



Lakeland House  
Barrow in Furness  
Cumbria  
LA14 1XL  
January 2024

## **Health and Safety Policy**

### **General Statement of Policy**

It is the policy of The Drop Zone Youth Projects to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

The Drop Zone Youth Projects health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Drop Zone Youth Projects recognise and accept their duty to protect the health and safety of all visitors to their premises, including contractors and temporary employees, as well as any members of the public who might be affected by their operations. Management of Health and Safety at Work Regulations 1992.

While Drop Zone Youth Projects will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The Drop Zone Youth Projects will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to the Management or the delegated safety representative. An effective health and safety programme requires continuous communication between workers at all levels. It is, therefore, every employee's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to Drop Zone Youth Projects delegated safety representative, either Cath Corkill or Sue Johnson. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Drop Zone Youth Project's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

### **Safety Personnel**

The persons with overall and final responsibility for health and safety in the organisation are both Directors, Cath Corkill and Sue Johnson.



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### **Safety Representative**

The person responsible for overseeing, implementing, and monitoring the policy is the delegated safety representative.

A designated person (Director) will act as the delegated safety representative's deputy in case of their absence.

### **Consultation**

The Drop Zone Youth Projects sees communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Health and Safety update meetings to be held a minimum of twice per year, or as often as is deemed necessary.

The purpose of these meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **Communication**

The Drop Zone Youth Projects will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of their Health and Safety Policy. The Management communicates with its employees orally, in the form of directions and statements from Managers, in writing, in the form of directives and this policy statement and by example.

### **Co-operation & Care**

If Drop Zone Youth Projects is to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with the delegated safety representative and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the organisation.

### **Safety Training**

Training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation be trained to perform his or her job effectively and safely. It is the opinion of The Drop Zone Youth Projects that if a job is not done safely then it is not done effectively.

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All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The delegated safety representative holds the responsibility for safety training.

### **Workplace Inspections**

It is the policy of Drop Zone Youth Projects to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The delegated safety representatives will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **Work Equipment**

It is the policy of Drop Zone Youth Projects to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Drop Zone Youth Projects will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

### **Personal Protective Equipment**

It is the policy of Drop Zone Youth Projects to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

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All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Drop Zone Youth Projects will be properly assessed prior to its provision.

All personal protective equipment provided by Drop Zone Youth Projects will be maintained in good working order.

All employees provided with personal protective equipment by Drop Zone Youth Projects will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Drop Zone Youth Projects will endeavour to ensure that all protective equipment provided is used properly its employees.

### **Manual Handling Operations**

It is the policy of Drop Zone Youth Projects to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided, as far, as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

### **Display Screen Equipment**

It is the policy of Drop Zone Youth Projects to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

- Drop Zone Youth Projects will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1<sup>st</sup> 1993 meet the requirements set out in the Schedule to the Regulations. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

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### **Control of Hazardous Substances**

It is the policy of Drop Zone Youth Projects to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1999.

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- Drop Zone Youth Projects will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **Noise**

Drop Zone Youth Project will comply with the law as set out in the Noise at Work Regulations 1989.

- All workers who will come into contact with substantial noise will receive comprehensive and adequate training and information. In particular, on the exposure levels, the adequate recording and resulting actions of significant findings.
- As an employer Drop Zone Youth Projects will provide employees with relevant information on exposure to noise levels and monitor these through risk assessment. These assessments will be reviewed periodically and modified to take into consideration any changes in regulations or working practices.

### **Food Safety**

Drop Zone Youth Projects will uphold the principles set out in the Food Safety (General Hygiene) Regulations 1995, the Food Safety (Temperature Control) Regulations 1995 and the Food Premises (Registration) Regulations 1995.

- All employees will be trained in safe food hygiene practices and procedures prior to being allocated any catering role. Training will include advice on personal hygiene, sanitation, working areas and arrangements for food waste.
- All workers and volunteers handling food must be able take reasonable precautions, record systems of control, cleaning regimes and risk assessments. Any worker or volunteer undertaking regular catering activities and is key personnel who handles food must have a basic Food & Hygiene Certificate.

### **Violence**

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By Law Drop Zone Youth Projects will report all violent incidents which lead to a major injury, examine our activities for significant threats of violence and act appropriately to reduce risks.

- All workers and volunteers will be prepared to handle difficult situations. To this end Drop Zone Youth Projects will support, train and advise workers and volunteers to assist them in alleviating the effects of violence and make them more effective and confident in carrying out their work.
- Any incident of violence should be reported in writing to the delegated safety representative who will compile and store records. Practices will be reviewed periodically or when deemed necessary at the Health and Safety Update meetings.

