



Health and Safety Policy

Part of the BYO Health and Safety Policy Suite

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

CONTENTS

1. Introduction	1
2. Our Responsibilities	2
3. Risk Assessment Procedures	4
4. Incident Reporting and Response	6
5. RIDDOR Reporting	7
6. First Aid	7
7. Fire Safety	8
8. Working Environment Standards	9
9. Smoking Policy	10
10. Personal Safety and Lone Working	10
11. Electrical Equipment Safety	11
12. Display Screen Equipment	11
13. Welfare and Working Time	12
14. Stress Management	12
15. Training and Competence	13
16. Monitoring and Review	13
17. Related Policies	14
18. Emergency Contacts	14

Document Details	Information
Policy Title	Health and Safety Policy
Version	3.0
Effective Date	17 June 2025
Review Date	17 June 2028
Owner	Designated Safeguarding Lead
Approved By	Hassan Kingsley, Governor
Cross-References	Safeguarding Policy Framework, Anti-Bullying Policy, Code of Conduct Policy, Code of Behaviour Policy, Organisational Values and Inclusion Framework, Recruitment, Selection and Onboarding Policy, Complaints Policy, Whistleblowing Policy

1. Introduction

The Britannia Youth Organisation CIC is committed to ensuring that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy and comply with all the statutory requirements.

BYO will, so far as is reasonable and practicable:

- Provide and maintain equipment and systems of work that are safe and without risk to health
- Provide such information, training and supervision as is necessary to ensure the health and safety at work of its staff and others
- Maintain all premises under its control in an acceptable and safe condition
- Carry out its activities in such a way as to ensure that staff and others are not exposed to risks to their health and safety
- Carry out the necessary risk assessments for all activities, using appropriate templates and procedures
- Keep and maintain accurate records of accidents, injuries, dangerous occurrences and known exposure to health risks at work
- Inform the appropriate enforcement authority of reportable injuries, diseases and dangerous occurrences
- Provide the services of an external health and safety advisor when required

Safeguarding Connection: Health and safety is integral to our safeguarding responsibilities as outlined in our **Safeguarding Policy Framework** and **Child Protection Procedures**.

The policy is designed to minimise or control risks to health, safety and welfare of our employees and of others working or visiting our premises, particularly young people and vulnerable adults.

2. Our Responsibilities

Board of Directors

- To ensure the organisation's compliance with legislation and with the policy set out above
- To ensure that appropriate information and training for health and safety matters are available to all management and staff
- To ensure that sufficient resources are available to provide appropriate health and safety equipment, training and the provision of eye tests for staff who habitually use VDU as a significant part of their normal work
- To integrate health and safety considerations into strategic decision-making

Designated Safeguarding Lead (DSL)

Joshua William Hall

- Mobile: 07925 328 728
- Email: joshuahall@britanniayo.com

Deputy DSL: Hassan Alexander Kingsley

- Mobile: 07597 874 222
- Email: hassankingsley@britanniayo.com

Responsibilities:

- Ensuring health and safety considerations are integrated with safeguarding risk assessments
- Coordinating response to incidents involving young people or vulnerable adults
- Liaison with health and safety designated officers on safeguarding-related incidents

Health and Safety Designated Lead Officer

Joshua William Hall (joshuahall@britanniayo.com, 07925 328 728)

Deputy Designated Lead Officer: Hassan Alexander Kingsley

Responsibilities:

- Overall accountability for health and safety compliance
- Investigating serious concerns and determining appropriate action
- Reviewing the BYO Health & Safety Policy & Procedures at least every 3 years
- Ensuring there are designated officers in BYO buildings and that each officer has received Health & Safety training
- Reporting to enforcement authorities under RIDDOR requirements

Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of their own Health and Safety
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety
- Report any hazardous item or equipment, or shortcomings in the existing safety arrangements to the Designated Officer without delay
- Consider the safety of other persons who may be affected by their acts or omissions
- Ensure all workplaces, emergency routes and exits are maintained and kept clear
- Not undertake any task for which authorisation and or training has not been given
- Follow the standards outlined in our Code of Conduct Policy

Professional Standards: Health and safety responsibilities are part of the professional conduct expectations outlined in our **Code of Conduct Policy**.

