



Health & Safety Policy & Procedures

Revised October 2025

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Introduction

The UK Youth Health and Safety Policy is written to ensure that staff, apprentices, volunteers, consultants and trustees are aware of how we manage our health and safety across all Charity locations and activities and understand individual/organisational legal responsibilities.

This document contains essential information, compiled to help everyone working for the Charity to work safely and without risk to others. This document often refers to 'employees' and this is aimed at covering all UK Youth staff, apprentices, trustees, volunteers, freelancers and consultants based at Avon Tyrrell, the London offices, any regional offices or at home.

The guide does not replace formal instructions from managers or specific operating procedures, but comprises general safety information which is relevant to everyone regardless of their job.

Almost all that you do at work will have a safety instruction or procedure for you to follow. You must make sure that you are aware of these and if in any doubt – always ask your line manager.

This document forms part of the induction procedures for new staff and is reviewed and updated a minimum of every 1 year. All staff are required to review this document when asked to do so and are required to acknowledge this. As this is a mandatory process it is assumed that unless you have informed us otherwise you have done so. We are committed to supporting our staff and anyone who has reading difficulties can ask for support to read this document.

During your employment, it is also important that you do read and take note of any other relevant Health and Safety information, risk assessments, operating procedures and both written and verbal safety information that you are given and that relates to your area of work.

This policy will be revised and updated as and when necessary – employees will be kept informed of any such changes. The policy summary statement on the following page has been adopted by UK Youth.

UK Youth Health and Safety Policy Statement

UK Youth is committed to taking all reasonably practicable steps to provide and maintain a healthy and safe environment across all its sites, programmes, and activities. The Charity will comply with all relevant statutory obligations and recognised codes of practice as a minimum standard.

It is the duty of every employee to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Employees, volunteers, and contractors are also required to promptly report any hazards, unsafe conditions, or shortcomings in health and safety arrangements.

The effectiveness of this Policy depends on the active commitment and cooperation of all UK Youth staff, apprentices, trustees, volunteers, freelancers, contractors, and consultants.

Policy Objectives

It is the Charity's policy, so far as is reasonably practicable:

- To provide and maintain:
 - plant, equipment, and systems of work that are safe and without risks to health;
 - arrangements to safely manage the Control of Substances Hazardous to Health (COSHH);
- To provide adequate information, instruction, training, and supervision to ensure the health, safety, and wellbeing of employees, volunteers, and visitors;
- To maintain all workplaces under the Charity's control in a safe condition, including:
 - safe access and egress;
 - environments where health risks are effectively managed and welfare facilities are adequate and accessible;
- To provide and maintain suitable personal protective equipment (PPE) as identified through risk assessments;
- To carry out suitable and sufficient risk assessments for all sites, activities, and events, and implement appropriate control measures;
- To plan for and manage emergencies, including fire safety, first aid, and incident response procedures;
- To encourage all employees and volunteers to set high standards of health and safety through personal example, creating a culture where safe practices are the norm;
- To consult with staff and volunteers on matters affecting health and safety and promote continuous improvement through feedback and monitoring;
- To monitor and review the effectiveness of the Charity's health and safety arrangements in consultation with appropriate authorities, advisors, and staff representatives;
- To ensure trustees receive regular health and safety updates and maintain access to this policy at all times;

- To keep this Health and Safety Policy under regular review (at least annually) and update it as necessary to reflect changes in legislation, organisational structure, or best practice;
- To ensure that health, safety, and wellbeing are integrated into all planning and decision-making processes at every level of the organisation.

Responsibilities

- The **Chief Executive Officer** holds overall responsibility for ensuring this policy is implemented effectively.
- The **Senior Leadership Team** and **managers** are responsible for ensuring safe working practices within their areas of control and for supporting employees to meet their responsibilities.
- **All employees, volunteers, and contractors** must cooperate fully with the Charity's health and safety arrangements and report any concerns immediately.

Policy Review

This policy will be reviewed annually, or sooner if significant changes occur in legislation, operations, or organisational structure. Any amendments will be communicated promptly to all staff and stakeholders.

Rosie Ferguson
Chief Executive UK Youth
October 2025

The Law

Legislation such as the *Health and Safety at Work etc. Act 1974* (HSWA) sets out the primary legal framework governing everyone's health and safety responsibilities at work. The Act applies to all UK Youth work locations, remote/home-based work, travel, and events, and requires the Charity to minimise risks so that employees, volunteers, contractors, and the public are protected from harm arising from our work activities.

Under the HSWA:

- **UK Youth**, as an employer, has a duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees and anyone who may be affected by its activities.
- **Employees** and others working on behalf of the Charity must take reasonable care of their own health and safety and that of others and cooperate with the Charity to ensure compliance with health and safety requirements.

Neglecting these duties may constitute a criminal offence under the *Health and Safety (Offences) Act 2008*, which allows for prosecution, fines, or imprisonment where serious breaches occur.

In addition to the HSWA, several **supporting regulations** provide more detailed requirements, including (but not limited to):

- *The Management of Health and Safety at Work Regulations 1999* – requiring risk assessments, competent persons, and effective health and safety management systems;
- *The Control of Substances Hazardous to Health Regulations (COSHH) 2002* – governing safe use and control of hazardous substances;
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* – requiring the reporting of workplace incidents;
- *The Provision and Use of Work Equipment Regulations (PUWER) 1998* – ensuring equipment is safe and properly maintained;
- *The Personal Protective Equipment at Work Regulations 1992* – requiring appropriate PPE and its proper use;
- *The Workplace (Health, Safety and Welfare) Regulations 1992* – setting minimum standards for the working environment.

These laws are enforced by the **Health and Safety Executive (HSE)** and relevant **Local Authorities**, which have powers to inspect, investigate, and take enforcement action where necessary.

Your Responsibilities:

- You have a responsibility for your own safety at work and therefore must:
- take reasonable care of yourself and other people who may be affected by what you do or do not do
- perform any necessary duty which is required by law
- not misuse anything which is required by law
- not misuse anything which is provided as a health or safety service
- report to your immediate superior or Manager any hazardous condition which becomes apparent.

The Charity's Responsibilities:

- As per the Management of Health and Safety (at work) Regulations 1999 an employer has many responsibilities under the laws. In particular we must:
- make sure that the working environment is safe
- provide and maintain equipment, premises and systems of work which are safe and do not endanger health
- make sure that the handling, storing and transporting of objects and substances are carried out safely
- provide safety information, instruction, training and supervision as necessary
- provide and maintain a safe access and exit to any place of work

Accountable Responsibilities

The Trustees of the charity delegate certain responsibilities on to employed staff. The Chief Executive is ultimately responsible for all that the organisation does but in the case of Health and Safety, certain tasks are then delegated to Directors and Managers to make sure we comply with relevant legislation. From here, the day to day monitoring and management is delegated onto trained staff at our premises. The following is a summary of responsibilities:

Trustees	'The Employer'
Chief Executive	Overall Accountability for the Charity
Director of Finance and Operations	Overall, Charity safety matters incl; updating policy documents, policy implementation and, quality assurance, assessments, checking accident and incident records, providing information & helping staff in setting procedures, identifying training needs and regular reviews of H&S issues.
Director of Outdoor Learning	Overall responsible for all UK Youth H&S matters relating to the delivery of outdoor learning and the locations delivery takes place incl; SOP's and their implementation, safety checks, assessments, checking accident and incident records, providing information & supporting outdoor learning management team to implement all safety requirements, training needs and regular reviews of H&S and near misses. H&S includes first aid and fire safety.

They are supported by staff as detailed below:

Directors	All staff operating procedures & their day to day operations in area of responsibility including home-workers, programme delivery, training and events
Head of Operations Charity Services	Supporting Director of Finance and Operations in meeting the charity's H & S obligations. Advising on general H & S issues and notifying all staff of changes and updates. Ensuring London office meets H & S requirements and checks / procedures are adhered to.
Assistant Director of	Supporting the Director of Outdoor learning in meeting outdoor

Outdoor Learning learning H&S obligations.

All UK Youth Line Managers Area of responsibility and staff

In practical terms, this is what we expect from our senior staff;

The Chief Executive & Directors will ensure that:

- The UK Youth health and safety policy is issued to all employees, volunteers, freelancers and consultants and that details of the arrangements made to implement the policies are made available to all. This is done on induction and updated annually;
- All employees, apprentices, freelancers, consultants, contractors and volunteers are made aware of their personal responsibilities;
- Appropriate training, resources and support are to be made available to all;
- Health and safety issues are to be given appropriate consideration at all times;
- Risks to UK Youth relating to potential incidents at work, loss or damage to UK Youth property, and risks to the public through the organisation's activities are properly evaluated;
- Liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not;
- Health and safety performance is recorded and reviewed periodically so as to advise when action is necessary to correct adverse trends;
- All risk assessments pertinent to areas of operational responsibility are written, reviewed and maintained.

It is the responsibility of the Chief Executive to ensure the allocation of adequate finance and other resources for the effective implementation of the health and safety management system. Key topics requiring specific resource allocation are: management representation; training; emergency response equipment; monitoring and measuring equipment, and record-keeping systems.

Heads of Department and Managers

Senior staff are at all times responsible for implementation of the organisation's health and safety policy and shall:

- Understand the Charity's health and safety policy;
- Set a positive personal example;
- Identify and organise appropriate training for their staff;
- Actively promote a positive environmental culture throughout their areas of responsibility;
- Ensure the policy is implemented properly and that any delegated duties are correctly performed;
- Ensure that all agreed actions are implemented as soon as practicable;
- Suspend any work or other activity which is considered to constitute an immediate danger. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial actions have been implemented;
- Ensure that regular health and safety inspections are carried out and that environmental issues are actively managed and controlled;

- Ensure that the overall performance and issues of UK Youth and its premises is discussed at regular intervals with all contractors, including sub-contractors operating on any site;
- Report any problems or improvements to this policy to the appropriate Director;
- Actively promote, at all levels, the UK Youth commitment to effective environmental and fire management.

Employees

All employees have the responsibility to co-operate to achieve as healthy and as safe an environment as possible for all and to take all reasonable care of themselves and others. A safety representative may be appointed by employees who will be able to consult with the appropriate Director/Manager on all matters relating to the health, safety and welfare of employees. We have public and employer's liability insurance for our activities but this relies on us adhering to our legal requirements.

The rest of this document is a general guide to the arrangements of how we carry out the policy and includes reference to other pieces of legislation and manuals. Actual risk assessments, operating procedures and recorded checks are kept in separate files and are held on the Shared Directory. Your local manager can advise where to find the latest documents for your work area.

Health & Safety Risk Management

UK Youth is committed to effectively managing the health and safety risks associated with all aspects of its operations. This includes activities involving staff, apprentices, volunteers, consultants, trustees, and service users.

Risk management is coordinated as follows:

- Charity Services oversee all general organisational risks not related to Outdoor Learning.
- Departments are responsible for managing risks within their internal and external operations.
- The Outdoor Learning Management Team holds responsibility for all risk management related specifically to outdoor learning activities.

Minimum Requirements for Risk Assessments

All UK Youth risk assessments must, as a minimum, include the following steps:

1. Identify hazards - Determine anything that may cause harm. Employers have a duty to assess the health and safety risks faced by their workers.
2. Determine who may be harmed and how - Consider employees, volunteers, participants, and others who may be affected.
3. Evaluate risks and implement controls - Assess the likelihood and severity of risks and take appropriate measures to eliminate or reduce them.
4. Record findings - Maintain clear documentation of identified risks, control measures, and responsible persons.

- Review and update regularly - Ensure assessments remain current, especially when significant changes occur or following an incident.

Roles and Responsibilities

UK Youth management staff are responsible for ensuring that:

- All staff receive appropriate health and safety training relevant to their roles and activities.
- Risks impacting day-to-day operations are regularly assessed, monitored, and communicated.
- Completed risk assessments are recorded and stored appropriately, for example within departmental operational manuals or event briefs.

All new employees, contractors, and volunteers must familiarise themselves with this policy and associated health and safety documents as part of their induction. They must also ensure they are appropriately trained, competent, and compliant with UK Youth's safety standards.

An extract as an example of a UK Youth Risk Assessment format is below:

Avon Tyrrell fire risk assessment

Activity: Main house offices

What are the hazards? Electrical equipment (ignition source)
Doors propped open
Large quantities of combustible materials i.e. stationery, waste paper and rubbish

Who is at risk? Any staff, visitors or contractors in the main house

What are the risks?	Existing safety measures/controls	Likelihood	Risk Rating
If a fuel source is ignited, the resultant fires and or smoke and vapours could lead to: - Burns - Smoke - Inhalation - Loss of consciousness - Death	- Electrical equipment is maintained as per manufacturer's instructions or where appropriate by qualified staff and only used by trained personnel - Electrical testing in-house at set intervals depending on item, by competent person - Portable electrical equipment checked regularly by department staff and as required by a competent person. - Visual check on every use by operator. Any defective equipment removed from service, clearly labelled and noted in the maintenance book - Carbon dioxide extinguisher in each office	L	M

It is important that all risk assessments also contain references to other linked, supporting or associated risk assessments or manuals, a review date with confirmation of who the assessment was made by and confirmation of when the next review is required, example below:

Reference to other manuals or assessments:

House escape routes risk assessment
General Office Manual
UK Youth Health & Safety Policy

Fire safety check files
Full floor plans with dimensions (annex 2)

When was the assessment reviewed and by whom?

August 2025 by Head of Outdoor Learning Operations

Date of next mandatory review and by whom?

August 2026 by Assistant Director of Outdoor Learning

Accident Reporting

UK Youth is committed to maintaining a safe working environment and ensuring that all accidents, incidents, and near misses are properly reported, investigated, and recorded in accordance with legal requirements.

Reporting Requirements

It is a legal requirement that all accidents at work, whether in UK Youth offices, during off-site activities, or while representing the organisation, are reported and investigated, regardless of how minor they may appear.

All incidents must be recorded on an Accident Report Form (see *Enclosure 1*).

- Blank forms are available online in the UK Youth Policies and Procedures folder.
- If you are unsure where to find the forms or how to complete them, please ask your Line Manager for assistance.
- A list of trained First Aiders is displayed in each office.
- The Director of Finance and Operations and the Director of Outdoor Learning are responsible for first aid matters within their respective areas.

Timeframe for Reporting

- Accident reports must be completed within 24 hours of the incident.
- If you are unable to complete the form yourself (e.g. due to absence or injury), another staff member may complete it on your behalf.
- Once submitted, your Line Manager will investigate the circumstances, identify causes, and record any corrective or preventive actions taken.

Failure to report an accident within 24 hours may result in the organisation recording that an incident occurred, but liability for injury may not be accepted unless proper reporting procedures are followed.

Serious Incidents and RIDDOR Reporting

If an accident results in:

- Seven or more consecutive days of absence from work, or
- A visit to the hospital for treatment,

then it must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Your Line Manager is responsible for completing the RIDDOR online form as soon as practicable. Further guidance and forms are available from the Health and Safety Executive (HSE):

www.hse.gov.uk/riddor

Near Misses

All near misses; incidents that did not result in injury or damage but could have, must also be reported. Recording near misses allows UK Youth to identify potential hazards and take preventive action before more serious incidents occur.

All accident reports forms, RIDDOR reports and near misses must be reviewed by the responsible Director or in their absence their deputies before submission.

Workplace violence, whether physical or mental, needs to be recorded - see also page 27.

Accidents and Incidents

- An “**Accident**” is defined as an unplanned event that results in personal injury or property damage.
- An “**Incident**” is defined as an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.

Summary of action in the event of an accident

1. **Report Immediately** - Inform your Line Manager or another senior member of staff as soon as possible. The senior staff member will take appropriate action. If required, injuries will be treated by a qualified First Aider.
2. **Record the Incident** - Complete an Accident Report Form and submit it to the appropriate Director.
3. **RIDDOR Reporting** - If a casualty is taken to hospital as a result of the accident, the incident must, in most cases, be reported to the HSE RIDDOR Incident Centre. A RIDDOR online form must be completed. If unsure, seek advice from your Line Manager or the Health & Safety lead.

Summary of action in the event of an incident

1. **Report Immediately** - Notify a Manager, Supervisor, or Officer. The senior staff member will take appropriate action.
2. **Record the Incident** - Complete an Incident Report Form (see *Enclosure 2*) and forward it to the appropriate responsible person.
3. **Review and Prevention** - The incident will be reviewed by senior management to determine the cause and identify measures to prevent future occurrences.

Monitoring and Review

All accident and incident data is recorded, monitored, and analysed regularly. Trends are reviewed by management, and where appropriate, actions are implemented to mitigate risks and prevent recurrence.

Emergency Telephone Numbers (General)

Police, Fire, Ambulance

999 or 101 (non-serious incidents)

Flooding - Tel: 0845 988 1188 for all flood warnings, advice and help, or visit the National Flood

line Homepage.

Avon Tyrrell

Hampshire Police	0845 0454545 or 101
Local Doctors	01425 672741 or 672857
Casualty	01202 303626 (Bournemouth)
Casualty	01202 665511 (Poole)
Casualty	01590 663000 (Lymington)
New Forest District Council	02380 285230 office
Environmental Health Team NFDC	02380 870978 24hr

London Office Victoria

Metropolitan Police non-emergency	101
Metropolitan Police Report a Crime online –	
https://www.met.police.uk/ro/report/ocr/af/how-to-report-a-crime/	
Local Police Station – Nearest with a front counter :	Victoria Police Station (406 Victoria St, London SW1E 6AD), which is located inside the station building itself
St Thomas Westminster Bridge Road, London, SW1 7EH	020 7188 7188
Electricity Tel.	0800 096 9000
Gas	0800 111 999
Water	08459 200 800

Action in the event of a serious accident or fatality

1. Examples of a serious injury include, but are not limited to::
 - i. Loss of a finger, limb, or other body part
 - ii. Severe burns or scalds
 - iii. Suspected skull fracture or brain injury
 - iv. Near drowning requiring artificial respiration
 - v. Any other injury that may result in significant complications or deterioration over time
2. In the event of a serious accident or fatality:
 - Any staff member present must **immediately contact the nearest senior member of staff.**
 - The senior member of staff must then **notify the Chief Executive without delay**, regardless of the time of day or night.
3. Reporting and Investigation:
 - **The Director of Outdoor Learning must also be informed immediately**, as they act as the Charity's competent person responsible for investigating Health and Safety incidents.
 - The Director will initiate the appropriate internal and regulatory reporting procedures.
4. Managing the Situation
 - As far as practicable, normal work activities should continue to maintain calm and order.
 - Staff should avoid causing unnecessary alarm to other employees, volunteers, or visitors.
5. Confidentiality and Communication
 - Do not discuss the accident with visitors, service users, or anyone outside the

organisation until at least 12 hours after the incident, or until:

- The next of kin have been informed, and
- The facts surrounding the incident have been formally recorded and verified.

