

BLEND YOUTH PROJECT

HEALTH & SAFETY POLICY
WOODCRAFT ENTERPRISE UNIT
(APRIL 2026)





Health and Safety Policy and Procedures

A. Health and safety policy

1. 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 Vocational Skills Tutors, Alternative Education Tutors, support staff, students, young people and volunteers working together to achieve this aim.
2. It is a condition of employment that all staff, students, young people 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 unit and members of the public, invited or otherwise.
3. The Vocational Skills Tutors and Alternative Education Tutors are named as the 'Responsible Persons' and as such they are responsible for implementing this policy. They 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 and kept on file.
4. The Vocational Skills Tutors & Alternative Education Tutors are responsible for implementing the Health & Safety policy and thereby ensuring the safe conduct of all related activities and for the safety of staff, students, young people and volunteers, reporting to the Vocational Skills Tutors and Alternative Education Tutors.
5. All staff, volunteers, students and visitors are reminded that they are in a workshop environment and need to make allowance for all the hazards and challenges that are generally associated with such an environment.
6. A copy of this policy is available and must be obtained and understood by all staff and volunteers working at the Woodcraft Enterprise.

B. Health and safety procedures

1. Visiting groups

All formal visits of groups to the Woodcraft Enterprise must be pre-booked through the Alternative Education Managers, as well as the relevant Vocational Skills Tutors and/or Alternative Education Tutors. All group leaders are asked to read relevant risk assessments sent out in advance. Group visits must be accompanied by a Vocational Tutor

or an Alternative Education Tutor, who has completed the Health and Safety induction at the Woodcraft Enterprise.

On arrival, all groups are asked to sign the visitor's book and given a Health and Safety briefing by the Vocational Skills Tutors and/or Lead Tutors. The Woodcraft Enterprise is a fully functioning workshop. We ask that all group leaders are fully responsible for their group's behaviour, conduct and ensuring they use the unit in a safe and orderly manner.

Particular attention should be paid to:

- The Health and Safety procedures of the Unit
- Traffic surrounding the Unit
- Fire safety procedures

Responsibility for safety issues on public open days and other events lies with the Vocational Skills Tutors, Alternative Education Tutors and support staff responsible for organising the event.

2. Students

All students will receive a full induction during their first session at the Woodcraft Enterprise. This will be carried out by the Vocational Skills Tutors or suitably experienced Alternative Education Tutors. The induction will include a comprehensive Health & Safety briefing. The induction is in line with this Health & Safety policy and outlines the responsibilities of the students.

It will be made clear to students what is expected of them in terms of Health & Safety. This will include:

- Acceptable Behaviour.
- Personal Protective Equipment (PPE) requirements.
- Fire Safety Procedures.
- What to do in the event of accident / injury.

All students will have access to safety boots, safety gloves, dust masks, aprons, protective gloves and ear defenders. Students will be unable to carry out tasks if they do not comply with the PPE requirements.

Students will receive competency training on all tools. Students are not permitted to use any piece of equipment without first receiving adequate training from the Vocational Skills Tutors or Alternative Education Tutors.

No student can use power tools (110v or 240v) unsupervised until they have completed their competency training, which must also have been signed off by a Vocational Skills Tutor or Alternative Education Tutor.

PLEASE NOTE: - Students are not permitted to use circular saw bladed tools at any time (Mitre saw & Bench saw). These are only for competent staff use.

If any student misuses any piece of equipment the Alternative Education Manager will be informed immediately.

3. Fire safety

In case of fire the priority is to warn any persons who may be in danger by shouting loudly and assertively.

- Evacuate the workshop leaving via the nearest fire exits, located at the front and rear of the workshop.
- The Vocational Skills Tutors are responsible for ensuring that the workshop is evacuated.
- All staff have fire marshal training and will follow procedures to evacuate the building calmly and safely.
- The fire assembly point is located on the pavement outside the workshop.
- The Vocational Skills Tutors, Alternative Education Tutors and support staff have access to a company mobile phone which they can use in the case of an emergency.
- There are also two cordless phones in the workshop. One of these is located next to the printer and the other in the office.

