

Date reviewed	06 July 2024
Named Safeguarding Lead	Mohammed Sehaji
Signed	M. Senhaji



Health and Safety Policy

Introduction

Health and safety are the highest priority at MO1 YOUTHS. This health and safety policy explains our responsibilities under the law and how we manage the risks. It explains the responsibilities of staff and others, as well as where to get help in an emergency.

Health and Safety Law

Under the Health and Safety at Work Act 1974, MO1 YOUTHS has a duty of care for its employees, young people and other members of the public participating in our activities and using our facilities

To comply with current health and safety legislation, you must:

- Undertake risk assessments (Management of Health and Safety at Work Regulations 1999) including risk assessments for lone workers, working from home and driving for business, and the Control of Substances Hazardous to Health Regulations, covering the use, storage and disposal of chemicals such as cleaning materials.
- Undertake special risk assessments for people under 18 or women who are pregnant or breastfeeding.
- Draft and implement an 'action in the event of a fire' procedure (The Regulatory Reform (Fire Safety) Order 2005) - if you have full responsibility for your premises, you should have carried out a fire risk assessment (if you lease the premises you may find that the landlord has arranged this) so use the risk assessment to draft your procedure and include assembly points and fire drills etc.
- Assess computer workstations and provide eye tests for employees if required (The Health and Safety (Display Screen Equipment) Regulations 1992).
- Assess items which might cause harm if lifted incorrectly or are too heavy (Manual Handling Operations Regulations 1992 (amended 2002) - offer employees basic training in manual handling techniques if lifting is part of their job requirement.
- Maintain premises in a clean, tidy and orderly condition (The Workplace (Health, Safety and Welfare) Regulations 1992) – ensure emergency access routes are not blocked; eliminate trailing wires or trip hazards such as frayed carpets or wet floors; and maintain equipment in good order.
- Provide a first aid box (The Health and Safety (First Aid) Regulations 1981) and identify an 'appointed person' who can monitor the contents of the first aid box and summon medical assistance when required.
- Ensure you have an accident book in which to record all accidents, however

minor (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and that accidents that lead to absence from work of more than three days are reported.

- Display a health and safety law poster (available from the Health and Safety Executive), an employer's liability insurance certificate and other notices such as 'no smoking' notices and exit signs.
- Include health and safety when planning training - this can be formal and/or informal training in group or briefing meetings.

Risks

Risk assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities. Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health. MO1 YOUTHS, as an employer, has a duty to carry out risk assessments for all our activities which affect our staff, volunteers, young people and visitors.

Our risk assessments are attached to this health and safety policy.

Fire and emergency arrangements

It is the duty of all members of staff and volunteers to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Fire marshals are responsible for a formal check of the premises fire equipment on a Termly basis. This will include fire doors, fire signage and alarm systems and they will assess their suitability and any repairs or improvements required. As part of an annual health and safety check, the management committee will also show due regard to fire safety.

Our fire marshals are **Mohammed Senhaji & Walid Tarzan**

Firefighting and precautions

All firefighting equipment is annually inspected and serviced by the person responsible for the building.

It is the responsibility of our management committee to liaise with the person responsible for the building, to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

Fire alarms

The fire alarms should be tested monthly and recorded in the fire alarm logbook. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

Fire drills

Fire drills will be arranged at least once a term. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements in place for evacuating those with disabilities or with special educational needs.

Electrical equipment

All portable electrical equipment is tested by the person responsible for the building every year. A copy of the inventory of the electrical equipment tested including the results should be kept in our health and safety manual. All staff must visually check all electrical appliances prior to their use and report any defects. All defective equipment must be taken out of use immediately. Privately owned appliances must typically not be used at MO1 YOUTHS (unless their use has been approved and/or they have been tested under the PAT test).

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported immediately so that they can be safely replaced.

Violence or threatening behaviour

We recognise our duty of care for our staff and volunteers and will not accept uncivil behaviour towards our staff or volunteers, whether it is from other staff, volunteers, parents/carers or visitors.

- Staff and volunteers should write down the details of any incident as they observed it, as soon as possible. If more than one person has been a witness, they should all make a statement in writing.
- This statement should be given to the lead teacher or the chair of the management committee. Keep a copy for yourself.
- The incident will be investigated, and action taken.

Stress

We recognise our duty under the management of health and safety at work regulations 1999 to assess and take steps to, as far as reasonably practicable, control the risk of stress related illness resulting from work related activities.

