



YOUTH FOR CHRIST

Health and Safety Policy

This policy is for use by national (British Youth for Christ here after called Youth for Christ) and local chartered ministries operating as part of Youth for Christ in England, Scotland and Wales. The sections highlighted in yellow may be amended with details relevant for the context of local ministries, but any other amendments or additions must be approved in writing by the board of Youth for Christ

It is the policy of Youth for Christ to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees and volunteers (whether office and/or home workers) and visitors. Youth for Christ undertakes to comply with the requirements of the Health and Safety at Work Act 1974 as amended and with any associated regulations, codes of practice and guidance notes; and to conduct its affairs in accordance with the provisions of any other relevant Health and Safety legislation and codes of practice.

Persons in line management and project management positions have special duties regarding safety for employees, volunteers or visitors in their care: they must consider the safety aspects of the activities in hand and ensure that all reasonable safety precautions are taken, having sought advice wherever appropriate.

However, responsibility for health and safety also lies with each individual in Youth for Christ. Individuals have a duty to conduct themselves at all times, and to do their work, in a safe manner so as not to endanger themselves and others around them. Clearly the degree of such responsibility carried by individuals will depend on the nature of their work.

Overall responsibility for Health and Safety at Youth for Christ is that of the Operations Director. The Business Lead is responsible for the day-to-day implementation of this policy. Within a Local Centre a member of staff or trustee should be appointed as a Health and Safety Officer. This person is referred to as the 'competent person' throughout this policy and must be adequately trained in health and safety.

National Health and Safety Officer(s) -

Operations Director - Lesley Taberer

Business Lead - Stacey Haynes

Local Centre Health and Safety Officer- Gwil Davey

Coordination, Monitoring and

Training The competent person is

responsible for:

- Co-ordinating, monitoring and ensuring compliance with this policy
- Developing a system of monitoring and assessment
- Bringing to the attention of the organisation's trustees any aspect of Health and Safety causing concern regarding compliance with legislation.
- Liaising with relevant staff and volunteers regarding Health and Safety training needs for individuals
- Arranging and/or delivering Health and Safety training annually for all staff and volunteers
- The Health and Safety part of induction for new employees
- Ensuring Health and Safety Law posters are displayed in offices and leaflets are issued to home-workers (Local Centre Health and Safety Law posters can be found at www.hse.gov.uk)
- Keeping up to date with Health and Safety matters applicable to the operations of the organisation.
- Consulting with employees on Health and Safety matters

Responsibilities for all employees:

- Cooperating with supervisors and managers on Health and Safety matters
- Taking reasonable care of their own health and safety, as well as that of fellow employees and others affected by their actions at work
- Reporting all health and safety concerns to the competent person

The competent person will, in consultation with the relevant responsible person:

- Ensure anyone working in the office is aware of emergency procedures in place and names of people designated to implement those procedures e.g. fire marshalls
- Ensure all office staff and volunteers are aware of Health and Safety policy and where it is located
- Ensure visitors are aware of Health and Safety and emergency procedures.
- Investigate all accidents with a view to future prevention.
- Ensure good housekeeping standards are applied
- Review periodically all new and existing equipment with reference to mechanical and operational safety, in particular, the location of all equipment bearing in mind the requirements of the workplace and ensuring the safe use of work equipment.
- Conduct risk assessments and ensuring that actions identified to be taken are carried out.
- Identify substances hazardous to health and ensure those handling them do so in accordance with instructions given
- Ensure workstation assessments for everyone either office based, or home workers are regularly carried out and reviewed annually; and that actions identified to be taken are carried out.

First Aid:

- The competent person will ensure adequate provision for First Aid

provided in the workplace.

- The competent person or nominated First Aiders will record any accidents in the accident book.
- Local Centre accident book can be found with the office manager.
- The competent person will ensure that the nominated First Aiders' training is kept up to date and they attend relevant refresher courses as and when necessary
- National Youth for Christ has two First Aid boxes containing bandages and sterile dressings. One is kept in the reception, and the other is kept in the upstairs Kitchen. Legislation prevents the holding of stocks of pills, creams or other medicines, but staff and volunteers of the legal age are permitted to hold their own supplies as necessary.
- **Local Centre First Aid box can be found with the Office Manager.**
- First Aiders and Health and Safety Officer are responsible for ensuring that First Aid supplies are replenished when used and dates are regularly checked.