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 the name and address of the unit, which is:

Unit A, 15 Pye Hill Road, Jacksdale, Nottinghamshire, NG16 5LR _LOCATED BETWEEN KNIGHTSBRIDGE GARAGE AND BEARD ENGINEERING

4. Routine Checks

Weekly and monthly fire safety checks must be carried out and documented using the fire safety records. Any faults or issues must be reported to maintenance using the following link: <https://forms.office.com/e/Zr0AfsMEbd>

If staff notice that any fire safety equipment or signage is damaged, they should report this to the vocational tutor or a manager who will report this issue to maintenance.

If fire exits are blocked this should be reported to the Vocational Skills Tutor and a

manager. This should be logged so that patterns in this incident can be addressed either by changing the layout of the area or by training staff to avoid this from reoccurring. Repeating behavior which results in fire exits being blocked may be escalated and result in disciplinary action.

Fire drill rehearsals will take place once a month. These should take place on differing days of the week and be recorded using the monthly fire safety check record by the fire warden (vocational tutor).

All visitors, staff and students should sign in and out upon entering and leaving the building. Staff are responsible for signing students in and out. This register of people on site will enable staff to carry out a prompt and accurate roll call.

- **Multi-purpose Foam and Carbon Dioxide** filled fire extinguishers are situated next to the **front fire exit** of the unit.
- **Multi-purpose Foam and Carbon Dioxide** filled fire extinguishers are situated next to the **tool room sliding doors** of the unit.
- **Hydrex and Carbon Dioxide** filled fire extinguishers are situated next to the **rear fire exit** of the unit.
- **A Fire Blanket** is located just outside the kitchen on the wall.

Please Note:

- **Hydrex** fire extinguishers **should not** be used on electrical fires.
- **Carbon Dioxide** fire extinguishers **should not** be used in confined spaces.

In case of emergency, services may be isolated as follows:

- **Electricity** - at the meter in the 'reading room' (on right as you enter the building), in a cupboard next to the window. **NB.** The main fuse board is in the 'service cupboard' (on the right before you enter the main area).
- **Water** - at the stop tap, located in the toilet (to left of doorway near floor).
- **Gas** – at the meter on the front of the building to left.

Please note: smoking is strictly forbidden in the Woodcraft Enterprise Unit.

5. Electrical safety

All electrical work is undertaken by a competent person.

All electrical equipment has been PAT tested yearly.

If staff or students notice that any electrical equipment is damaged, they should report this to either the Vocational Skills Tutor or a manager. If electrical equipment is damaged in anyway the item should not be used and it should be removed from the work area if possible.

If the item is too large to remove from the area a sign should be displayed, informing others that it is out of use. The plug should be removed to prevent the use of the broken tool or machinery.

6. Tool / Machinery Safety

If a tool or machine is faulty you should:

- **Immediate Action:** Stop using the tool, switch off the power, and unplug it immediately.
- **Inspection:** A competent person should inspect the plug, cable, and tool for damage, such as casing cracks, charred marks, or loose wires.
- **Repairs:** Damaged cables should not be repaired with tape; they must be replaced by a qualified person.

7. Good housekeeping

All staff, students and volunteers are reminded of the importance of tidy working and in particular to keep entrances, exits and passageways clear and uncluttered. The Vocational Skills Tutors and Alternative Education Tutors are responsible for maintaining good housekeeping in and around the workshop.

Daily, weekly and monthly cleaning schedules must be completed and signed by the staff who are completing tasks. Following a cleaning schedule allows us to effectively manage dust and work hygienically, creating a safer and healthier working environment. Managers will check these schedules are signed and that all tasks are completed at the end of each month.

8. First aid & Accident Reporting

First Aid equipment is located in a cabinet mounted above the hand wash station just outside the kitchen area.

All First Aid equipment is maintained by the Vocational Tutor. A monthly first aid kit check should be carried out using the checklist which can be found in the first aid cabinet. This should be signed after the check and any out of date, damaged or missing equipment

should be reported to a manager. Out of date equipment should be disposed of appropriately.