We will:

- Review workloads during supervision and reviews to ensure that staff are not overloaded.
- Identify skills gaps and training needs.
- Ensure that staff take breaks from their work.
- Communicate with staff.
- Ensure that managers respond promptly to employee grievances or concerns.
- Ensure that bullying and harassment at work is not tolerated and is dealt with via the disciplinary process.

If a member of staff is identified as suffering from stress, we will:

- Keep in regular contact with the employee.
- Ensure that the employee regularly reviews their progress and situation with their doctor.
- Remind staff of the availability of counselling support lines in RBKC.

Alcohol, Illegal Drugs and Solvents

We have a duty of care to all children, young people and families using MO1 YOUTHS services. We therefore take a zero-tolerance approach to alcohol or drug consumption at work. We will ensure that all staff and volunteers are aware that it is forbidden to consume alcohol or take illegal substances when at work, be under the influence of either during working hours, or to bring either into MO1 YOUTHS.

Temperature in the workplace

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992 that require employers to provide a "reasonable" temperature in the workplace.

The Approved Code of Practice suggests a minimum temperature in workrooms should normally be at least 16 degrees Celsius. This temperature is not an absolute legal requirement. It is our employer's essential duty to determine what is comfortable at MO1 YOUTHS.

Lighting in the workplace

As employers we have a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health, safety, and welfare of our employees at work. This includes providing adequate lighting. We will ensure that the lighting is sufficient for everyone including teachers and pupils to work and move around safely and that additional desk lighting is provided where requested.

Manual Handling

We will do all that is reasonably practicable to ensure that the risk of injury due to manual handling is managed in line with the Manual Handling Operations Regulations 1992. We will:

- Where possible avoid the need for manual handling by providing trolleys and pull bags.
- Risk assesses all relevant work activities to ensure that any activities involving manual handling will be identified and controls put into place to eliminate or reduce the potential for harm.
- Ensure that manual handling risk assessments will look at the tasks involved, the number of individuals required, the loads involved and the working environment.
- Keep records of all manual handling activities on risk assessments and ensure that these will be given to relevant staff and volunteers during their induction and initial training.
- Train relevant staff in manual handling.
- Encourage staff to work in teams for manual handling activities and encourage staff to ask for help if needed.

Slips, trips and falls

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to ensure the workplace is safe from the risk of people slipping, tripping and falling. This means all staff should ensure that MO1 YOUTHS has been checked for these hazards and any objects are removed or stored safely.

Visual Display Units

The Display Screen Equipment Regulations 1992 require employers to assess the risks from visual display units (VDUs), which includes computers and other similar electrical devices. All staff should ensure that anyone using this equipment has a suitable workstation, and users operate the equipment safely.

Smoking at Work

We comply with the Smoke-Free Regulations 2006 and enforce a no smoking policy at services and activities.

Control of Substances (COSHH)

All substances, chemicals, etc purchased and used at MO1 YOUTHS must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals.

Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept. Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions, and advice on the label. Any substance, which

it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the lead teacher and chair of the management committee. Any substance not identified should be disposed of.

Safeguarding children and vulnerable adults

Please refer to our separate policy.

Pregnant Workers

We recognise our responsibility to provide a safe and healthy working environment for all staff, including putting in place measures for pregnant mothers or those returning to work after maternity leave. We will address these risks through our health and safety procedures.

We will carry out a risk assessment to assess hazards that could pose a risk to new or pregnant mothers. We will then take action to reduce the risks and give appropriate support and guidance. The risk assessment will be revised in consultation with the pregnant mother throughout the pregnancy. Where risks cannot be removed, work activities will be adapted.

All pregnant mothers must inform us in writing of their pregnancy and to protect the mother and unborn child this should be done as soon as reasonably possible. Any pregnant mother who has concerns about her health at work should speak to the lead and /or the chair of the management committee before continuing work. Under health and safety legislation an employee may not return to work having taken less than two weeks' maternity leave.

Young people in the workplace

A young person in the workplace is anyone under the age of 18 years. We recognise that young people have less experience, may have a lack of awareness of risks and, also a lack of maturity.

We will therefore not employ a young person to carry out any work with us that is beyond their physical or psychological capacities and involves an increased risk of accidents due to their lack of experience. This will include young people with work experience at MO1 YOUTHS.

We will carry out a risk assessment that will include their inexperience, immaturity and the work equipment involved. A young person will not start work with us until this risk assessment has been completed. Where the young person is less than 16 years of age, the parents or guardians must be informed of the outcomes of the risk assessments and safeguarding arrangements in place. During work experience placements with us, regular contact will be made with the school and the young person to ensure that any health and safety concerns are raised and dealt with.