Names and contact details of those who are First Aid trained should be kept by the competent person and is displayed on the back of the door in the kitchen at British Youth for Christ office.

Fire:

In the event of a fire, staff and volunteers will follow the instructions set out in the organisation's emergency plan. This plan should be executed by trained Fire Marshalls or the competent person. They will ensure that:

- Fire Marshalls (where utilised) receive relevant training every three years in order that they can fulfil their duties as Fire Marshalls
- Fire alarms are routinely tested, and accurate records of Fire Alarm testing are recorded and maintained
- Two bi-annual practice fire evacuations are organised and a record is kept of when these are carried out
- Fire Exits are kept clear and unlocked during office/working hours

Names and contact details of those who are trained Fire Marshalls should be kept by the competent person.

Systems and procedures for carrying out the policy

Good housekeeping for offices and home-working areas:

- Don't have cables lying uncovered across the floor where they could be a trip hazard; if they need to go across the floor, tape them down
- Ensure floor areas are well lit and free from obstruction
- Store goods safely - don't balance on top of or at the side of cupboards and don't store heavy items on high shelves.
- Ensure filing cabinet drawers are closed when not in use, so they don't cause obstruction or a trip hazard.
- Use sharp or pointed objects carefully.
- Clean up spilled liquids (e.g., drinks) immediately.

Workstation assessments and use of visual display

units:

New members of staff and volunteers will be required to complete a workstation assessment. This will be organised by the competent person and will be reviewed

Policy reviewed May 2023

annually for all employees.

Members of staff and volunteers who use visual display units should:

- Use the guidance in Appendix B to help them set up their workstation to be as comfortable as possible. This can help avoid potential health problems.
- If they are using a visual display unit (VDU - e.g., a computer screen) for a long period of time, take short frequent breaks from the screen.

Where use of a VDU is a significant part of your job, Youth for Christ may pay for an eye test and follow up tests as recommended by the optician. If VDU corrective glasses are required, Youth for Christ may pay towards the cost of these. All requests must go to the Operations Director for assessing/authorising.

Electrical equipment:

The competent person is responsible for arranging that electrical equipment is PAT Tested where necessary. Whilst PAT testing is not a legal obligation, it is recommended as best practice.

As a minimum, members of staff and volunteers should check that electrical equipment they use for work is not damaged. Things to look for include:

- damage to cable covering (e.g., cuts, abrasions)
- damage to the plug (e.g., cracked casing)
- damage to outer cover of equipment or loose parts or screws
- signs of overheating (burn marks or staining)

If staff and volunteers are working from home, their domestic electrical system is their responsibility. However, if they have concerns about any Youth for Christ owned equipment, they should notify their line manager or the competent person as soon as possible. They should not use the equipment until it has been checked by someone competent and it is safe to use.

Hazardous substances:

- Staff and volunteers should ensure they follow instructions carefully when handling hazardous substances (e.g. printer toner)
- Personal protective equipment can be obtained from the competent person
- Should be safely stored.

Manual handling:

The following guidance should be followed at all times.

- A trolley is provided at the national office, when transporting heavy boxes within the office to or from vehicles, staff and volunteers should use it.
- If staff and volunteers are required to lift things/ carry heavy loads as part of their job and are concerned about hazards, they should let their line manager, competent person and/or project manager know immediately.
- A trolley should be provided at conferences and events to transport heavy equipment

Reporting of accidents:

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- In the event of a work related accident causing serious injury, the competent person must be informed. The incident will need to be recorded in the Accident Book, and a formal report to the Health and Safety Executive will be made if required
- Any 'near miss' incidents should also be reported.
- All accidents will be investigated, and a report made to ensure necessary action is taken to prevent recurrence.