All communication with the media or external parties must be handled through the Chief Executive or an appointed spokesperson.

First Aid

Prompt and effective first aid can save lives and reduce the severity of injuries. UK Youth is committed to ensuring that appropriate first aid arrangements are in place at all times to protect employees, volunteers, visitors, and service users.

First Aid Provision and Training

- UK Youth provides first aid facilities, equipment, and trained personnel across all sites.
- First-aid boxes are located and maintained in all UK Youth operational buildings and each activity base when in use.
- Staff are encouraged to undertake first aid training, which is made available during work hours. Training may include either basic first aid or a comprehensive three-day course, depending on role and operational requirements.
- A list of qualified First Aiders and the locations of first aid kits is displayed prominently at each UK Youth site.

Responding to an Injury or Medical Emergency

- In the event of an injury or sudden illness, immediate use of available first aid services must be made.
- Call an ambulance (999) without delay if the injury or condition is serious, or if there is any doubt about the person's wellbeing.
- If the casualty is mobile and able to walk, they may be taken to hospital by the nearest available vehicle.
 - Note: Visitors or guests must not be transported in charity-owned vehicles; they may use their own transport if appropriate.
- When contacting emergency services, clearly explain the situation, especially if the person is unconscious, showing signs of heart failure, gas poisoning, or severe bleeding, so paramedics can prepare accordingly.

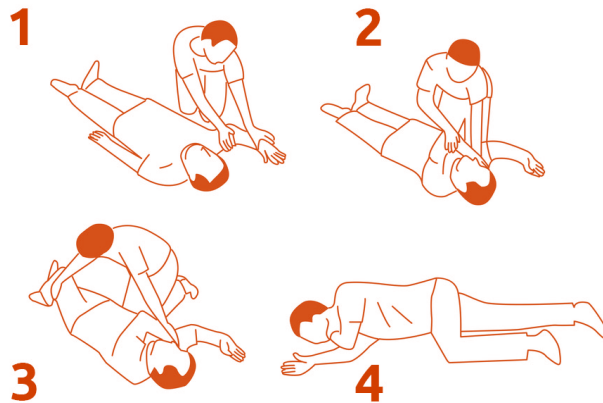
Care and Movement of Casualties

- **Do not move** a seriously injured person unless it is essential for their safety or to perform **resuscitation**.
- If movement is unavoidable, do so carefully, particularly if **spinal injury** or **fractures** are suspected.

Specific Guidance

- Burns: Cool the affected area with clean, cold running water for several minutes, particularly for minor burns.
- Shock: Keep the casualty warm, comfortable, and reassured. Place them in a position that supports breathing and circulation.

- **Fluids:** Do not give the injured person anything to eat or drink, including tea or alcohol, as this may interfere with medical treatment or cause choking.
- **Unconsciousness:** Place the casualty in the recovery position (on their side with the airway clear) to prevent choking and maintain an open airway.



Awareness and Preparedness

All staff should be familiar with:

- The **location of first aid kits**;
- The **identity and contact details of trained First Aiders**; and
- The **emergency procedures** for their workplace or activity area.

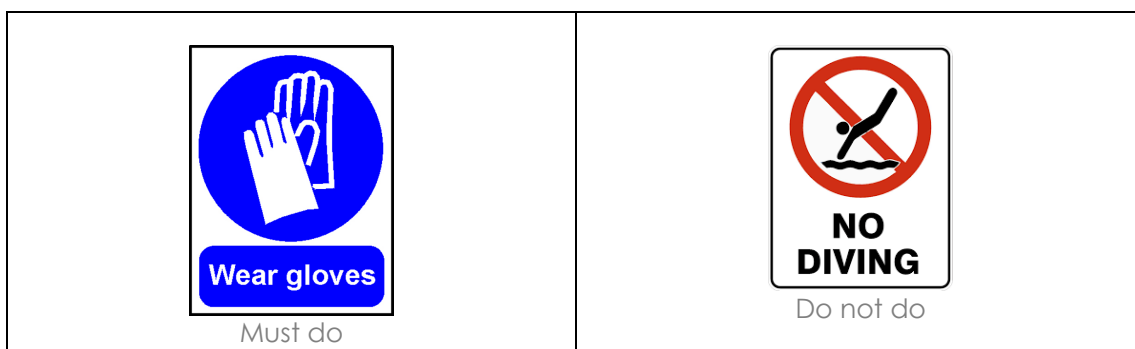
Swift and calm action in the event of an accident or illness can prevent further harm and may save a life.

Safety Signs

All safety signage has to comply with the Safety Signs Regulations of 1996. Signs are produced in one of four colours which are:

-  **RED** meaning 'DON'T DO'
-  **YELLOW** meaning 'RISK OF DANGER'
-  **GREEN** meaning 'THE SAFE WAY'
-  **BLUE** meaning 'MUST DO' (Mandatory).

The signs will include a picture and possibly a supplementary notice. **EXAMPLES:**



 The safe way	 Must do
 Do not do	 Risk of danger

Fire Safety Plan

Overview

UK Youth is committed to maintaining a safe environment for all staff, volunteers, visitors, and service users by ensuring that appropriate fire safety arrangements are in place and regularly reviewed.

Avon Tyrrell operates under a detailed Fire Strategy, with guidance and support available from the Hampshire Fire and Rescue Service when required. Employees receive fire safety training, and all visitors are made aware of fire procedures through displayed notices and/or in person briefings.

Both Avon Tyrrell and the London office comply fully with the Regulatory Reform (Fire Safety) Order 2005, and each site has appointed Fire Marshals responsible for coordinating evacuation procedures in the event of a fire.

Legal Compliance

The Regulatory Reform (Fire Safety) Order 2005 places legal responsibility on employers to:

- Conduct a fire risk assessment for all premises and activities;
- Implement and maintain appropriate fire safety measures;
- Designate a Responsible Person and competent staff to oversee compliance; and
- Ensure staff and occupants are informed, instructed, and trained on fire safety.

Failure to comply may result in prosecution.

The Responsible Person for the London Office is Director of Finance and Operations, and for

Outdoor Learning operations, the Director of Outdoor Learning.

These individuals delegate checks, maintenance, and operational procedures to competent staff, including:

- Routine inspections and testing of fire safety equipment;
- Weekly equipment and alarm checks;
- Daily good housekeeping and fire prevention practices;
- Organisation of drills and fire safety training.

Records of all checks, drills, and training are maintained within operational areas.

Training and Fire Marshals

- All employees receive **basic fire safety training** as part of their induction.
- **Trained Fire Marshals** are appointed at each location to manage evacuation procedures during working hours.
- At **Avon Tyrrell**, the **on-call staff member** assumes fire marshal duties outside normal working hours.
- A detailed Fire Safety Manual is available for Avon Tyrrell on request and the London Office follows procedures laid down by the serviced office management team.

Basic Fire Procedure

If You Discover a Fire:

- **Raise the alarm immediately** by activating the nearest fire alarm call point (located by all exit routes).
- **Call 999** from a safe location.
- **Assist others** with evacuation if safe to do so.
- Only attempt to **tackle the fire using the correct extinguisher** if:
 - You are trained and confident, and
 - You can do so without personal risk.
- **Never enter smoke-filled areas** or allow fire or smoke to come between you and your escape route.
- If the fire is spreading or cannot be contained, **evacuate immediately** and await the Fire Brigade.

If the fire alarm sounds:

- Leave the building immediately by the nearest safe exit, do not use lifts.
- Close doors and windows if time permits.
- Proceed to the designated fire assembly point and remain there.
- The Fire Marshal will conduct a roll call and liaise with emergency services.
- Do not re-enter the building until authorised by the Fire Marshal or Fire Brigade.
- Do not stop to collect personal belongings.

Fire Extinguishers

The label on the extinguisher will state any limitation of use, for example, water extinguishers must not be used on live electrical equipment. The chart below shows what colour-coded extinguisher

should be used on which type of fire. You should be familiar with the various types, their operation and where they are located. All EC approved extinguishers are red in colour apart from a large colour mark on it and details explaining its specific use.