Health and safety responsibilities

The aim of MO1 YOUTHS is to provide a safe and healthy working and learning environment for staff, volunteers, young people, and visitors.

The MO1 YOUTHS health and safety objectives are detailed in this policy. We attach great importance to the health, safety, and welfare at work of all our staff, volunteers, children, young people, parents and visitors.

We aim to provide, so far as it is reasonably practicable:

- Instruction, training, and supervision to enable our employees and volunteers to work safely without risk to their health.
- MO1 YOUTHS premises and a place of work that are well maintained, have safe access and departure for all and are without risk to health.
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health.
- Safe systems and methods of work that are without risk to health.

- Machinery and equipment that is safe and without risk to health.
- Articles and substances for use at work that are safe when properly used, stored, handled and transported.
- Suitable safety clothing and equipment when required by regulation.
- Any other suitable protection, where appropriate, where staff and volunteers might be at risk.
- For arrangements to involve all members of MO1 YOUTHS including young people in developing this health and safety policy.

All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues (staff and volunteers) and for all the children and young people attending MO1 YOUTHS.
- Keeping up to date with current safety procedures.
- Attending training as directed.
- Following instructions issued by the management committee on matters of health and safety.
- Reporting any accidents, dangerous occurrences or safety concerns to our lead or chair of the management committee.
- Not misusing any equipment provided for their safety.

Lead /Coordinator is responsible for:

- The safety of staff, volunteers, and pupils by ensuring staff and volunteers receive necessary training and supervision.
- The safety of equipment, materials, and systems of work by setting up arrangements for regular inspection.
- Monitoring health and safety practice in all our activities.

The Lead & deputy are responsible for:

- The safety of all children under their charge by effectively supervising their activities.
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and first aid.

Visitors

All visitors must report to our reception/signing in desk where a signing-in system is in operation. Regular visitors to MO1 YOUTHS are required to observe the safety rules of MO1 YOUTHS.

Provision of first aid

Our designated first aiders are: Mohammed Senhaji, Walid Tarzan, Mareeam Azmi, Gigi Yacoub & Yousef El Bergiu.

The designated persons responsible for checking and maintaining the contents of the first aid boxes are Mohammed Senhaji & Walid Tarzan

Our first aid box is located: In the reception area next to the Sign in book and Accident Report Book and have a mobile first aid box for trips and outings.

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

In the case of an accident the nearest hospitals are:

St Mary's Hospital, Praed Street, London, W2 1NY

Tel: 020 3312 6666

Distance 1.5 miles

Chelsea and Westminster Hospital, 369 Fulham Road, London SW10 9NH

Tel: 020 8746 8000

Distance: 2.6 miles

Western Eye Hospital, 153-173 Marylebone Road, London NW1 5QH

Tel: 020 3312 6666

Distance 2.0 miles

Central Middlesex Hospital, Acton Lane, London NW10 7NS

Tel: 020 8965 5733

Distance: 2.8 miles

The nearest minor injuries clinic is:

St Charles Centre for Health and Wellbeing, Exmoor Street,

London W10 6DZ Tel: 0208 969 2488

Distance: 0.4 miles

Please note distance is measured from W10 5YG.

Accident Reporting

Accidents must be reported in our accident book. Accident forms must be completed with copies retained for at least three years. In the case of minor accidents to non-staff, i.e., pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in our minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

Offsite Visits

It is important that suitable arrangements are made for all offsite visits. Our off-site visits policy is detailed in appendix 1.

Health and Safety Induction

All new members of staff and volunteers will undertake a health and safety induction as soon as practicable after joining us.

The health and safety induction will cover:

- The health and safety policy and the employer's and the employee's responsibilities.
- Accident and incident reporting procedures.

- Fire prevention and emergency action plan.
- Fire exits, extinguisher location and fire marshals.
- First aiders and first aid facilities.
- Location of panic alarms (if appropriate).
- Issue of personal panic alarm (if appropriate).
- Specific safety procedures relevant to their area of work.
- Risk assessments relevant to their area of work.
- Who to contact with health and safety concerns.
- Display screen risk assessment (and laptop guidelines if applicable)

Training

Health and safety training will be given to all staff and volunteers at a level that is relevant for their role. Training will cover:

- Relevant policies and procedures that require implementation (e.g., off site procedures, safeguarding).
- Sources that are available for advice.
- Procedures in place for addressing problems that may arise.
- Risk assessments.
- Job specific training relevant to their work activities/procedures (e.g., first aid, fire marshal, conflict resolution).