Risk assessments:

- General risk assessments will be carried out by the competent person or other trained staff for activities of the organisation, both for day to day working at Youth for Christ/Centre premises and ~~also~~ before starting any new activity or at a new location
- Special regard will be given to new and expectant mothers when carrying out risk assessments - a risk assessment will be carried out by the competent person.
- Staff working at home should identify potential hazards of their work and working environment and work with the appropriate competent person to eliminate or control the risks.
- Risk assessments will be reviewed annually or when there are significant changes, whichever is earliest.
- Appendix C provides further guidance on risk assessments.

Lone working:

- Staff and volunteers working alone should be aware of the risks involved and ensure that someone (e.g. line manager) is aware of their work activities.
- For further guidance on lone working please see the Youth for Christ Safeguarding Policy.

Working in public places or on other employers' premises:

- Staff and volunteers working in public places or on other employers' premises should ensure they are aware of Health and Safety and emergency procedures (e.g., fire procedures and First Aid provision)

Travelling for work and use of mobile phones:

- If driving is required for work, staff and volunteers should not drive if tired and should take breaks on long journeys to avoid fatigue
- No staff and volunteers should use a hand-held mobile phone whilst driving for work; this is dangerous and against the law.
- Even use of a hands-free mobile telephone while driving can reduce concentration and increase the likelihood of an accident occurring. Therefore, it is strongly recommended that staff and volunteers should not use a hands-free mobile telephone. Wherever possible staff and volunteers should stop in a safe place to make or receive a call

See the Youth for Christ's Drivers Policy and Handbook for further details located on Sharepoint.

Smoking and vaping

- All workplaces must be smoke and vaping free and appropriate 'no-smoking and vaping' signs will be clearly displayed at the entrances to and within all premises, to

comply with legal requirements.

Stress

- All risk assessments carried out will take into consideration factors which could lead to work- related stress
- Staff and volunteers should inform their line manager or People Lead in the first instance if suffering from excessive pressure or stress at work.

Induction and training:

- All new staff and volunteers should be given a copy of the Health and Safety policy as part of their Health and Safety induction
- All staff and volunteers will be expected to sign the Health and Safety Declaration (Appendix A) as part of their induction
- Training will be given to those with specific responsibilities for Health and Safety, as appropriate.
- Health and Safety advice will be available from the competent person and Senior Lead of Helpful

Monitoring and reviewing the policy:

- The competent person will monitor and ensure the Health and Safety policy is being followed and is effective
- The competent person(s) at British Youth for Christ will review the policy on an annual basis and submit any proposed changes to the Board of Youth for Christ. Any updates or revisions to the policy will be sent out to all local Centres on or before September 15 of each year for adoption.

Policy End

APPENDIX A – Health and Safety Declaration

General Policy

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However, responsibility for safety also lies with each and every individual in Youth for Christ. Individuals have at all times a duty to conduct themselves, and to do their work, in a safe manner so as not to endanger themselves and others around them. Clearly the degree of such responsibility carried by particular individuals will depend on the nature of their work.

As part of our induction process please confirm that you have read this policy and understand your responsibility in fulfilling this.

Name:

Signed

Date

Appendix B: Guidance on setting up your workstation:

What can I do to help myself?

Here is some advice on how to make full use of the equipment you work with and how to adjust it to avoid potential health problems. This should help you set up your workstation properly and to be as comfortable as possible whilst you work.

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need. Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights.
- Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.
- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique helps reduce the likelihood of repetitive strain injury.
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used. Support your forearm on the desk, and don't grip the mouse too tightly. Rest your fingers lightly on the buttons and do not press them hard.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room. Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- Individual characters on the screen should be sharply focused and should not

flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).

Most jobs provide opportunities to take a break from the screen. Make use of them. If there are no such natural breaks in your job, plan them into your day. Frequent short breaks are better than fewer long ones.

