

Health and Safety Policy North Mymms Youth Project

Designated Health & Safety Officer: **Hilary Carlen**

Objective

To protect the health, safety and welfare of volunteers, young people and visitors

1. General

- All Leaders are expected to familiarise themselves with this document and to be alert to any hazards concerning the building or project activities. All matters concerning health and safety should be reported to the project Leaders.
- A Risk Assessment is undertaken of premises, activities and equipment and is completed and kept on file in the drop box folder under Dropbox\NMYP (1)\Risk Assessments.
- Public liability insurance must be in place at all times. Details of the insurance can be found in the dropbox folder under Dropbox\NMYP (1)\Insurance Certificates.

2. Definitions:

“Leaders” are as defined in the recruitment policy. The club recognises different levels of Leader with authority to run different levels and types of activity. Levels are Senior Leader, Leader, Activity Leader, Assistant Leader. Throughout this policy at any point where any Leadership level is specified the role may be taken by a person of that level or a more senior person.

A “site” may include a building and its grounds or a campsite or any other clearly defined area.

An “unstructured” meeting or activity is one at which more than 20 members may be present and members are free to move between activities or areas of activity.

A “small group meeting” is one in which up to 20 members are participating in a single activity in a single area.

A “composite meeting” may comprise more than one small group meetings on the same site, but in these cases children are assigned to a particular activity and are not free to move between groups.

Attendance

Registration and parental consent

- Membership of the club requires parental consent, and both parent and child must confirm in writing that they agree to follow club rules set out in the membership form.
- The Leader having overall responsibility must ensure that there is a list of the names of all children present at the meeting or activity and that contact details are available for the parents/carers of all children present.

- Some meetings/activities require advance signup: where this is the case it will be specifically flagged as such on the program. Members not signed up in advance may be admitted at the discretion of the Leader if their presence does not preclude the attendance of others who have signed in advance.
- Children may be refused admittance if their presence would compromise agreed supervision ratios. At the discretion of the Leader with overall responsibility, unaccompanied children who cannot be admitted to the club may be supervised for safeguarding reasons until contact has been made with their parents or carers **and a way forward agreed**.

“Guests and friends”

- Guests under the age of 14 may be accommodated, at the discretion of the Leader, if written or verbal consent and contact details have been gained from the child’s parents or the person having “in loco parentis” responsibility for the child at that time. That consent may be secured in person or by phone.
- Guests aged 14 or over may be accommodated, at the discretion of the Leader, providing they are identified by a member and give their name and parental contact details to the Leader.
- “Guests and friends” are included in the numbers in relation to supervision levels. It may sometimes be necessary to defer decisions on the attendance of guests or friends until after the start of an activity, to ensure that regular members are not excluded as a result of the attendance of non-members.

Supervision and adult/child ratios

Any exceptional variation to the arrangements in this section must be agreed in writing by the Chair or Health and Safety Officer on a meeting by meeting basis. Any variation will be recorded in the “Policy Waiver” log, in the D:\Dropbox\NMYP (1)\NMYP \Record of Policy Waivers document. Any proposal to extend an exceptional variation to these arrangements for more than two meetings must be agreed by the committee (by email circulation if relevant) and details appended in the Policy Waiver log..

Any variations must be reported and reviewed at the next meeting of the Management Committee.

Overall responsibility

For every composite meeting, unstructured meeting or isolated small group activity, a Leader must be present and designated as having “overall responsibility”. That Leader is not required to be in line of site of all participants, but must be available to other adults by mobile phone at all times, must ensure that other adults have their number, and must be able to reach any part of the site in under five minutes in the event of a problem being reported.

Disclosure and Barring Service (DBS) checks – see Recruitment Policy

First aiders

- At least 1 qualified first aider must be present during every activity whether on or off site.
- A properly stocked first aid kit must be available at every activity, and in every minibus where members are being transported.

Gender

- There must always be at least one female adult Leader or helper for any overnight trip on which any girl is present.

Adults not part of the supervision arrangements

- Adults entering any meeting or activity area who are not part of the Leadership team must be challenged as to why they are there, unless they are known to the Leaders and the reason for their presence is clear and appropriate (E.g. school maintenance staff). Any such person must remain in line of sight of a leader or assistant leader at all times.

