



BLEND YOUTH PROJECT

HEALTH AND SAFETY POLICY (RIPLEY BRANCH) NOVEMBER 2025

STATEMENT OF INTENT

It is the firm intention of the Blend Youth Project to seek to provide the safest and healthiest possible working environment. This will best be achieved by the Branch Coordinator, support staff, young people and volunteers working together to achieve this aim.

Our policy is to conform to all relevant legislation with regard to health and safety, hygiene and fire regulations in accordance with its obligations and to maintain safe and healthy working conditions, equipment and systems of work for all our staff and volunteers.

It is a condition of employment that all Staff and Volunteers should at all times comply with current safety legislation. Staff must always take into account this responsibility for the safety of their colleagues, service users, visitors to the premises and members of the public, invited or otherwise.

All designated keyholders are deemed to be 'Responsible Persons' and as such they are responsible for implementing this policy and thereby to ensure the safe conduct of all related activities and for the safety of Staff, Young People & Volunteers. The Youth Work Managers / Branch Youth Worker should be informed of all fires, accidents or hazardous situations however small they appear to be, and all accidents or dangerous occurrences should be recorded on an accident form. The pink copy of the form should then go to the injured person. The blue copy should be taken out of the book and kept in a folder onsite. A photo must be taken of the white copy, and then emailed to Healthandsafety@valleycids.co.uk

Although the responsibility is delegated to this person the actual responsibility is still shared between all members of the staff team.

A copy of this policy is available and must be obtained and understood by all staff.

Note: The term 'staff' is taken to mean employees, trainees, people on secondment or placement and voluntary helpers.

NB: This policy should be read in conjunction with the relevant section(s) of the Valley CiDS Staff Handbook.

FIRE SAFETY

Regular fire drills will be carried out at Blend Youth Project and employees, volunteers and regular users of Blend Youth Project will be kept advised as to the fire evacuation procedures and smoke alarms and fire extinguishers will be checked frequently.

In the event of an evacuation emergency services should be called and people should meet outside at the assembly point: **Ripley Glass Car Park, situated on Park Road to rear of building.**

In the case of fire, the priority is to warn any persons who may be in danger by activating the nearest break glass point.

Evacuate the building using the nearest fire exit, which is clearly signed on the ground floor and first floor of the building. The Worker in Charge / Responsible Person is responsible for ensuring that the premises are evacuated.

All keyholders are designated fire wardens and should undertake relevant training in how to carry out this role. In the event of an emergency, the emergency service may be called by dialing 999. The services should be given a clear indication of the nature of the fire or accident and name and address of the building, which is: **Blend Youth Project, 38 Nottingham Road, Ripley, DE5 3DJ**

Red Foam filled fire extinguisher are situated:

- Ground floor staff office
- Ground floor drop-in area
- First floor kitchen
- First Floor meeting room 1

Red CO2 filled fire extinguishers are situated:

- Ground floor drop-in area
- First Floor meeting room 1

Fire Blankets are located:

- Coffee Bar
- Upstairs kitchen

Incase of emergency, services may be isolated as follows:

Electricity Meter – located in cellar, accessible through main drop-in area

Gas meter - located in cellar, accessible through main drop-in area

Water- at stop tap in ground floor staff office.

Please note: Smoking / vaping is forbidden in the building

All people working at Blend Youth Project will have the opportunity to discuss health and safety and how it affects their particular job. The overall responsibility for health and safety at Blend Youth Project is that of the Valley CiDS Trustees.

RISK ASSESSMENT

The Trustees will be responsible for ensuring that a building risk assessment is carried out annually, or earlier if needed due to changes in circumstances and that action shall be taken to eliminate or reduce the risks identified.

A written record of the assessment shall be kept in the Blend Youth Project office and stored electronically in the shared policies folder.

ACCIDENTS AND FIRST AID REPORTING

It is important that you are confident about procedures in case of an accident or emergency. Staff and volunteers must be aware of the location of the telephones within the building and be confident in calling emergency services where necessary.

All injuries to employees, volunteers and service users must be recorded in the Accident Book which is kept in the office.

If an accident is recorded in the Accident Book, the pink copy of the form should then go to the injured person. The blue copy should be taken out of the book and kept in a folder onsite. A photo must be taken of the white copy, and then emailed to Healthandsafety@valleycids.co.uk

First Aid Boxes are available in the following locations:

- Staff Office
- First Floor Kitchen
- Coffee Bar

Any accident, dangerous occurrence or near miss must be reported to the Business Administrator at the earliest opportunity and logged in the incident or accident book. Any serious injury resulting in more than three days off work **MUST** be reported to the Health and safety Executive.

All first aid equipment is maintained by the Youth Work Manager / Branch Youth Worker.

The names of the qualified emergency first aiders are displayed next to the First Aid points.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH. (COSHH)

What is COSHH? COSHH provides a legal framework to protect people against health risks from hazardous substances used at work. Substances include paints, cleaning materials, dust, fumes and waste products. Hazardous substances can generally be identified by their own warning label which will denote whether the substance is very toxic, toxic, harmful, corrosive or irritant.

In general terms there will be no occasion where high risk substances are used by team members as part of their work, however where cleaning fluids are kept as part of a cleaning regime they must be clearly labeled, use of protective gloves where there is risk of irritation must be enforced, and in extreme cases the use of goggles or a mask will be instructed. All cleaning substances must be kept in a lockable space and never left out without supervision.