Water extinguishers must always be sited away from electrical hazards. Always site extinguishers for electrical hazards (e.g. CO₂) near electrical equipment. Spray fire extinguishers are now available. These are very efficient but care must be taken not to confuse them with similarly colour coded foam extinguishers, which are unsafe to use on live electrical equipment. Water and CO₂ extinguishers are the most common at our sites.

KNOW YOUR FIRE EXTINGUISHER COLOUR CODES



Fire Prevention and Housekeeping

To reduce fire risk, all employees must ensure:

- Escape routes are **clear and unobstructed**; fire doors remain **closed**.
- Waste and rubbish are **disposed of promptly**; do not allow accumulation.
- Flammable or hazardous materials** are stored safely and securely.
- Electrical equipment** is used safely, connected to the correct supply, and switched off when not in use.
- Staff with **mobility or sensory impairments** are included in drills and have agreed **Personal Emergency Evacuation Plans (PEEPs)** in place.
- Any **faulty equipment or fire hazards** are reported immediately to a manager.

Fire Drills and Practices

- Avon Tyrrell: Practice alarms are conducted regularly, particularly with youth and visitor groups. All staff should recognise the alarm sound and respond as they would in a real fire.
- London Office: Fire drills are conducted every six months, coordinated by the Charity Services Team.

Fire Safety Checks and Maintenance

- Weekly fire checks (escape routes, extinguishers, alarms, notices) are conducted by the Maintenance Officer (Avon Tyrrell) and Head of Operations (London).

- Daily visual checks are carried out by competent maintenance staff in accordance with the Fire Safety Order.
- Avon Tyrrell maintains a daily occupancy record (via Cinolla), updated by Reception for use in roll calls during an evacuation.
- Compulsory maintenance and testing, including emergency lights, alarms, detectors, and annual external inspections, are managed by the designated staff at each site.

Smoking Policy

UK Youth operates a **strict no-smoking policy** across all buildings, vehicles, and immediate surrounding areas.

- Smoking is permitted **only in designated smoking areas**.
- Staff must not smoke **in view of guests, visitors, or young people**.
- All staff must ensure that **contractors and visitors** are informed of and comply with this policy.

Good Housekeeping

Overview

Good housekeeping is a fundamental requirement for maintaining a safe and healthy workplace. A clean, well-organised, and hazard-free environment helps prevent accidents, reduces fire risks, and promotes efficiency.

All employees, including those working from home, are responsible for ensuring good housekeeping standards are maintained in their work areas.

General Workplace Standards

To maintain a safe and tidy environment:

- Keep floors, corridors, and stairways clear of goods, obstructions, and trailing cables or leads.
- Do not allow bins, boxes, or other objects to block walkways or exits, as these can cause injury and impede evacuation in the event of a fire.
- Dispose of waste and recycling regularly and correctly.
 - Use designated recycling bins for paper and other materials.
 - Dispose of broken glass or sharp objects carefully, never leave them exposed in general waste bins.
- Store combustible materials, such as paper or cardboard, safely and away from heat sources.

Safe Use of Furniture and Equipment

- Do not overload top drawers of filing cabinets or open multiple drawers simultaneously, as this may cause the cabinet to tip over.
- Keep bottom drawers closed when not in use to prevent trips.
- Ensure computer, telephone, and electrical cables are secured and do not present a tripping hazard.
- Remove or repair any broken or unsafe furniture immediately, do not continue to use damaged items.
- Use kick stools or step ladders to reach high shelves; never climb on chairs, desks, or boxes.

Spills and Slip Hazards

- Clean up spills immediately to prevent slips and falls.
- Always display a "Wet Floor" sign until the area is completely dry.
- Report any flooring defects or leaks to your line manager promptly.

Visibility and Ventilation

- Keep **vision panels in doors** clear at all times to prevent collisions with others passing through.
- Do not cover **ventilation ducts** or air vents on window sills or walls, as this can interfere with heating and ventilation systems.

Reporting Hazards

If you notice a potential hazard or unsafe condition:

- Do not assume someone else will deal with it.
- Take immediate action where safe to do so, and report the issue to your Line Manager or Health & Safety Representative without delay.

Summary

Maintaining good housekeeping is everyone's responsibility. By keeping work areas clean, organised, and free from hazards, we contribute to a safer, healthier, and more efficient workplace for all.

Common Areas and Working Environment

Corridors, Stairs, and Access Routes

Maintaining clear and safe access routes is essential to prevent accidents. All employees, visitors, and contractors must:

- Walk carefully and remain alert for moving equipment, such as trolleys or deliveries.
- Keep to the left and walk in single file on stairways; do not run in corridors or communal areas.
- Report immediately any hazards such as:
 - Worn stair treads or damaged flooring
 - Missing or broken handrails
 - Poor or inadequate lighting
- Ensure that fire exits and escape routes are kept clear at all times and that fire doors are never wedged open.

Good housekeeping in shared spaces helps ensure that everyone can move safely throughout the premises.

Lifts

Lifts must be used safely and in accordance with displayed notices.

- Always observe the maximum load limits and never obstruct lift doors.
- Do not tamper with, or attempt to use, a lift marked "Out of Service."
- Take care when entering or exiting a lift to avoid tripping on uneven floor levels.
- In the event of a lift failure, use the emergency alarm button.
 - Do not attempt to exit the lift until instructed by the fire service or lift engineer.

- Report any lift faults to head of Operations, London, Maintenance staff, Avon Tyrrell, who will contact the relevant maintenance or emergency service.
- After any incident, lifts must remain out of use until fully inspected and cleared by a competent engineer.
- Do not use lifts during a fire alarm or evacuation.

Working Environment

A comfortable and well-maintained working environment contributes to safety, wellbeing, and productivity. The following factors should always be monitored and maintained.

Lighting

Adequate lighting reduces the risk of accidents and prevents fatigue, eye strain, and headaches.

- Lighting, whether natural or artificial, must be suitable for the task being performed.
- Report to your line manager if lighting levels are too dim, too bright, or causing glare.
- Consider the balance of natural daylight, task lighting, and background illumination when setting up work areas.

Noise

Noise is defined as any unwanted sound that can cause distraction or harm.

- Low-level noise (e.g. talking, background sounds) can reduce concentration.
- Prolonged exposure to high noise levels (from machinery or external works) may lead to hearing loss.

To minimise noise-related risks:

- Isolate or insulate noisy equipment where possible.
- Purchase or use low-noise machinery when practical.
- Use hearing protection where provided and required.
- Discuss any noise concerns with your line manager, who will assess the need for controls or adjustments.
- Be considerate, avoid creating unnecessary noise that may disturb others.

Temperature

UK Youth is committed to maintaining a reasonable and comfortable temperature in all workplaces.

- Under the Workplace (Health, Safety and Welfare) Regulations 1992, indoor workplaces must generally be kept at a minimum temperature of 16°C (or 13°C where physical work is undertaken).
- There is no specified upper temperature limit; however, measures must be taken to ensure comfort and safety during hot conditions.
- Temperature can be influenced by:
 - Seasonal changes
 - Type of work or activity
 - Air circulation and humidity
 - Clothing and individual tolerance

If the temperature becomes uncomfortable or unsuitable for work, employees should report it to their line manager, who will arrange for appropriate adjustments (e.g. heating, ventilation, or rest breaks).

Humidity and Air Quality

While not always immediately visible, **poor air circulation** or **high humidity** can affect health and concentration.

- Ensure **vents and air grilles** are not obstructed.
- Report any issues such as **stale air, excessive dryness, or dampness** to your line manager or facilities team.
- Do not block or cover air ducts or radiators.

Summary

A safe, comfortable, and well-maintained environment benefits everyone. All employees share responsibility for:

- Keeping common areas clear and safe;
- Reporting any hazards or defects promptly; and
- Taking reasonable care to maintain an environment that supports health, safety, and wellbeing.

Lifting & Manual Handling

Manual handling tasks, including lifting, carrying, pushing, pulling, or moving objects, are a common cause of back injuries and musculoskeletal disorders. Even light objects can cause injury if handled incorrectly. All employees must take care when undertaking any manual handling activity and follow safe techniques to prevent injury.

Training and Responsibilities

- Anyone whose role involves regular lifting or manual handling will receive appropriate training in safe lifting techniques.
- If you have not received formal training, you must still follow the basic safety guidelines below and seek advice from your line manager if unsure.
- Never attempt to lift or move any load that is beyond your personal capability or that you cannot handle safely on your own.

Assess Before You Lift

Before attempting any lift, consider:

- **The Load** - its weight, size, shape, and whether it has sharp edges, grease, or other features that may affect grip or balance.
- **The Task** - how far and how high the load needs to be moved, and whether it involves twisting or reaching.
- **Your Ability** - your strength, posture, and physical condition.
- **The Environment** - whether the area is free from obstructions, dry underfoot, and allows sufficient space to move safely.

If the load is too heavy or awkward, use mechanical aids (e.g. trolleys, sack trucks, lifting straps) or ask for assistance. If you are unsure where lifting equipment is stored, ask your line manager before starting the task.