Appendix C: Guidance on Risk Assessment

1. Fill in the 'Potential Risk' column for any activity which may provide a risk. Consider the following elements for each task:

- Driving/ vehicles used to and from any work area
- Working practices (i.e. working hours/ ways of doing things/ environment)
- Home working
- Activity (e.g. sports)
- Manual handling (carrying boxes/ weight/ size/ twisting and turning)
- Equipment used (is it well maintained/ safe/ do you know how to use it?)
- General health (first aid availability/ excessive noise/ risk of violence)
- Food hygiene

Also consider who is affected including volunteers, staff, members of the public - anyone who may come into contact with us in the course of our operations.

2. Consider the impact of the potential risk and fill in accordingly.

3. Fill in the column 'Steps to Mitigate Risk' with the processes you already have in place for reducing the risk.

4. Under the 'Youth for Christ's actions in place' column please include any additional processes you will be implementing in order to reduce the risk even further.

5. For each of the hazards please define the likelihood and impact of the risk in the 'Assessment of' section, by inputting the appropriate number in the box, please see below.

Likelihood

1. Highly unlikely
2. Unlikely
3. Possible
4. Likely
5. Highly likely

Impact

1. Minor, non-immobilising injury or trauma not requiring hospital treatment
2. Non-immobilising injury or trauma requiring hospital treatment
3. Immobilising injury or trauma requiring hospital treatment
4. Severe injury or trauma requiring urgent hospital treatment
5. Very severe life-threatening event

Multiply the number in the likelihood box by the number in the impact box and put this number in the total box (T). From this we can now prioritise actions required and act accordingly. The higher the number the greater the risk, please see below.

Risk

- 15-25 Seriously consider stopping the work until steps have been taken to mitigate the risk to an acceptable level.
- 1-10 Risk could be considered acceptable.

Consider this order when reducing risks:

- Removing the hazard if possible
- Changing ways of working/ processes and/or procedures to avoid/ reduce the risk
- Provide training to staff and volunteers
- Provide equipment to staff and volunteers to carry out tasks
- Provide protective equipment

6. Re-assess the risk following the actions taken to reduce the risk and if further action is required please include this under the 'Planned action' section.

7. Complete the form with the name of the person person responsible and the completion date, and get it signed off by the competent person.

We need to be able to demonstrate that we are keeping our employees and visitors safe. This document should be kept up to date as work changes.

Sample Risk Assessment {PLEASE INSERT EVENT NAME}

KEY:

L = Likelihood of occurrence (marked out of 5)

I = Impact of consequences (marked out of 5)

T = Total risk consideration (L x I) (Max total 25 - marks 15 and above to be considered high risk)

Signed: _____

Date: _____

Signed off by Competent Person: _____

Potential Risk	Potential Impact	Steps to mitigate risk	Youth For Christ's actions in place	Assessment of:			Planned action	Responsible Person	Completion Date
				L	I	T			

Sample Completed Risk Assessment

Potential Risk	Potential Impact	Steps to mitigate risk	Youth For Christ's actions in place	Assessment of:			Planned action	Responsible Person	Completion Date
				L	I	T			
Attendees trapped in the event of a fire/ emergency	Death and or serious injury to multiple attendees	Familiarise ourselves with emergency plan.	Youth For Christ will take every reasonable effort to familiarise themselves with venues emergency plans.	1	6	6	Upon commencement of event, brief housekeeping message is given advising the location of Fire Exits and what action to take in the event of an emergency. Clear path to exits whilst event is taking place	Event organiser	
Delayed provision of first aid.	Prolonged and aggravated injury.	Ensure meeting organiser understands who is qualified to administer first aid at event.		1	6	6	Health and Safety Officer to ensure all event organisers are aware of who first aiders are.	Health & Safety Officer	
Spillages and burns from hot refreshments	Serious injury	Awareness of surroundings	Ensure cups are not filled too high	6	2	12	Ensure hosts provide wet floor signs	Health & Safety Officer	
Trips and falls from trailing wires	Potentially serious injury. Broken bones etc.	Secure/ cover / remove trailing wires on the ground	Take tape to secure wires	2	4	8	Event organiser will monitor the number of trailing wires throughout the day. And will act according to mitigate any risk.	Health & Safety Officer	

Youth for Christ Staff First Aid Trained:

Name:	Name:
Contact No:	Contact No: