



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 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 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.

The staff member responsible for health and safety within Prism Youth Project is Katie Corfield supported by Peninsula Business Services. Regular training will be identified and made available by the Senior Leadership Team and others responsible for specific aspects of Health and Safety.

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

Prism 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 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 accepts the responsibility to provide appropriate levels of safety for them

Prism 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 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. (See also appendix 1)

Agreed by Managing Director
Katie Corfield – 15.5.2023

**To be reviewed with a 1 year period (or earlier if required)*

| Created | Initial of reviewer | Review | Initial |
|------------|---------------------|-----------|---------|
| 23.10.2022 | KC | 15.5.2023 | KC |



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Appendix 1

Important information

Emergency Numbers

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

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. i.e. school visits or 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

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 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 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 as an employer is responsible for ensuring all risks are assessed when working away. 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 will ensure the personal safety of its own employees whilst contractors are working on site. 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. All Contractors working on site will be asked to complete the Contractors health and safety contract before commencing work.

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

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