General Adult/Young person ratios

- Except as otherwise specified in this policy, no activity will take place where a single adult is responsible for a child or group of children. Two adults will be continuously present or available to the children, and adults must be vigilant in ensuring that they are not alone with any child or children in any enclosed area where there might be concerns about intimacy.
- Unless different arrangements have been specifically agreed by the committee, and recorded in the Policy Waiver log, for all activities there must be at least one adult for every 13 young people, of whom no more 10 may be under the age of 15. (NB, adult volunteers have the same safeguarding responsibilities in relation to Young helpers aged 15-17 and Assistant Leaders aged 16 to 17 as to younger members).
- The Leader with overall responsibility is responsible for briefing any new volunteer helpers and ensuring that they are aware of matters relevant to health and safety.

Unstructured meetings

- The meeting will not commence until at least three supervising adults are present, including a Leader and an Activity Leader. Members will then be admitted subject to the supervision ratios described above.
- Before and during the meeting, at least one volunteer will be assigned to maintaining a register of the members and volunteers present in the project.
- Apart from the Leader with overall responsibility adults are allocated responsibility for a particular area and are required to supervise the members present in that area.

Single small group meetings

- Where a single small group meeting is taking place on a site, there must be a Leader and at least one other supervising adult. All other supervisory requirements (eg re first aid etc) that would apply to a composite or unstructured meeting apply equally to small group meetings.
- The Leader is responsible for maintaining a register of attendance

Composite meetings

- At composite meetings, separate small groups may be led by two adults one of whom is an Activity Leader. There must be a Leader with overall responsibility on site. The Leader must be available to all adults by mobile phone and available to attend any of the groups, without compromising supervision levels in any of the groups.

- The Activity Leader responsible for each small group is responsible for ensuring that a register of attendance is maintained

Off site activities

No off-site activity involving members **under the age of 14** may take place unless there are at least 2 (club-appointed) adults supervising. One of these must be an Activity Leader.

- Exceptionally, the preceding requirement for inclusion of an Activity Leader may be waived at the discretion of the Chair if all the following are satisfied:
 - The activity takes place indoors and has been assessed by a Leader as low risk (eg cinema trip)
 - Other adults are present representing the body providing the activity (eg staff members of an activity centre)
 - The responsibility of the project Leaders is limited – eg assembling and registering the children / providing general supervision during breaks between activities / checking that all children are picked up after the activity **and**
 - A Leader is able to confirm, from personal knowledge, that the proposed supervising adults have experience of working within the club and are working within their level of competence and experience **and**
 - The proposed supervisor is given written details of what the expectations for the session are, including any responsibilities of third party activity providers, and contact details of a Leader who will be available during the session by mobile phone.
 - The exceptional arrangements are recorded in the “Policy Waiver” log, in the D:\Dropbox\NMYP (1)\NMYP \Record of Policy Waivers document.
- With the agreement of the committee and parents, some activities may be organised for groups of members **aged 14 and over**, where participation will not be continuously supervised by adults; such activities will be risk assessed. There will always be at least two adults involved in the overall supervision of the activity, who must be available to children throughout the activity, whether by their presence, by telephone or other means.
- Exceptionally, where supervision of an activity is being provided by professional Leaders from another organisation or agency, where that organisation provides the risk assessment, DBS checking etc, it is acceptable for the Project to be represented by a single Leader or helper during the period when members are being formally supervised by the second organisation. A second adult will be required outside of these times.

Transportation organised as part of club activities

- Any private, hired or borrowed vehicle in which members are transported as part of an activity organised by the project, must have insurance which covers risk of injury to any of the persons in the vehicle.
- Any person driving a vehicle in which members are transported must be over 25
- Any person driving a vehicle in which members are transported must not have drunk any alcohol for the previous 8 hours.
- When travelling on public transport, minibuses or coaches. normal supervision levels and requirements apply, including requirements as to member ratios and DBS checking. Breaks must be taken at least once every three hours. With the agreement of the Leaders, first aider requirements may be waived for short journeys (under 2 hours).
- Subject to the controls listed below, members may at times be transported in a private vehicle driven by a parent, helper or Leader, in which the only adult present is the driver. The following must be observed:

- No person under the age of 18 may be alone in a vehicle with a helper or Leader who is not their parent.
- The transportation must be agreed by a Leader, the driver and the parents of the members concerned,
- All passengers and the driver must wear seat belts
- The normal capacity of the vehicle must not be exceeded.
- Breaks must be taken at least once every three hours.
- If the driver is not a parent of any of the young people in the car, the driver must have been DBS checked.
- Written details of which members are being transported in which vehicle must be available to the overall Leader of the activity, and any changes to these arrangements must be notified in advance to the Leader.