Project Managers

Project Managers are responsible for providing leadership in and promoting responsible attitudes towards health and safety and will ensure that:

- Each new member of staff is, as part of their induction training, shown the location of first aid boxes, fire exits and fire-fighting equipment
- All staff for whom they are responsible are aware of the health and safety policy
- The condition and location of all equipment is reviewed periodically in the light of working requirements
- Accidents and concerns are reported to the Designated Officer
- Risk assessments are completed for all activities involving young people

3. Risk Assessment Procedures

General Principles

All BYO activities require appropriate risk assessment before commencement. Risk assessments must be:

- Conducted using the approved BYO Activity Risk Assessment Template
- Completed by competent staff who understand the activity and potential hazards
- Reviewed and approved by designated officers before activities begin
- Updated when circumstances change significantly
- Include specific consideration of safeguarding risks to young people and vulnerable adults

Activity Planning: Risk assessments form part of our **Standing Operating Procedure for CYP Events** and must consider both physical safety and safeguarding risks.

When Risk Assessments Are Required

Full Risk Assessment Required:

- Every new or unique activity, event, or session
- Activities at new venues or with new external providers
- When significant changes occur to established activities (new equipment, different participant groups, changed procedures)
- All offsite visits and trips
- Activities involving vulnerable participants

Risk Assessment Add-On Sheet: For repeated activities where the main risk assessment remains valid, a simplified add-on form may be used when:

- The same activity occurs at regular intervals with minimal changes
- Only minor variations exist (different date/time, slight staff changes, weather variations)
- The core hazards and control measures remain unchanged

Offsite Activities: Specific procedures for offsite visits are detailed in our **Offsite Visits Policy**.

Safeguarding Risk Integration

Risk assessments must consider:

- **Physical safety** of all participants, with special attention to young people and vulnerable adults
- **Safeguarding risks** including potential for harm, abuse, or exploitation
- **Environmental factors** that could increase vulnerability
- **Supervision ratios** appropriate for the activity and participant group
- **Emergency procedures** including safeguarding incident response

Third-Party Providers

Where activities rely on external venues or providers, BYO will request sight of:

- Current risk assessments relevant to our activities
- Public liability insurance certificates
- Required qualifications, licenses, and certificates
- **Safeguarding policies and DBS details** where applicable
- **Child protection procedures** for providers working with young people

Safeguarding Due Diligence: Vetting of third-party providers includes safeguarding checks as outlined in our **Safeguarding Policy Framework**.

4. Incident Reporting and Response

Reporting Accidents or Work-Related Disease

Immediate Response:

- In the case of an accident causing injury ensure that the injured person is being cared for and send immediately for a first aider
- Do not move the injured person unless they are in immediate danger
- In the case of an emergency dial **999** and ask for the Ambulance service If the incident involves a young person or vulnerable adult, inform the **DSL immediately**

Documentation:

- Record details of the event in the accident book or Health & Safety report form, providing a clear, detailed account of the incident
- Include safeguarding considerations if applicable
- Inform your line manager who will make appropriate recommendations for removing or reducing the identified risk
- The form should be sent to the Designated Officer

Contact Details:

- **Designated Officer:** Joshua William Hall (07925 328 728)
- **Postal Address:** The Britannia Youth Organisation CIC, 36 St Joseph's Road Birmingham B8 2JU

Safeguarding-Related Incidents

When health and safety incidents involve potential safeguarding concerns:

- **Follow safeguarding procedures** as outlined in **Child Protection Procedures** or **Adult Safeguarding Procedures**
- **Inform the DSL immediately** alongside health and safety reporting
- **Consider whether** the incident indicates broader safeguarding risks
- **Document carefully** with both health and safety and safeguarding considerations

Reporting Serious Concerns or Near Miss

- If there appears to be any serious or imminent danger, staff may stop work and move to a place of safety before reporting
- Follow the reporting steps outlined above
- The Designated Officer will investigate and determine what action should be taken
- After the investigation the employee will be informed of the outcome and any necessary actions
- Consider safeguarding implications if young people or vulnerable adults are involved

Alternative Reporting: If you feel unable to report concerns through normal channels, see our **Whistleblowing Policy** for alternative options.