All Vocational Skills Tutors and Alternative Education Tutors are First Aid trained.

All injuries to employees, volunteers, learners and visitors must be recorded in the Accident Book which is kept in the First Aid Kit.

Accident book entries should be processed as follows:

- **Pink-** Goes to the injured person (phone the parent or carer to inform them of the injury)
- **Blue-** Taken out of the book and kept in a secure folder
- **White:** scanned and sent to healthandsafety@valleycids.co.uk

9. Protective clothing and equipment

The risk assessment requires the following:

- Protective gloves are provided when using resources such as paints, varnishes and waxes.
- Safety gloves & dusk masks are individually issued and marked with initials for identification. Ear defenders and safety glasses are provided when working with wood and machinery, as deemed necessary.
- Sensible shoes must be worn while in the workshop. Safety boots must be worn when entering the practical area of the workshop. There is clear signage stating that safety boots are required beyond a certain point.
- Long hair should be tied back.
- Hoods should not be up in workshop area. Caps & Hats are ok.

10. COSHH- The Control of Substances Hazardous to Health

Oil Based Substances

Where possible we have replaced oil-based products, such as paints and glues, with water-based products. Using water-based products, containing a lower VOC, reduces the risk to health and the environment. Oil based products require white spirits to clean up and remove them. White spirits are high VOC and require careful management to reduce risk to the user. By removing oil-based products from the workshop we have removed any need to store and use white spirits.

The only oil-based product used in the workshop is a wax-based polish. There is currently no water-based alternative for this. We have lowered the risk of using this product by applying it with disposable rags which do not need to be cleaned. Gloves must be worn whilst using this product and the area should be well ventilated.

Glues

Glues used for general use are PVA based. These are water based and have a low VOC. These glues are stored in the COSHH cupboard and can be access by staff and students to use after supervised training.

Specialized glues, such as Mitre Fix and Gorilla Glue, are stored in a separate COSHH drawer. This can only be accessed by staff. Staff and students can only use these glues with appropriate training, supervision and PPE.

COSHH Register

All substances should be recorded using the Woodcraft Enterprise COSHH register. Any new products should be added as they are purchased. The register should be reviewed every 6 months by the Vocational Skills Tutor.

COSHH Safety Data Sheets

Safety Data Sheets should be saved for all substances used at the Woodcraft Enterprise site. Hard copies of these are available in the office, a digital version can be found on Dropbox. These sheets give safety advice for each specific substance.

11. Vehicles on Site

Staff and visitors are asked to use the car park at the entrance to the workshop. Staff and visitors must not park down the side of the Unit, as access is required by other businesses.

12. VDU Usage

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

13. Information, training and reporting

- The statutory safety notice is displayed in the workshop, on the notice board.
- The employers' liability certificate is displayed in the workshop, on the notice board.
- All staff are responsible for reporting all accidents, hazards and dangerous occurrences to the appropriate person or body, according to the level of seriousness.
- All staff and students will complete the health and safety induction before carrying out any practical activities at the Woodcraft Enterprise.
- All staff and students will also carry out specific training on the safe use of all

of the tools in the workshop. These tool competency programs track and monitor the training and experience of staff and students. Once the competency training is complete the staff member or student may use that tool or machine with minimal or no supervision.

- All instructional and safety signage with the workshop must be adhered to at all times. Anyone failing to do so will not be permitted to use the workshop and may be prevented from doing so in the future.

14. Safety checks and reviews

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

- Fire extinguishers – checked monthly by staff (it is a requirement that this is logged using the appropriate paperwork) and annually by the approved fire extinguisher company.
- Gas central heating boiler- checked and serviced annually by the landlord.
- Smoke & carbon monoxide alarm – checked weekly by staff (it is a requirement that this is logged using the appropriate paperwork).
- Emergency lighting – checked monthly by staff (it is a requirement that this is logged using the appropriate paperwork).
- Portable electrical appliances - checked annually by a qualified Portable Appliance Tester.