Exceptional activities

- For exceptional activities, including those attracting increased attendances or involving particularly high or low levels of risk, different staffing ratios may be approved by the management committee. This will be recorded in the separate risk assessment completed in respect of the activities concerned, and included in the “Policy Waiver” log, in the D:\Dropbox\NMYP (1)\NMYP \Record of Policy Waivers document.

3. Discipline – see Discipline Policy

4. Fire Precautions

- At both Brookmans Park School and the Youth and Community Centre, fire fighting equipment is provided, as follows:
 - Fire alarm bell
 - Water extinguisher
 - Powder extinguisher
 - Fire blanket
 - Illuminated exit signs
- Instructions on what to do in the case of a fire emergency are displayed throughout the school/community centre.
- Termly fire drills are undertaken and recorded in the dropbox folder.
- Any emergency exits which are kept locked outside of project hours will be unlocked before members are admitted and relocked at the end of the meeting. (Annual inspections of fire equipment are arranged by the school/community centre as owners of the premises). Care should be taken that equipment and furniture does not block the fire exits and thoroughfares during sessions.
- Any faults, deficits or concerns relating to the fire equipment or signage will be reported on the next working day to the School Head/Chair of the Community Centre.
- Outdoor firelighting is covered by a separate risk assessment.

5. Equipment and materials

- Risk assessment will be undertaken of any equipment that will require manual handling and an appropriate method will be agreed and documented. Volunteers will be briefed by Leaders on moving and handling risks and required to follow associated instructions.
- Appropriate protective equipment (eg gloves) will be provided where relevant

- Equipment which is damaged or likely to cause injury should be clearly marked and its use prevented.
- All electrical equipment must be checked prior to use in the project. No electrical equipment may be modified in any way without the approval of a competent person. All electrical equipment must be tested annually.
- All cleaning materials or other substances or items potentially harmful to health must be locked away and stored according to the conditions stated by the manufacturer or otherwise as agreed by the Leaders.
- Gas bottles must be stored outside or in a well ventilated, non-residential building
- When gas bottles are being transported (eg to camp) a laminated notice alerting any relevant person (eg emergency services) to the presence of the bottles must be displayed on the dashboard of the vehicle.

6. Noise

- The level of sound during the sessions must be judged to be acceptable by a consensus of the volunteers on duty at the time. Any external complaints about noise will be passed to Leaders who will discuss with the committee and respond as appropriate

7. First Aid

- At least one first aid kit must be available at each club event and on minibuses in which members are being transported, Each first aid kit will contain a list of minimum contents and a log of checks against this list. Checks must be made at least monthly and after any use of the first aid kit to ensure that the minimum stock is maintained and out of date stock is removed.
- The project maintains a list of qualified first aiders, at least one of whom must be present at every club activity. All regular volunteers are encouraged to undertake emergency first aid training. Certificates once gained must be renewed prior to expiry.
- During meetings, the first aid box will at all times be located by the food hatch (Brookman's Park School), bar area (Community Centre) or by the Leader (other venues)..
- An accident form must be completed for every accident resulting in harm or significant risk of harm, other than very minor bumps and abrasions. The accident book, clearly marked, should be kept in the Leader's folder and all accidents to members, volunteers and visitors must be recorded whether treatment is administered or not.
- The Health and Safety Officer will be informed of any dangerous occurrence or significant injury and will follow RIDDOR (Health and Safety Executive Reporting of Injuries Diseases and Dangerous Occurrences Regulations).

8. Food handling

- Unwrapped goods sold in the Tuck Shop, will be handled using tongs/gloves etc to avoid contamination, and stored in closed containers in a cool area outside reach of pests.
- Activities involving food preparation, whether by adults or children and whether on or off site, will be risk assessed and supervised by an adult who has completed at least basic food handling training, equivalent to City and Guilds Level 1. Risk assessment will include the

choice, storage, preparation, cooking, serving and disposal of the food, and the subsequent cleaning of equipment.