Safe Lifting Technique

When lifting manually, always:

1. Plan the lift, check your route is clear and ensure a safe place to set the load down.
2. Position your feet apart for balance, with one foot slightly forward.
3. Bend your knees, not your back, keep your natural spine alignment.

4. Get a firm grip on the object, using the palms of your hands rather than your fingertips.
5. Lift smoothly, raise your head first and use your leg muscles to take the strain.
6. Keep the load close to your body at waist level.
7. Avoid twisting or leaning while lifting or carrying. If you must turn, move your feet, not your torso.
8. Lower carefully, bending your knees and keeping your back straight.



Additional Guidance

- Wear appropriate gloves or footwear where necessary.
- Avoid lifting in cramped or restricted areas.
- Report any damaged handling equipment or unsafe conditions to your line manager.
- If you experience any pain or strain during or after lifting, stop work immediately and inform your line manager or first aider.

Summary

Safe manual handling depends on good planning, correct technique, and knowing your limits. Using lifting aids and seeking assistance is not a sign of weakness, it's a key part of maintaining a safe and healthy workplace.

Hazardous Substances (COSHH)

The **Control of Substances Hazardous to Health Regulations (COSHH)** require all employers to control exposure to hazardous substances and protect the health of employees, contractors, and visitors. At UK Youth, we are committed to ensuring that all hazardous substances used or stored on-site are properly assessed, clearly labelled, safely handled, and appropriately stored.

What Are Hazardous Substances?

Hazardous substances include:

- Cleaning products, solvents, paints, adhesives, and oils.
- Dusts, fumes, vapours, or mists generated by work processes.
- Biological agents such as bacteria, mould, or bodily fluids.
- Gases or aerosols that may irritate, burn, or cause health effects.

If you are unsure whether a product is hazardous, always check the label or Safety Data Sheet (SDS) before use.

COSHH Assessments

- Every hazardous substance used within the organisation must have a COSHH assessment before use.
- The assessment identifies the risks, necessary control measures, and safe handling procedures.
- All COSHH data and assessments are maintained in SOP's by department Heads.
- Employees must familiarise themselves with the relevant COSHH assessment before using any substance.

Safe Use of Hazardous Substances

To minimise risks when handling hazardous materials, you must:

- Always read and follow the manufacturer's instructions and COSHH assessment.
- Only use substances for their intended purpose.
- Avoid direct contact with skin, eyes, or clothing.
- If contact occurs, rinse immediately with plenty of clean, cold water and seek medical assistance if irritation persists.
- Use PPE (gloves, goggles, masks, aprons) as specified in the COSHH assessment.
- Never mix chemicals, especially cleaning agents such as bleach and ammonia-based products, this can create toxic gases (e.g. chlorine gas).
- Avoid aerosols where possible and use pump sprays or wipes as safer alternatives.

Storage and Labelling

- Store only the minimum quantities of hazardous substances necessary for your work.
- Keep substances in secure, well-ventilated storage areas away from heat sources and direct sunlight.
- Always retain the original manufacturer's containers and labels, never decant into unmarked bottles.
- Ensure spill kits and first aid supplies are readily available in areas where hazardous substances are used.
- Report any damaged containers or leaks immediately to your **line manager**.

Training and Responsibility

- All staff using hazardous substances must receive **COSHH awareness training** as part of their induction or refresher programme.
- **Department Heads** are responsible for ensuring staff understand the hazards associated with the materials they use and that assessments and control measures are kept up to date.
- **Supervisors and line managers** must ensure safe systems of work are followed and

personal protective equipment is used correctly.

Hazard Symbols

All hazardous products display internationally recognised **GHS (Globally Harmonised System)** hazard symbols. You must recognise and understand these symbols before using any chemical. Common symbols include:

Symbol	Meaning
 Skull & Crossbones	Toxic / Fatal if inhaled, swallowed, or absorbed through skin
 Exclamation Mark	Irritant / Harmful / Sensitiser
 Flame	Flammable
 Corrosion	Causes burns to skin and eyes / may corrode metals
 Environment	Hazardous to aquatic life
 Exploding Bomb	Explosive or self-reactive
 Gas Cylinder	Contains gas under pressure
 Health Hazard	May cause respiratory or organ damage, cancer, or genetic defects
 Flame Over Circle	Oxidising agent

Emergencies and First Aid

- In case of a chemical spill, **evacuate the area** if fumes are present and inform your line manager or site duty manager immediately.
- Use spill kits if trained to do so.
- For exposure to skin, eyes, or ingestion, follow the instructions on the **Safety Data Sheet (SDS)** and seek medical assistance immediately.

Summary

Everyone has a responsibility to use hazardous substances safely. Always follow the COSHH assessment, wear appropriate PPE, and report any concerns immediately. Proper handling, storage, and awareness are vital in preventing harm to people and the environment.

Asbestos

Overview

Asbestos is a hazardous material that can cause serious long-term health issues if fibres are inhaled. The **Control of Asbestos Regulations 2012** sets out the legal requirements for identifying, managing, and controlling exposure to asbestos in the workplace.

UK Youth fully complies with these regulations and maintains a **comprehensive Asbestos Management Plan** for all its properties that are known to contain asbestos.

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Asbestos Management at UK Youth Sites

- A detailed Asbestos Register and Management Plan is in place for Avon Tyrrell, identifying the exact locations and condition of any asbestos-containing materials (ACMs).
- The plan outlines the precautionary measures and control procedures in place to manage asbestos safely and prevent disturbance.
- The Head of Operations supported by the Maintenance Officer are responsible for overseeing asbestos management at Avon Tyrrell, including regular inspections, contractor briefings, and updates to the register.
- All staff, contractors, and volunteers who carry out cleaning, maintenance, or refurbishment work must be familiar with the Asbestos Management Plan and must follow it at all times.



Responsibilities and Reporting

- Any suspected damage or deterioration of materials that might contain asbestos (e.g. wall and ceiling panels, door linings, pipe lagging, floor tiles, or insulation boards) must be reported immediately to the Maintenance Officer.
- Do not attempt to disturb or repair any material that could contain asbestos.
- Access to the affected area will be restricted until a competent person has assessed the situation.

London Office and Other Sites

- The **London offices** currently have **no known asbestos-containing materials**.
- This will be **reviewed periodically** and whenever UK Youth occupies, renovates, or acquires new premises.
- Any new buildings or leased properties will undergo an **asbestos survey** before use, in line with legal requirements.

Identification and Signage

All known asbestos-containing materials are **clearly marked and recorded** in the Asbestos Register. Signage is displayed where appropriate to warn staff and contractors of the presence of asbestos and the need for caution.

Training and Awareness

- All staff whose roles may bring them into contact with asbestos receive asbestos awareness training as required by law.
- Contractors must provide evidence of competence and training before commencing any work that could disturb asbestos materials.

Key Principles

- **Do not disturb** any material that might contain asbestos.

- **Report concerns immediately** to the Maintenance Officer or Duty Manager.
- **Follow all site rules** and control measures outlined in the Asbestos Management Plan for the site.
- **Never attempt to remove or repair** asbestos-containing materials unless specifically trained and authorised to do so.

Emergency Procedure if Asbestos Is Disturbed

If asbestos-containing materials (ACMs) are accidentally damaged or disturbed, **immediate action is required** to prevent exposure to asbestos fibres. The following steps must be followed without delay:

1. Stop Work Immediately

- Cease all work or activity in the affected area at once.
- Do not attempt to clean up or move materials.
- Do not touch, sweep, or vacuum the suspected asbestos debris.

2. Evacuate and Isolate the Area

- Evacuate everyone from the area immediately.
- Close doors and, if safe to do so, seal off the area to prevent access.
- Put up warning signs or tape to clearly mark the restricted area.

3. Notify the Appropriate Person

- Inform the Maintenance Officer or Site Manager immediately.
- If they are unavailable, notify the Director of Outdoor Learning (for Avon Tyrrell) or the Head of Operations (for London offices).
- The incident must then be escalated to the Chief Operating Officer, who will coordinate next steps in accordance with the Asbestos Management Plan.

4. Do Not Re-Enter the Area

- No one may re-enter the affected area until it has been assessed by a competent asbestos surveyor or licensed contractor.
- Air monitoring and testing may be required to confirm that the area is safe for reoccupation.

5. Incident Recording and Reporting

- The Head of OL Operations or the Maintenance Officer will record the incident in the Asbestos Log and initiate an internal investigation.
- If exposure is suspected, a RIDDOR report may be required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- All potentially exposed persons will be advised to seek medical guidance and a record kept on file.

6. Decontamination (if necessary)

If dust or debris is suspected on clothing or skin:

- Do not brush or shake clothing.
- Leave contaminated clothing in the area if possible.
- If you must leave the area, wipe down surfaces gently with a damp cloth, seal the cloth in a plastic bag, and wash thoroughly.
- Inform your line manager immediately.

Key Reminder

Asbestos is only dangerous when fibres are released into the air. By stopping work immediately,

isolating the area, and reporting the incident, exposure can be prevented and managed safely.