Event Safety

We organise several events throughout the year. Health and safety at our events are of paramount importance. We will therefore:

- Risk assesses the event and puts in place controls to eliminate, reduce, or manage the risk.
- Ensure that there are enough staff and volunteers to manage the event.
- Where relevant, staff and volunteers will complete a DBS check at the appropriate level.
- Ensure that, where relevant, external support services are involved in the event e.g., police, St Johns Ambulance, and the fire brigade.
- Ensure that caterers have valid food hygiene certification.
- Ensure that emergency plans are in place.
- Ensure that there is an event debrief.
- Ensure that there is signage for exit routes, first aid and a help point.
- Ensure that there is adequate insurance for events.

Collective responsibility

It is the responsibility of everyone to make these arrangements work. By taking this collective responsibility there is a much greater likelihood of achieving an accident-free environment and improving the general well-being of everyone involved with our supplementary school.

Policy for COVID-19

We recognise the current circumstances due to COVID-19. This supplementary document sets out the arrangements in relation to the health, safety and wellbeing of our young people, staff, volunteers, and our wider community users.

This document has been written in accordance with the current guidance from the Department for Education (DfE) and Health England (PHE) in relation to managing risks associated with COVID-19.

Risk Assessment

In order to ensure the safety of staff, volunteers, pupils, and the wider community during this unprecedented time a detailed risk assessment has been undertaken and where needed identified appropriate actions taken. Our covid:19 risk assessment is attached to this policy.

The risk assessment covers the following Health and Safety elements:

- Social Distancing
- PPE
- Response to suspected/confirmed COVID-19 cases.
- First Aid
- Cleaning and waste disposal
- Rooms and groups sizes
- Activities
- Hand and respiratory hygiene
- Staffing and volunteering
- Home working
- Vulnerable staff/young people
- New and expectant mums
- Face Coverings
- Emergency Evacuation
- Ventilation
- Food at lunchtime
- Dropping off and collecting arrangements
- Visitors

The risk assessment is regularly reviewed to meet the needs of our services and activities.

Roles and Responsibilities

The lead will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and further actions identified.
- Ensure that all documentation is regularly reviewed to meet current needs and in line with current guidance from DfE and PHE and RBKC.
- Prioritise the wellbeing of all young people, volunteers and staff and ensure there is appropriate support in place.
- Communicate with young people, parents and carers on a regular basis, ensuring that they are kept up to date with current guidance that ensures the safety of all staff, volunteers, and young people.
- Liaise with the management committee on a regular basis.

The management committee will:

- Regularly assess the effectiveness of the policy, risk assessment and any associated action plans.
- Ensure that all documentation is regularly reviewed to meet current needs and in line with current guidance from DfE and PHE and the RBKC.
- Prioritise the wellbeing of all young people, volunteers and staff and ensure there is appropriate support in place.

All staff will:

- inform the lead / coordinator if they are taken unwell whilst at work.
- Inform the lead/ coordinator immediately if they feel that they have symptoms of COVID-19.
- Report any sickness absence to the lead/ coordinator.
- Carry out all work activities in accordance with the policy, risk assessment and associated guidance as part of the response to COVID-19.
- Contribute to the risk assessment where need is identified.
- Report any concerns in relation to health and safety risks related to COVID-19 to the lead/ coordinator.
- Report any individual needs that they have, to ensure their health and safety in relation to COVID19.
- Prioritise the wellbeing of all young people and other staff and volunteers.

Parents/Carers will:

- Follow the instructions communicated by the lead/ coordinator when attending our activities to help reduce the risk of transmission.
- Keep their child at home if they or anyone in their household displays symptoms of COVID 19, or if otherwise advised to by another appropriate body e.g., NHS-Track and Trace/GP.
- Follow the instructions for dropping off and pick up times to reduce the likelihood of transmission.
- Ensure that their child/children are aware of the rules put in place at our supplementary school, including the hand washing procedures and social distancing measures.
- Report any health and safety concerns that they have to a member of our team or the chair of the management committee.

Young People will:

- Follow the health and safety rules put in place to reduce the transmission of COVID-19 and to ensure their safety and the safety of staff and volunteers.
- Follow direct instructions given by staff and volunteers.
- Make their Youth Workers aware if they feel unwell.
- Make their Youth workers aware if they think they have COVID-19 symptoms.
- Report any health and safety concerns they have, to their teacher.

This Policy was last updated on 03/07/2024 by Mohammed Senhaji and agreed upon by the management. This will be updated yearly.