9. Allergies

- Parents are asked to disclose any allergies to which their children are subject. Wherever possible arrangements will be made to protect children who are liable to allergy and to ensure that they can participate safely in any activity. Exceptionally, if it is not possible to make suitable arrangements or adjustments to materials being used in an activity, it may be necessary to exclude a child from that activity. Leaders are responsible for ensuring that helpers are aware of any allergies relevant to an activity being undertaken and that appropriate precautions are followed. Where a child is required to have access to an adrenalin pen, this must be available at all times, either carried by the child on their person or held by an attending leader, as agreed with the child's parents. A first aider is present at all meetings, and all first aiders must have been trained to administer an adrenalin pen.
- Nut allergies are particularly common. Although traces of nuts may be present in any food, goods containing nuts as significant ingredients will not be sold in the tuck shop or prepared on or off site as part of a club project.
- Allergies can be life threatening. All leaders, whether or not trained in first aid, must be made aware of the key symptoms of severe allergic reaction, and instructed to call the first aider in the event of concern.

A irway	B reathing	C onsciousness/Circulation
• Persistent cough • Vocal changes (hoarse voice) • Difficulty in swallowing • Swollen tongue	• Difficult or noisy breathing • Wheezing (like an asthma attack)	• Feeling lightheaded or faint. • Clammy skin • Confusion • Unresponsive/unconscious (due to a drop in blood pressure)

10. Health and related issues

- Parents are required to inform Leaders of any relevant health needs / behavioural issues / disabilities etc when their child is registered with the project (or when the condition or need develops) so that Leaders can make proper arrangements for the safe inclusion of the young person in activities. Reasonable adjustments will be made wherever possible, in consultation with the child's parents or carers. and may, exceptionally, include the requirement for the child to have parental support or supervision during the activity. Every effort and reasonable adjustment will be made to ensure that a child is able to participate, but there may, exceptionally, be circumstances where it is necessary to exclude a child from a particular activity in the interests of safety or the practicality of running the activity for other children. Any such case, will be discussed with the Chair and safeguarding officer and parents will be given full information about the reason for the exclusion.

- Any medications that may be needed by a member during a club activity must be left in the Tuck Shop during meetings or with the Leader during other activities. With parental agreement, and after risk assessment by a Leader, exceptional arrangements may be made in respect of medications which the child normally manages independently.
- Special health needs of particular members are included in the leaders database, available online.
- Leaders and helpers who have any special needs, particularly any needs which may limit their activities, should discuss this with the Leaders or the Committee to agree a way forward.

11. Off-site trips

- Adult child ratios must be followed as set out in section 2.
- All off-site trips will be appropriate to the age and ability of the young people. Parents / Guardians will be informed in writing of the itinerary and will be advised if the trip involves any periods when the young person may not be directly supervised by an adult helper/Leader.
- In all cases, young people attending off-site trips must have the consent of their parent or guardian
- Where a day trip has been booked in advance by a parent or guardian (via the website or via personal contact with a Leader) and the parent or guardian has received written confirmation of the itinerary, a further written consent form is not normally required
- A written consent form is required for:
 - Any young person joining an overnight trip
 - Any young person who attends a trip as a “friend”, and who is not registered with the club
 - Any young person joining a trip on a “last minute” basis, where there has not been prior verbal, written or online consent from the parent or guardian
 - Any activity where the Leaders feel that a consent form should be completed (whether or not consent has been obtained)
- If a consent form is not returned by a parent/guardian when required, the young person will not be able to participate in the visit.
- Adequate insurance to cover participants and qualified instructors must be verified and Risk Assessments undertaken in respect of all activities.
- Where off -activity providers require a waiver to be signed limiting the rights of redress in case of injury during the activity, the waiver must be completed by the parent or guardian. This cannot be delegated to project Leaders or helpers.

12. Emergencies

- In the event of an outbreak of fire, serious incident or accident, the adult first aware of the fire must contact the emergency services by dialling 999.
- In the case of fire or other incident requiring evacuation, the fire alarm will be used. On hearing the alarm, everyone must evacuate the building to the meeting point identified on fire notices in the premises (at Brookmans Park School, this is the far side of the school field and at the Community Centre this is the carpark) and an adult volunteer must take responsibility for calling a register of attendees.

Declaration

I, Hilary Carlen, Health & Safety Officer for North Mymms Youth Project have read and understood this document which will be used as Health and Safety policy for the North Mymms Youth Project.

Signed:

Date

Approved by Management Committee

Date:

Last Reviewed and updated

April 2024

Next Review

April 2027