Computers, Office and General Machinery (inc. Ergonomics)

UK Youth is legally compliant and the next section has been aligned with current UK Health & Safety legislation, including:

- Health and Safety at Work etc. Act 1974
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Working Time Regulations 1998

Safe Use of Equipment

All new computing, office and general machinery must be approved as safe for use on UK Youth sites by the relevant department manager.

Before using any equipment, you must:

- Receive appropriate instruction or training in its safe operation.
- Never attempt to use any equipment or machinery you are unfamiliar with.
- Seek guidance from your line manager if you are unsure how to operate any item safely.

Many types of machinery include moving parts that can cause injury. To prevent entanglement or harm:

- Avoid wearing loose clothing, ties, or dangling jewellery when using machinery.
- Long hair should be tied back securely.
- Always ensure guards and safety devices are in place before use, this is a legal requirement under PUWER.
- Never operate machinery if guards have been removed, damaged or tampered with. Report this immediately to your line manager.

Faults, Damage and Repairs

If you discover faulty or damaged equipment:

- Do not attempt to repair it yourself.
- Isolate it from use, where safe to do so, and attach an "Out of Order" sign.
- Report the fault immediately to your line manager or maintenance team so that repair or replacement can be arranged.
- Equipment should only be repaired by a competent and authorised person.

Manual Handling of Equipment

- Some office machinery (e.g. printers, copiers, monitors) may be heavy or awkward to move.
- Do not attempt to lift or carry any equipment beyond your capability, seek help or use mechanical aids such as trolleys or lifting devices.
- Follow the manual handling principles outlined in this manual to prevent back strain and injury.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) apply to anyone who uses a computer or similar device for prolonged or routine work. To protect users from eye strain, fatigue and musculoskeletal problems, UK Youth ensures that:

- All workstations are risk assessed using the DSE assessment form (available from your line manager or the HSE website).
- Adjustments and equipment (e.g. footrests, document holders, wrist supports) are provided as needed.
- Regular breaks or changes in activity are encouraged.

You should:

- Take **short breaks or task changes** at least every hour of screen use.
- Report any **discomfort, eyestrain, or posture issues** to your line manager promptly.
- Ensure your workstation is **set up correctly**, guidance and training will be provided during induction.

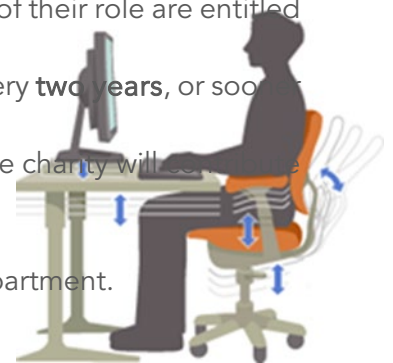
For further information, refer to the HSE publication *“Working with Display Screen Equipment” (INDG36)* available at: <https://www.hse.gov.uk/pubns/indg36.pdf>

Eye Tests and Spectacles

Employees who regularly use display screen equipment as a significant part of their role are entitled to:

- A **free eye and eyesight test** (funded or reimbursed by UK Youth) every **two years**, or sooner if medically advised.
- If special corrective lenses are required **specifically for DSE work**, the charity will contribute towards the cost of such eyewear as per organisational policy.

Requests for eye tests should be made via your line manager or the HR department.



Ergonomics and Workstation Setup

Good ergonomic practice helps prevent musculoskeletal disorders, fatigue, and repetitive strain injuries. Employees should ensure their workstation is arranged to support safe and comfortable working.

Key Ergonomic Principles

1. Chair and Posture:
 - Adjust your chair so your feet rest flat on the floor (or on a footrest if needed).
 - Your lower back should be supported by the chair's backrest.
 - Sit upright and avoid slouching.
2. Desk and Legroom:
 - Keep enough space under the desk to move your legs freely.
 - Remove obstructions such as boxes, bags, or equipment.
3. Keyboard and Mouse:
 - Keep wrists straight and avoid bending them upwards when typing.
 - Use a light touch and avoid overreaching for the mouse or keyboard.

- Leave space in front of the keyboard to rest your hands when not typing.
- 4. Screen Position:
 - The top of the screen should be at or slightly below eye level.
 - Keep the monitor about an arm's length away from your face.
 - Adjust the screen brightness and contrast for comfort.
- 5. Lighting and Glare:
 - Position your screen to avoid reflections from windows or bright lights.
 - Use blinds or curtains if necessary.
 - Keep your screen clean and free from dust or fingerprints.
- 6. Work Organisation:
 - Vary tasks to avoid repetitive strain and eye fatigue.
 - Take short, frequent breaks away from the screen, stretch, stand, or walk when possible.

Summary

Safe use of computers, office machinery, and general equipment is everyone's responsibility.

- Never use equipment without training.
- Report faults immediately.
- Use DSE assessments and ergonomic principles to maintain good posture and comfort.
- Take regular breaks and seek support early if you experience discomfort.

Safe use of Electrical Equipment

The safe use of electrical equipment is essential to prevent the risk of **electric shock, fire, or injury**. Everyone must ensure that equipment is used correctly, maintained in good condition, and inspected regularly. UK Youth is legally compliant and the next section has been aligned with current UK Health & Safety legislation, including:

- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Health and Safety at Work etc. Act 1974
- HSE Guidance INDG236 – Maintaining portable electrical equipment

Training and Competence

- Only trained and authorised personnel should operate electrical equipment.
- You must not attempt to use any electrical equipment unless you have received adequate instruction on its safe operation.
- If you are unsure about how to use any item safely, seek advice from your line manager before proceeding.

Installation and Testing

- All new electrical equipment must be properly inspected, tested, and labelled (Portable Appliance Testing (PAT)) before first use.
- Thereafter, equipment must be retested at appropriate intervals (typically every 1–3 years, depending on use and environment) by a competent person.

- If you notice an out-of-date test label or no label at all, immediately report it to your line manager and remove the equipment from use until it has been tested.

Home and Remote Working

For employees who occasionally work from home, the organisation follows HSE guidance INDG236 – Maintaining Portable Electrical Equipment.

- Staff should carry out simple visual checks on cables, plugs, and sockets before use.
- Managers will provide training or advice as needed to ensure electrical safety when working remotely. Guidance: <https://www.hse.gov.uk/pubns/indg236.pdf>

Safe Use of Sockets and Adapters

- Do not use box-type multi-way adapters as they present a significant fire risk from overloading.
- Use only strip-type adapters with an integral surge protector when connecting computers or sensitive equipment.
- Never daisy-chain adapters or extension leads.
- Position electrical equipment close to the power source to avoid trailing leads, which may create tripping hazards.
- Ensure all cables are routed safely and kept away from heat, water, and sharp edges.

Routine Checks and Faults

Before use, visually inspect electrical equipment for:

- Damaged or frayed cables
- Loose or broken plugs or sockets
- Cracked casings or exposed wiring
- Signs of overheating, burning, or unusual smells

If any fault is found:

- Do not use the equipment.
- Label it as “Out of Order” and report it immediately to your line manager.
- Only a qualified electrician or authorised staff should carry out repairs.

Never attempt to repair electrical items yourself.

General Safety Practices

- Switch off and unplug equipment when not in use or before cleaning.
- Never place liquids (e.g. drinks, vases, cleaning materials) on or near electrical items. Spilled liquids can cause electric shock or fire.
- If a spill occurs, switch off power at the socket immediately (if safe to do so), clean up safely, and ensure equipment is inspected before further use.

First Aid for Electric Shock

If someone suffers an electric shock:

1. Do not touch the casualty until the electrical source is isolated.
 - Switch off the power supply, remove the plug, or turn off the circuit breaker.
 - If this is not possible, stand on dry insulating material (e.g. wood, rubber, thick newspaper) and use a non-conductive object such as a broom handle to push the

- casualty away from the source.
2. Once the casualty is free from contact:
 - Check for breathing and circulation.
 - Begin CPR if necessary.
 - If the casualty is breathing but unconscious, place them in the recovery position.
 - Look for burns or signs of shock and treat appropriately.
 3. If you are not confident or the situation is serious, call emergency services (999) immediately and alert a qualified first aider.

Personal and Hired Equipment

- Employees must not bring privately owned electrical items (e.g. heaters, kettles, chargers) into the workplace unless:
 - The item has been inspected and tested, and
 - Written permission has been granted by your line manager.
- All hired or loaned equipment must be checked for electrical safety before use by the relevant manager or maintenance team.

Fixed Wiring and Periodic Inspections

- As required by the Electricity at Work Regulations 1989, all fixed electrical installations must be inspected and tested at least every five years by a qualified contractor.
- At the London office, this responsibility lies with the landlord.
- At Avon Tyrrell, it is managed by the Maintenance Officer, who ensures inspections are carried out and records maintained.

Summary

- Always visually check electrical equipment before use.
- Never overload sockets or use unsafe adapters.
- Report faults immediately and isolate unsafe items.
- Never attempt your own electrical repairs.
- Follow first aid procedures safely and seek professional help if needed.

H & S Management

UK Youth manages all aspects of health and safety compliance through its centralised digital management system, PaperTrail at Avon Tyrrell. This system records and monitors all items requiring regular, statutory, or mandatory checks, ensuring that inspections, maintenance, and reviews are carried out in line with legal requirements and organisational policy.

Responsibilities

- **London Office:** The Head of Operations is responsible for ensuring that all health and safety checks, inspections, and records for the London premises are completed, up to date, and documented within PaperTrail.
- **Avon Tyrrell:** Responsibility for routine safety checks and record-keeping rests with the Head of each Department. Each departmental head must ensure compliance with relevant regulations, timely completion of inspections, and accurate logging of evidence in PaperTrail.

Monitoring and Oversight

- The Director of Finance and Operations maintains oversight of London Office H&S.

- The Director of Outdoor Learning receives weekly reports covering all outdoor learning assets, equipment, and facilities.
 - These reports support ongoing quality assurance, safety compliance, and continuous improvement in line with UK Youth's Quality Management System.
 - Regular audits of PaperTrail data are undertaken to verify compliance, identify trends, and ensure that corrective actions are implemented promptly where required.

Summary

- This management approach ensures:
- Consistent tracking of statutory inspections and safety checks.
- Clear lines of accountability across all sites.
- Timely escalation of safety issues and assurance of regulatory compliance.
- Continuous improvement of UK Youth's health, safety, and quality standards.

Protective Clothing & Equipment

Certain roles and tasks at UK Youth may require the use of Personal Protective Equipment (PPE), including protective clothing, footwear, gloves, eye protection, hearing protection, helmets, or respiratory equipment.

In accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended in 2022), UK Youth has a duty to provide suitable PPE free of charge wherever there is a risk to health or safety that cannot be adequately controlled by other means.

UK Youth Responsibilities

- Assess workplace risks to determine when PPE is required.
- Provide suitable and properly fitting PPE at no cost to employees.
- Ensure PPE is maintained, cleaned, and replaced as necessary.
- Provide information, instruction, and training on the correct use, storage, and care of PPE.
- Record the issue and inspection of PPE within the organisation's management systems (e.g. PaperTrail).

Employee Responsibilities

- Use PPE correctly and as instructed.
- Inspect PPE before use and report any defects, damage, or loss immediately to their line manager.
- Store PPE properly when not in use to prevent damage or contamination.
- Never modify or misuse PPE provided.

If you are unsure how to use a particular item of protective clothing or equipment, or if you believe it is unsuitable for the task, you must speak to your line manager immediately.

Key Principle

PPE is the **last line of defence**, it should always complement, not replace, other safety measures such as training, safe systems of work, and engineering controls.

Trustees, Consultants, Freelancers, Contractors, Volunteers and Guests

UK Youth recognises its legal and moral responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of all trustees, contractors, consultants, freelancers, volunteers, and guests who may be affected by its operations, whether they are on-site, off-site, or undertaking work on behalf of the Charity.

General Responsibilities

- All individuals working with or visiting the Charity must take reasonable care for their own health and safety, and for that of others who may be affected by their actions or omissions.
- Everyone is expected to cooperate with UK Youth and follow all health and safety instructions, signage, and procedures.
- Any unsafe act or condition observed, whether by staff, visitors, or contractors, must be reported immediately to a line manager or senior member of staff.
- If there is an immediate danger, any person has the authority to stop work or request the activity to cease until the hazard is made safe.

Contractors

- All contractors engaged by UK Youth must:
 - Provide a suitable and sufficient Risk Assessment and Method Statement (RAMS) before commencing work.
 - Ensure that all work is carried out in accordance with relevant health and safety legislation and agreed safe systems of work.
 - Ensure that their staff are competent, adequately trained, and supervised while on UK Youth premises.
- Contractors must attend a site safety briefing prior to starting work, which will include information about:
 - Fire safety and emergency procedures;
 - Restricted or high-risk areas;
 - Use of PPE and other site rules; and
 - Reporting of accidents or near misses.
- A copy of the UK Youth Health & Safety Policy Statement will be made available to all contractors.

Consultants, Freelancers, and Volunteers

- Consultants, freelancers, and volunteers engaged in UK Youth activities are required to:
 - Follow all UK Youth health and safety policies, procedures, and reasonable instructions;
 - Complete any necessary induction or training relevant to their role; and
 - Report any incidents, near misses, or hazards to their UK Youth contact or line manager.
- Health and safety responsibilities will be clearly outlined in their written agreements or volunteer role descriptions.

Trustees and Guests

- Trustees visiting UK Youth sites are expected to follow all health and safety guidance and cooperate with staff instructions.
- Guests and visitors must be signed in, made aware of emergency procedures, and escorted where necessary.

- In the event of an emergency, the host or responsible member of staff must ensure that all guests are accounted for and evacuated safely.

Summary

Everyone, whether employee, trustee, contractor, volunteer, or guest, shares responsibility for maintaining a safe environment. Safety is a collective duty, and all individuals must act to prevent harm to themselves and others.

Violence to Staff

UK Youth is committed to providing a safe and respectful working environment, free from all forms of violence, aggression, and harassment. The Charity recognises that some roles may occasionally expose staff to challenging behaviour, and it is therefore our duty to minimise these risks through appropriate procedures, training, and support. The Charity complies with the **Health and Safety at Work etc. Act 1974**, **Management of Health and Safety at Work Regulations 1999**, and **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.

In the Event of a Threat or Attack

If you are threatened, assaulted, or feel unsafe at any time while working for UK Youth, whether on-site, off-site, or in the community, you must prioritise your **personal safety** above all else.

- **Stay calm** and try not to retaliate. Remember that only reasonable force may be used to protect yourself or others.
- **Disengage and remove yourself** from the situation as safely and quickly as possible, even if this means surrendering cash, equipment, or property.
- **Call for assistance** immediately, either from colleagues, security, or the emergency services (dial 999) if necessary.
- **Report the incident** to your line manager or the most senior member of staff available as soon as it is safe to do so.

There is **no expectation or obligation** for staff to physically protect UK Youth property or intervene in violent situations.

Support Following an Incident

If you are assaulted or threatened while on duty:

- Inform your line manager immediately.
- Record the incident using the UK Youth accident/incident reporting system.
- Seek medical assistance for any physical injury.
- UK Youth may provide access to legal support if a prosecution or claim arises, details are available from your line manager or the People Team.
- Confidential counselling and emotional support are available through the People Team.

Staff are also encouraged to contact their GP if they experience anxiety, stress, or other aftereffects following an incident.

Reporting Violence

All incidents of violence, aggression, or threatening behaviour must be **reported**, regardless of severity or outcome. Reporting ensures the Charity can take preventive action and provide appropriate support. Incidents generally fall into two categories:

1. Physical Violence

- Major assault resulting in injury.
- Minor assault such as pushing, holding, or spitting.
- Sexual assault or unwanted physical contact.
- Attacks involving animals.

2. Non-Physical Violence

- Verbal abuse, including racist, sexual, or discriminatory remarks.
- Threats of physical harm or intimidation.
- Threatening gestures or behaviour.
- Use of animals to intimidate.

Post-Incident Actions

Following a violent or threatening incident:

- Report the event to your line manager immediately.
- Complete a written incident report within 24 hours.
- The line manager will investigate the circumstances and consider what preventive measures are needed.
- If the incident meets the criteria under RIDDOR, the Charity will ensure the appropriate report is made to the Health and Safety Executive (HSE).

Preventing Future Incidents

- If you feel vulnerable or believe your work environment presents a risk of violence, discuss your concerns with your line manager.
- Risk assessments will be reviewed, and additional safety measures (such as lone working controls, communication devices, or training) may be implemented where necessary.

Summary

Violence and aggression towards staff are never acceptable. Every incident will be taken seriously, investigated promptly, and addressed in line with UK Youth's policies and legal obligations.

Lone Working (including home-working travelling & driving)

From time to time, you may be required to work alone, either during the day, at night, from home, or while travelling. Lone working presents specific risks, and it is important to take extra care to ensure your safety. In addition to the general guidance set out in this manual, UK Youth is compliant with HSE and UK Health & Safety best practice (particularly HSE INDG73: *Working Alone* and INDG382: *Driving at Work*).

General Lone Working

- Sign in and out after every work session when visiting UK Youth offices or sites so your whereabouts are known.
- Keep your work diary or calendar up to date with your schedule, appointments, and expected return times.
- Ensure your line manager knows your location, schedule, and expected working hours. If your plans change, update them promptly. If your line manager is unavailable, inform another senior member of staff.
- If you carry a mobile phone, ensure UK Youth has your number. Keep it charged, switched on, and accessible during all work times.

- If you have concerns about your safety while working alone, speak to your line manager. Additional measures such as buddy systems, check-in procedures, or personal safety training can be arranged.

Home Working

- Your line manager must be aware when you are working from home.
- Your home workstation must be assessed for safety, either by a competent person or by you using guidance and checklists provided by your manager.
- Further details are set out in the UK Youth Homeworking Policy, and additional guidance is available from the HSE publication on homeworking [HSE publication on homeworking](#).
- Maintain a safe working environment, keep work areas free from trip hazards, ensure good lighting, and take regular breaks from screen work in line with Display Screen Equipment (DSE) regulations.

