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Description automatically generated**SAY – Health & Safety Policy 2022**

Statement of Sterling Academy Youth (SAY) Health and Safety Policy

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| Sterling Academy Youth (SAY) believes in the empowerment of young people. We achieve this through delivering engaging, pedagogically structured workshops and assemblies to young people. SAY hires contracted sessional workers and volunteers to support the services we provide to work on a rota-based system.  SAY will rely on venues and premises that are outside of its day-to-day management for the delivery of workshops and assemblies. SAY will liaise with the lead of the booking to confirm compliance with all relevant health and safety legislation. |

**Legislative Framework**

Sterling Academy Youth (SAY) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and common law duties of care. Throughout this statement, terms such as “staff”, “workers”, “employees” include both paid and volunteer workers.

**Statement of Policy**

Our health and safety policy is to:

* Prevent accidents and cases of work-related ill health.
* Manage health and safety risk in our workplace.
* Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
* Provide personal protective equipment.
* Consult with our employees on matters affecting their health and safety.
* Maintain safe and healthy work conditions.
* Implement emergency procedures, including evacuation in case of fire or another significant incident.
* Review and revise this policy regularly.

**Responsibilities for health and safety**

Overall and final responsibility for health and safety will lie with SAY Director, Eric Sterling. The director will be responsible for day-to-day responsibility for ensuring this policy is put into practice. The director will also have responsibility to ensure health and safety standards are maintained/improved, ensure that equipment is maintained, and oversee the following areas:

* Risk assessments.
* Consulting employees.
* Accidents.
* First aid.
* Work related ill-health.
* Accident and ill-health investigation.
* Emergency procedures.
* Fire and evacuation.
* Information, instruction, and supervision training.

All employees should:

* Co-operate with supervisors and managers on health and safety matters.
* Take reasonable care of their own health and safety.
* Report all health and safety concerns to an appropriate person.

**Statement of Intent**

It is the policy of SAY to promote the health and safety of all volunteers, staff and visitors to SAY’s premises, and to that we intend to:

* Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
* Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
* Encourage all volunteers, staff and visitors on the premises to co-operate with SAY in all safety matters, in the identification of hazards which may exist and in the reporting of any conditions which may appear dangerous or unsatisfactory.
* Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
* Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative).
* Make suitable and sufficient assessment of the risks to the health and safety of employees and of the general public arising out of or in connection with SAY’s activities.
* Make, as reasonably practicable, safe arrangements for the protection against any risk to the health and safety of members of the general public involved in SAY’s activities.
* Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.

**Health and Safety Training**

* All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the rules outlined in this policy.
* SAY will induct all staff with the appropriate health and safety training.
* SAY will update staff routinely on health and safety matters as they arise and formally when we review health and safety policy.

**Risk Assessments**

* SAY will complete the relevant risk assessments on all premises used and act upon the findings.
* SAY will review risk assessments when working habits or conditions change.

**Equipment and Food Hygiene**

* No equipment or appliance may be used other than as provided by or specifically authorised by SAY, and any directions for the use of such items must be followed precisely.
* When we provide food from external caterers, we will ensure that they adhere to the Food Safety Act of 1990.

**Alcohol, Drugs and Tobacco**

* Smoking within the premises and the use of any drugs (except prescription medication under medical supervision) on the premises are prohibited at all times.
* The use of intoxicants (e.g. alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or recreational drugs.

**Arrangement and Procedures**

* All arrangements and procedures will be discussed and agreed with venue holders and the Health and Safety Officer of the premises responsible for overseeing health and safety.
* The Health and Safety Officer will be responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

**Reporting Accidents and Incidents**

* In the event of an injury or illness, call for a member of staff or ring for an ambulance directly by dialling 999 an requesting an ambulance.
* All accidents must be reported to the Director and Health and Safety Officer or another member of staff on duty immediately or as soon as practicable via email: [hello@sterlingacademyyouth.com](mailto:hello@sterlingacademyyouth.com).
* The format for notifying accidents are as follows: the word “accident” and the date of the accident must be included in the subject of the email (e.g. ‘ACCIDENT 04/02/2022) and the email itself must include the name of the person(s) involved in an accident, the nature of the injuries, and the steps taken.

**Fire Drills and Evacuation Procedures**

SAY will ensure that any premises used for the delivery of workshops or assemblies has a recognised fire drill and evacuation procedure and adheres to all relevant fire regulations. We will also ensure that corridors and doorways are kept properly lit and free of obstruction.

In the event of a fire:

* The person(s) discovering a fire should sound the nearest alarm.
* The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
* All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
* The assembly point for the building will vary and depend on the premises.
* If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”.
* When the Fire Brigade arrives, advise them whether all persons are accounted for and the location of the fire.

**Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance in the following related documents:

* Safeguarding children policy
* Equal opportunities policy

We request that our staff, volunteers, members and visitors respect this policy, a copy of which will be available on demand. We are committed to reviewing our policy and good practice annually.

Approved by SAY Director: Eric Sterling

Signed: E.S

Date: 3rd November 2022

This policy was last reviewed on: 3rd November 2022