5. RIDDOR Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Designated Lead Officer will be responsible for reporting to the enforcement authority the following work-related incidents:

Reportable Incidents:

- Deaths
- Specified injuries (previously 'major injuries')
- Over 7-day injuries (previously over 3-day)
- Injuries to members of the public where they are taken to hospital
- Work-related diseases
- Dangerous occurrences

Special Considerations for Young People:

- Any incident involving serious injury to a young person under our care
- Incidents that may indicate safeguarding concerns
- Coordination with local authority safeguarding teams where appropriate

6. First Aid

Equipment and Facilities

- First aid boxes should be kept in each BYO office and on mobile units
- Detached workers will carry a small emergency first aid kit with them while working
- Equipment must be adequately maintained and replenished as necessary
- A notice in a prominent position should indicate the identity of the first aiders/appointed persons and the location of the first aid boxes

Trained Personnel

- There will be at least one appointed person in each project to look after the first aid equipment
- Appointed persons will take control when somebody is injured or ill and call the emergency services if necessary
- We will aim to have at least one qualified First Aider in each BYO office/team
- Staff working with young people should have appropriate first aid training

First Aid for Young People

- **Parental consent** for first aid treatment should be obtained during registration
- **Medical information** about young people should be readily available to first aiders
- **Emergency contacts** must be immediately accessible
- **Consider safeguarding implications** if injuries appear unexplained or concerning

Safeguarding Alert: Any injury to a young person that raises safeguarding concerns must be reported to the DSL following **Child Protection Procedures**.

7. Fire Safety

Prevention and Equipment

- BYO is responsible that all fire equipment, including fire alarm, will be checked at regular intervals
- Evacuation drills will be staged on a regular basis
- Fire exits must be kept clear from obstruction
- All staff must know their evacuation route and assembly point in case of fire
- The name of the fire officer and evacuation details should be displayed in a prominent place
- Permanent signposting must clearly show the way out in an emergency

Emergency Procedures

In case of fire:

1. **Raise the alarm** - Shout "Fire" to warn those in the immediate vicinity and operate the nearest fire alarm call point
2. **Call emergency services** - Dial 999 and ask for the fire brigade, explain location and nature of the fire
3. **Attempt firefighting** - Only if you have been trained in the use of fire appliances and without personal risk, try to put out the fire by directing the hose or extinguisher to the base of the flame
4. **Evacuate immediately** - Leave the premises by the nearest fire exit, closing doors and windows as you go and report to your nearest assembly point
5. **Account for all persons** - A designated person in each project will be responsible to check that the designated areas are evacuated of staff and visitors

Special Considerations for Young People

- **Clear evacuation procedures** must be explained to all young people during induction
- **Supervision ratios** must be maintained during evacuation
- **Vulnerable individuals** may need additional support during evacuation
- **Register checks** must account for all young people and staff

8. Working Environment Standards

BYO will ensure that appropriate standards are maintained as required by the Workplace (Health, Safety and Welfare) Regulations 1992:

Space and Comfort

- Each employee must have a minimum of 40 square feet space in which to work
- Offices must reach a minimum temperature of 16 degrees centigrade after the first hour
- Offices and desks should be kept clean and tidy
- Appropriate seating, ventilation and lighting provided

Cleanliness and Maintenance

- Windows must be kept clean, and for those on upper storeys the opening should be restricted
- Floors should be cleaned on a regular basis and waste bins should be emptied daily
- Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down
- Floor areas should be well lit and free of obstruction
- Spilled liquids should be cleaned up immediately

Young People's Environments

When young people use BYO facilities:

- **Age-appropriate** furniture and equipment must be provided
- **Higher standards** of cleanliness and safety apply
- **Regular safety checks** of areas used by young people
- **Secure storage** of hazardous materials and equipment

9. Smoking Policy

Prohibition:

- Smoking is not permitted in any workplaces
- Staff and volunteers are not allowed to smoke in the presence of young people
- Failure to comply with this rule may be considered a disciplinary offence

Enforcement:

- All staff and volunteers must understand and comply with smoking restrictions
- Breaches may result in disciplinary action as outlined in the **Code of Conduct Policy**
- Setting a positive example for young people is essential

10. Personal Safety and Lone Working

General Principles

- Working alone at isolated sites should be avoided, if possible, or practical measures taken to minimise the risk
- All staff should ensure that colleagues are aware of their location at all times
- Special measures will be taken by detached workers
- Mobile telephones should be available and an appointed person should be contacted after every session

Additional Safeguarding Considerations

- **Enhanced safety measures** when working alone with young people or vulnerable adults
- **Clear protocols** for one-to-one sessions and private meetings
- **Risk assessment** of lone working situations involving service users
- **Emergency contacts** readily available for all lone working situations

Safeguarding Requirements: Lone working with young people is subject to additional safeguarding requirements outlined in our **Child Protection Procedures**.