Working with Children, Young People or Adults at Risk

If your role involves direct contact with children, young people, or adults at risk:

- You must never work completely alone with a participant.
- Ensure that another responsible adult is present, in accordance with UK Youth's safeguarding policies and procedures.

Travelling and Driving for Work

If your duties involve travelling or driving as part of your work:

- Inform your line manager of your intended route, destination, and estimated time of arrival.
- If you are delayed or your plans change, update them as soon as possible.
- When driving long distances, take at least a 15-minute break every 2 hours, and do not drive more than 6 hours in any single working day.
- Ensure your vehicle is roadworthy and properly maintained, including regular checks of tyres, lights, oil, and fuel levels.
- Always follow road traffic laws and never drive under the influence of alcohol, drugs, or medication that may impair your ability to drive safely.
- UK Youth's Driving at Work Policy (available on the shared server) provides further detail on legal requirements, vehicle checks, and procedures, please familiarise yourself with it.
- Refer also to the HSE guidance on Driving at Work for additional safety advice. [HSE guidance](#)

Training and Support

Extra training and guidance are available for staff who are concerned about lone working, personal safety, or travelling for work. Further details on personal safety are contained within the risk assessments specific to your area of work. Your line manager will review these with you as part of your induction and ongoing supervision.

Codes of Conduct

As an employee you will have a job description, contract and staff handbook outlining your duties and responsibilities. You need to be aware that your contract lays out what your main entitlements are, work related procedures and expected codes of conduct whilst you are at work. There are also separate [UK Youth policies and procedures](#) (and departmental operational manuals where

applicable) related to all of our areas of work on the server if you wish to view these. These are aimed at creating an efficient safe place of work for everyone.

Biological & Other Hazards

During your work at UK Youth, particularly at Avon Tyrrell or in visitor accommodation areas, you may encounter biological or environmental hazards. It is essential to be aware of these risks and follow appropriate precautions to protect your health and safety.

Common Biological Hazards

1. Caterpillars of Brown-Tailed Moth
 - Dark brown with a distinctive white line along each side, covered in tufts of brown hairs, with two orange/red dots near the tail.
 - Risk: Can cause skin irritation upon contact.
2. Weil's Disease (Leptospirosis)
 - A bacterial infection often contracted from water contaminated with rat urine, transmitted via direct or indirect contact.
 - Precaution: Avoid contact with potentially contaminated water, wear protective clothing, and wash hands thoroughly.
3. Lyme Disease
 - Bacterial infection transmitted via tick bites.
 - Precaution: Wear long clothing in grassy or wooded areas, check your body for ticks, and remove any ticks promptly and safely.
4. Toxoplasmosis
 - Parasitic disease caused by *Toxoplasma gondii*, usually spread through poorly cooked food, exposure to cat faeces, or mother-to-child transmission during pregnancy.
5. Toxocariasis
 - Rare infection caused by roundworm parasites, transmitted from animals to humans.
6. Blue-Green Algae
 - Bacteria that can grow in lakes or ponds, appearing as green flakes, bundles, or brown dots in the water.
 - Precaution: Avoid contact with water that appears contaminated.

Other Hazards

- Soil, animal droppings, and human waste may carry bacterial hazards.
- Sharps (needles, broken glass, etc.) can cause injury and infection.
- Detailed guidance and site-specific information are recorded in the Maintenance Operations File.

Precautionary Measures

- Always practice good personal hygiene: wash hands thoroughly, especially before eating or drinking.
- Keep cuts, abrasions, and skin lesions covered at all times.
- Check for parasites such as ticks after outdoor work.
- Report and seek advice for any cuts, punctures, or potential infections immediately.
- Avoid direct contact with contaminated water, soil, or waste where possible.

Waste Management & Responsibilities

- Biological waste disposal (including sharps and yellow sacks) at Avon Tyrrell is the responsibility of the Head of OL Operations & the Maintenance Officer.
- In the London office, this responsibility sits with the Head of Operations.
- Only trained personnel should handle and dispose of hazardous or biological waste.

Further Guidance

If you have concerns about exposure, cuts, infections, or other hazards, speak to your line manager immediately. Guidance, advice, and support are available at all times.

UK Youth Supporting Policies and Procedures

This document should be read in conjunction with the following UK Youth policies and procedures:

- Accident forms
- Data Protection Policy
- Departmental SOP's
- Fire Manuals
- Fire Strategy
- First Aid Policy
- Incident forms
- Pollution & Spillage Plan
- Risk Management Summary AT
- Safeguarding Policy & procedure

These documents can be found on the UK Youth's Policy Hub.

Review

This document will be reviewed and updated to reflect changes in legislation that would require UK Youth to amend its policy and procedures. As a minimum, it will be reviewed annually.

Document Control Sheet

Document Name:	UKY Health & Safety Policy
Document Owner:	Director of Finance and Operations & Director of Outdoor Learning
Issue Date:	October 2025
Next Review Date:	October 2025
Document History:	First issued 2003 –

Document approved by:	Director of Finance and Operations
Updated by:	Director of Outdoor Learning
Date approved:	October 2025

ACCIDENT REPORT FORM

DETAILS OF INJURED PERSON(S)		
Date and Time of accident	Date: ____/____/____	Time: ____:____
Name:		
Organisation/Group:		
Age: (If under 18)		
Home/ Group/Organisation Address:		
	Post Code: _____	
Contact Number:	Email:	
☐ Staff ☐ Visitor ☐ Other		
Location London Office / Avon Tyrrell/ Other		

DETAILS OF ACCIDENT			
Accident Location			
Weather conditions			
Please describe events immediately before the accident			
Please describe what happened			
Please describe the nature and extent of any injury			
Instructor Name (AT led sessions only)		Safety Brief Given	☐ Yes ☐ No
		Self Led	☐ Yes ☐ No

DETAILS OF TREATMENT GIVEN	
Name of First Aider	
Summary of treatment	

AFTER THE ACCIDENT			
Were any of the following contacted?	Parents/Carers	Yes ☐	No ☐
	Group Leader	Yes ☐	No ☐
	Ambulance	Yes ☐	No ☐
Follow up action taken (i.e. Session cancelled, visited GP or attended A&E)			
I confirm that this is an accurate version of events.			
Signed By injured person (or by parent/guardian/ group leader if under 18)			
Name: _____	Signed: _____	Date: ____ / ____ / ____	
Report Written by (Full Name) _____			
All of the above facts are a record of the events to the best of my recollection.			
Signed: _____		Date: _____	
Note: The information provided may be passed onto the Health & Safety Executive 'HSE' (where this is required under our statutory obligations) as well as to the Charity's Insurers (in order to advise on risks and claims matters) and the HR Department (in order to give supporting information with regards to accidents, injuries and illness), as well as relevant Managers and the Health & Safety Committee (to discuss general accident prevention strategies). Wherever possible anonymity will be preserved.			
REPORT REVIEW BY LINE MANAGER			
Was a RIDDOR form completed?	Yes ☐ No ☐	If Yes please confirm the date the RIDDOR form was sent ____ / ____ / ____ Should a RIDDOR form be required the operations team can be contacted for advice	
Line Managers comments, actions and recommendations			
Name: _____	Signed: _____	Date: ____ / ____ / ____	
REVIEWED BY Locations Senior Staff			
Comments/UK Youth actions:			
Signed: _____		Date: ____ / ____ / ____	

Appendix 2.

INCIDENT REPORT FORM

DETAILS OF INCIDENT		
Date and Time of accident	Date: ____/____/____	Time: ____:____
Name:		
Organisation/Group:		
Age: (If under 18)		
Home/ Group/Organisation Address:	Post Code: _____	
Contact Number:	Email:	
Staff ☐ Visitor ☐ Other ☐		
Location London Office / Avon Tyrrell/ Other		

DETAILS OF INCIDENT			
Location of Incident			
Weather conditions			
Please describe events immediately before the incident			
Please describe what happened			
Please provide any additional information			
Instructor Name (AT led sessions only)		Safety Brief Given	☐ Yes ☐ No
		Self Led	☐ Yes ☐ No

WITNESS STATEMENT	

Name	
Witness Summary	
Name	
Witness Summary	

Report Written by
(Full Name)

All of the above facts are a record of the events to the best of my recollection.

Signed: _____

Date: _____

Note:

The information provided may be passed onto an appropriate member of UK Youth staff responsible for incident management and where required under our statutory obligations we will pass on details to the appropriate authority as required. If required to do so we will also have to inform the Charity's Insurers and provide them with appropriate detail. All incidents are reviewed and when applicable the Charity will take learning to improve services and how we operate it is therefore likely that significant incidents will be reviewed by a small Charity committee and wherever possible anonymity will be preserved.

REVIEWED BY Locations Senior Staff

Line Managers
comments,
actions and
recommendations

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Name: _____

Signed: _____

Date: ____/____/____

REVIEWED BY OPERATIONS

Signed: _____

Date: ____/____/____