### **Specific Needs**

Drop Zone Youth Projects will support any individual who has specific needs (E.g. Pregnant women, Children, Young People, disabled etc.) as dictated in the various discrimination acts and regulations within English Law.

### **Fire Safety**

Drop Zone Youth Projects fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

- The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting prevention and protection equipment and for advising on safe practices and procedures.
- The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the delegated safety representative.
- All workers have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
- All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- The delegated safety representative is responsible for the provision and maintenance of fire prevention and detection equipment.
- Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
- It is a statutory requirement for employees to carry out risk assessments as defined in The Management of Health and Safety at Work regulations 1999, clause 3 sections (1) to (6) inclusive.

### **Fire Detection Equipment**

Manually operated fire alarms are located at strategic points throughout the workplace.

### **Fire Fighting Equipment**

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Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

#### **Fire Doors**

Fire doors, designed to slow the spread of fire and smoke throughout the workplace, have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

#### **Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

#### **Smoking**

Smoking is prohibited in all areas of the workplace except those areas that have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted. Any employee found smoking in non-designated smoking areas on The Drop Zone Youth Projects premises or events will be subject to disciplinary action.

#### **Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each department are listed on display boards at the separate venues.

Practice fire drills will be conducted annually to ensure employee familiarity with emergency evacuation procedures.

#### **Accident Investigation & Reporting**

It is the policy of Drop Zone Youth Projects to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Drop Zone Youth Projects see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, the delegated safety representative will draw up a report detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained

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- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at Drop Zone Youth Projects expense.

The completed report will then be submitted to and analysed at the Health and Safety Update meeting who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

#### **Accident Procedure**

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

#### **Qualified first aiders are:**

Cath Corkill and Sue Johnson

Drop Zone Youth Projects is responsible for reporting all cases of accident and disease to the delegated safety representative.

Accident records are compiled and stored by the delegated safety representative.

The delegated safety representative is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

#### **Insurance**

Drop Zone Youth Projects will provide the following insurance for daily work:

**Employers Liability Insurance** – this covers paid Drop Zone Youth Projects employees in the event of an accident, disease or injury caused or made worse as a result of work.

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**Public Liability Insurance** – this covers individuals (other than employees) and organisations in the event of accident, injury or death, or damage to, or loss of property caused through the negligence of someone acting with The Drop Zone Youth Projects authority, including volunteers.

All workers and volunteers will undertake appropriate risk assessment of their own work to ensure the following areas are also considered:

Contractors or Instructors – should hold their own public liability insurance.

Special Events – Any activity not part of your normal daily routine should be checked with the Project Managers. Additional or extra insurance may be required and this will be the responsibility of the worker to organise through Drop Zone Youth Projects Project Manager.

Other people attending your event – Any other people or organisation attending your event such as a catering unit must have their own public liability and appropriate qualifications/training.

Road Vehicles – It is the responsibility of the individual worker or volunteer to ensure that the vehicle they are travelling in is insured for the purpose that it is being used for.

Drop Zone Youth Projects will support, advise and train all workers and volunteers to examine insurance cover and control risks to consider the health and safety of all participants in all events or activities which they have organized on behalf of Drop Zone Youth Projects.

## Safety Rules

### General

**All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.**

- All employees shall immediately report any unsafe practices or conditions to the relevant authority
- Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- Horseplay, practical joking or any other acts that might jeopardize the health and safety of any other person are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to remain at work if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- No worker should undertake a job that appears to be unsafe.

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- No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Delegated safety representative or their deputy.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

#### **Working Environment**

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded in an approved manner.

#### **Walkways**

- Walkways and passageways must be kept clear from obstructions at all times.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.

Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

#### **Tool and Equipment Maintenance**

Company machinery and tools are only to be used by qualified and authorized personnel. It is the responsibility of the Manager to determine who is authorized to use specific tools and equipment.

- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment that are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

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### Personal Protective Equipment

- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss or obvious defect in any equipment provided, to their Manager or the delegated safety representative.

### Manual Lifting and Moving

- Mechanical devices rather than manual handling should always do lifting and moving of objects, wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- When lifting, or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage that could cause tripping or spillage.
- Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting, or moving is necessary one person should act as co-ordinator giving commands to lift, lower etc.

This policy will be reviewed annually and agreed by the Board of Trustees.

Signed.....

Name.....

Role.....

Date.....

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