISM Youth Project must be signed in. A visitor's book is situated in the ground floor waiting area. Staff will be responsible for outlining fire drills to groups and individuals.

In the case of evacuation staff are responsible for ensuring visitors are aware of how to exit the building.

No pupils are to be left unattended in potentially hazardous areas, i.e. Kitchen.

PRISM Youth Project will ensure the personal safety of its own employees whilst contractors are working on site together with any contractors visiting HO. All contractors will be made aware of any risks and it is recommended they undertake their own risk assessment and must comply with the employers' health and safety procedures.

## **Hygiene**

Any food preparation must be done in compliance with health and hygiene regulations.

Posters displaying this information will be displayed in the Food area.

Management is responsible for ensuring the workplace, including staircases, floors and bathrooms are kept in a safe and clean condition by cleaning, maintenance and repair.

## **Communication**

All employees will be given information about the general duties under HSW Act and specific legal requirements relating to their work.

PRISM Youth Project will display confirmation of Civil and Employers Liability Insurance in the admin office.

# PRISM YOUTH PROJECT

## Health and Safety Policy Statement

### **Declaration of Commitment**

The Executive Head and Management Committee are committed to provide a health working environment, safe systems of work and a high standard of safety and welfare for all employees.

### **Statement of Intent**

Our policy is to provide and maintain appropriate tools, equipment and safe systems of work.

PRISM Youth Project accepts health, safety and welfare is an integral part of all activities and will take steps to manage these effectively.

PRISM Youth Project expects all employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

PRISM Youth Project will, in line with Management of Health and Safety regulations 1999, undertake risk assessments in order to make everyone aware of risks involved.

Others may be affected by our activities, i.e. visitors, clients, contractors and members of the public. PRISM Youth Project accepts the responsibility to provide appropriate levels of safety for them

PRISM Youth Project is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.

PRISM Youth Project plan to minimise the risks created by work activities and to organise ourselves in a way, which secures the involvement and participation of all members of staff at all levels. Our commitment to this policy will ensure a positive health and safety culture.