All chemicals and substances presenting a hazard are kept in a locked cupboard located in the ground floor hallway. Any necessary assessment forms will be completed and kept on file in the

Blend Youth Project office.

ELECTRICAL EQUIPMENT

All electrical work at Blend Youth Project should be undertaken by a qualified electrician. All portable appliances should be tested annually and shall be marked with the date of the inspection. Employees and volunteers shall not bring any other electrical equipment into Blend Youth Project.

GOOD HOUSEKEEPING

All staff are reminded of the importance of tidy working and in particular to keep entrances, exits and passageways clear and uncluttered. All staff are responsible for maintaining good standards of housekeeping around the building, including the implementation of general cleaning and hygiene routines.

HYGIENE

All employees, volunteers and other users of Blend Youth Project are required to observe all notices, instructions and procedures relating to hygiene regulations. All persons working at Blend Youth Project will have the opportunity to discuss hygiene and how it affects their particular job.

The hire and use of the kitchen for the preparation of high risk food requires a qualification in basic food hygiene.

It is important to encourage and maintain good standards of practice of hygiene for all staff and users. Any special equipment required should be easily accessible and staff and volunteers should know where it is. It should also be maintained to a high standard.

ROUTINE PRACTICES

Rubber gloves and disposable cloths should always be used when cleaning the kitchen and toilets. Separate gloves, cloths and mops should be used for cleaning kitchens and toilets.

Cuts or open lesions on exposed areas of skin should be covered with waterproof plasters. (Blue plasters when working in the kitchen).

Spillages of any kind should be cleared up as quickly as possible, and wet floor signs should be used.

No jewelry is to be worn by those working in the kitchen.

SECURITY

During the normal opening hours of Blend Youth Project, a designated key holder will be in attendance. Enforceable rules are considered necessary to secure an atmosphere within Blend Youth Project that enables service users, staff and volunteers to feel safe. Therefore, the following will be enforced at all times.

- All staff & visitors should use on-site signing in book.
- No smoking, alcohol or drugs on the premises.
- No threatening or aggressive language or behavior, violence or threats of violence.
- No racist or sexist language or discriminatory behaviour.
- No abuse of the premises or their contents.

Failure to observe any of the above may lead to temporary or permanent exclusion from Blend Youth Project premises.

Designated staff / external users will hold the keys to the premises and be equipped with all necessary door and alarm codes.

MANUAL HANDLING

The moving of tables and chairs, or any pieces of equipment, should be completed using proper lifting techniques to minimize risk of injury.

Visual guidance on correct manual handling techniques can be found on Appendix 1 (p.8.)

VISUAL DISPLAY EQUIPMENT

Staff are advised to avoid prolonged use of VDUs without a break and stop if they experience any discomfort.

INFORMATION, TRAINING AND REPORTING

The statutory HSE safety notice is displayed:

- Ground floor staff office.

The employers' & public liability insurance certificate is displayed:

- Ground floor staff office

All new staff will receive a copy of this policy. All staff are assigned a manager responsible for ensuring that they receive appropriate health and safety information and training. Staff are also updated on safety issues at staff meetings.

All staff are responsible for reporting all accidents, hazards and dangerous occurrences.

SAFETY CHECKS AND REVIEWS

The programme of maintenance and safety checks and servicing includes the following:

Engineer & Contractor Checks

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| a) Fire extinguishers | -checked annually by the installation company. |
| b) Emergency Lighting | - checked six-monthly by engineer. |
| c) Fire alarm | - checked annually by service engineer. |
| d) Portable electrical appliances | - checked annually by a PAT testing company. |
| e) Intruder Alarm | - checked six-monthly by engineer. |
| f) Gas boiler | - checked annually by engineer. |

Staff Routine Checks

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| a) Fire extinguishers | -Monthly visual check recorded in Building Folder |
| b) Emergency Lighting | - Monthly check recorded in Building Folder |
| c) Fire alarm | - Weekly call point rotational check recorded in Building Folder |

Appendix 1: - Manual Handling Techniques

WHAT YOU NEED TO KNOW

Manual Handling Operations Regulations 1992

These regulations (revised in 1998 and updated in 2004) place duties upon the employer to ensure that employees avoid hazardous manual handling operations so far as reasonably practicable. Employers should assess unavoidable manual handling operations and take steps to reduce the risk of injury from such operations as is reasonable practicable.



Establish if the lift be avoided or if you can use a mechanical aid to lift or move the load. If not:

1. Assess the load

Ensure you know what you are lifting, where it is to go and its weight. Be aware of awkward shapes or unbalanced loads.

2. Personal limitations

Know the limit of your own ability. Ask for help if needed.



3. Stance

If lifting alone face the direction of travel. Stand over the load, feet shoulder width apart and one slightly in front of the other. Bend your knees whilst keeping your back straight.

4. Proper Grip

Ensure you have a firm grip of the load, using the palms of your hands and the roots of the fingers. Never lift with the finger tips!



5. Body Position

Keep your arms close to your body, ensuring your legs take the weight of the load and not your arms. Tuck your chin to your chest, this helps keep the back straight.

6. Lifting

Use your legs to lift both your upper body and the load, ensuring you keep your back straight and the load close to your body.



7. Moving

Keep the load close to your body. Without twisting the trunk, use your legs to move the load.

8. Co-ordinated Lifting

If the load is unsafe to be lifted by one person, co-ordinate the lift with a colleague, ensuring the above techniques are followed.