11. Electrical Equipment Safety

Testing and Maintenance

- All electrical equipment and electrical installations will be checked by a competent person as required by the Electricity at Work Regulations 1989
- Portable Appliance Testing (PAT) will be conducted annually
- All staff are responsible for reporting faults immediately
- Do not continue to use faulty equipment

Safe Use Protocols

- Do not carry out repairs unless you are qualified and authorised to do so
- Never use electrical equipment in damp surroundings or where flammable vapours may be present
- Switch off all equipment when not required, unless continuous operation is necessary
- Particular care must be taken when young people are present

12. Display Screen Equipment

Assessment Requirements

The Health and Safety (Display Screen Equipment) Regulations 1992 require:

- Written assessment of the existing work environment, furniture, equipment and job design
- Risks identified must be rectified as soon as reasonably practicable
- Each worker will be responsible for the assessment of their own workstation

Eye Care Provision

Free eyesight tests are provided to all regular users of display screen equipment:

- Before commencing regular VDU work
- For current VDU users
- At annual intervals after the first test or at the discretion of the optician
- On experiencing visual difficulties

Employees will be reimbursed for the cost of basic corrective appliances where necessary specifically for display screen equipment use.

13. Welfare and Working Time

Working Time Regulations

- A worker's average weekly working time, including overtime, shall not exceed 48 hours for each 7 day period
- No worker should accrue Time Off in Lieu (TOIL) without prior authorisation
- Clear reasons must be provided when TOIL is accrued

Safe Working Practices

- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task
- Take regular breaks from intensive work
- Report any welfare concerns to management

14. Stress Management

Organisational Approach

Definition: The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

BYO's Role:

- Through risk assessment, identify work-related stressors and reduce them so far as reasonably practicable
- Develop and promote policies regarding discrimination, aggression, bullying and harassment
- Develop and promote good communication as an effective stress avoidance mechanism
- Maintain a clear approach to managing attendance and rehabilitating employees
- Ensure managers receive adequate support in dealing with workplace stress
- Ensure staff are fully trained to discharge their duties

Anti-Bullying: Our approach to preventing bullying and harassment is detailed in our Anti-Bullying Policy.

Manager Responsibilities

- Conduct risk assessments to identify workplace stressors and control stress risks
- Be attentive and supportive - ask what can be done rather than assume a course of action
- When necessary provide scope for short term varying of working routine, tasks, hours
- Attend training as necessary

Individual Responsibilities

- Approach the line manager as soon as possible, before stress becomes unmanageable
- Take personal responsibility for seeking professional advice and support
- Practice self-help in recovery from stress and for future avoidance

15. Training and Competence

Mandatory Training

All staff and volunteers must receive:

- **Health and safety induction** training
- **Role-specific** safety training
- **First aid training** where appropriate
- **Fire safety** and evacuation procedures
- **Risk assessment** training for relevant staff

Specialist Training

Additional training is provided for:

- **Working with young people** - including child protection awareness
- **Activity leadership** - specific to activities delivered
- **Equipment use** - for specialised equipment
- **Emergency response** - including incident management

Training Integration: Health and safety training is integrated with safeguarding training as outlined in our **Safeguarding Policy Framework**.

16. Monitoring and Review

Regular Reviews

- Annual review of health and safety performance
- Incident analysis to identify trends and improvement areas
- Policy review every 3 years or following significant incidents
- Risk assessment updates as circumstances change

Performance Indicators

- Accident rates and severity
- Near miss reporting levels
- Training completion rates
- Audit findings and compliance levels

Continuous Improvement

- Learn from incidents and near misses
- Share good practice across the organisation
- Regular consultation with staff and service users
- Integration of health and safety with safeguarding improvements

17. Related Policies

This policy should be read alongside:

- Safeguarding Policy Framework
- Child Protection Procedures
- Adult Safeguarding Procedures
- Offsite Visits Policy
- Standing Operating Procedure for CYP Events
- Code of Conduct Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- Equality, Diversity and Inclusion Policy

18. Emergency Contacts

Internal Contacts

Designated Lead Officer: Joshua William Hall (07925 328 728) **Deputy Designated Lead Officer:** Hassan Alexander Kingsley (07597 874 222) **Main Office:** 0121 448 7378

Emergency Services

Emergency: 999 **Non-emergency Police:** 101 **NHS 111:** 111

Specialist Services

HSE: 0300 003 1647 **Gas Emergency:** 0800 111 999 **Electricity Emergency:** 105

Document Control:

- This policy forms part of BYO's comprehensive risk management framework
- All staff receive mandatory health and safety training
- Regular monitoring ensures ongoing compliance and continuous improvement

Reviewed by:



Hassan Kingsley

Date: 18/06/2025

Next Review Date: 17/06/2028

This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.

*Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU*