



# The Youth Development Academy

## Safety Policy

### **Areas covered:**

Health and Safety Policy

Health and Safety Roles, Responsibilities and Organisation

First Aid Policy and Procedure

## 1. Health and Safety Policy

The Youth Development Academy (TYDA) has ultimate responsibility for health and safety which is executed by the designated Health and Safety Officer. The health and safety of TYDA's staff, students and visitors is of paramount importance and the Academy embraces its health and safety responsibilities. The Principal of the TYDA provides leadership in the development of health and safety strategy, and make every effort to meet the legal duties for the health and safety of employees and others affected by the Academy's activities.

The Youth Development Academy's aim is for a continually improving system of health and safety management that drives the TYDA ever closer to zero reportable accidents through the "Towards Zero" strategy; this aim is to be achieved by:

- Providing leadership;
- Having a formal role in developing health and safety strategy;
- Ensuring that adequate resources are provided to meet the strategy;
- Ensuring that all TYDA decisions are according to Health and Safety Policy;
- Supporting the active participation of all employees in improving health and safety;
- Monitoring health and safety performance; and
- Formally reviewing health and safety performance.

The Human Resources Department of the Academy has been formally delegated a series of responsibilities relating to health and safety. These include the review of an annual report on Health and Safety performance; the setting of health and safety objectives; the regular receipt and action of reports on progress; and the monitoring of a series of key performance indicators selected by the Principal.

Operational responsibility for health and safety is delegated by the Principal who is responsible for implementing and maintaining a health and safety management system and for the organisational arrangements necessary to fulfil the requirements of this policy.

The policy applies to all employees and students, to all premises owned by, used by, or under the control of the TYDA; and to all activities related to the functioning of the TYDA.

The TYDA seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic activity and its professional services. It is a fundamental principle that such a working environment should be safe and without risks to health and it is imperative that all parties follow the requirements of this policy.

The provision of a healthy and safe working environment is central to the TYDA commitment to the development of '*Positive Working*' that inspires and supports academic achievement. As a part of that commitment the TYDA has the aspiration of working "Towards Zero", aiming towards zero reportable accidents which is fundamental to achieving its duty to provide a safe and healthy workplace for staff, students, visitors and others who may be affected by TYDA activities.

The management of risks to health and the control of workplace hazards are responsibilities of everyone and, with the support of Safety and Health Services, all members of the TYDA must be committed to creating a safe and healthy workplace. The senior management team leads by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance.

It is vital that, as part of a positive healthy and safety culture, managers are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of the TYDA's wider aims and objectives.

## **Key Objectives**

The TYDA is committed to implementing the following objectives:

- To integrate health and safety planning into the TYDA's mainstream planning cycles;
- To support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others;
- To ensure mechanisms are in place to prevent work related injury and ill health; and support those at work with health conditions or disabilities;
- To define the health and safety responsibilities of all members of the TYDA.
- To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities;
- To provide competent specialist advice to support decision making;
- To involve, consult and communicate with all staff and students on health and safety issues;
- To work in partnership with other employers where there are shared facilities or activities;
- To measure, monitor and review health and safety performance;
- To provide the resources necessary to meet the TYDA's Health and Safety obligations.

## **Organisation**

The overall responsibility for health and safety lies with the Principal who gives delegated authority to the human resource department or any other relevant staff for implementation.

TYDA will define and keep under review the organisation it needs to implement the policy. This will include defining the specific health and safety responsibilities of managers and staff in areas of policy making, line management and advice.

## **Implementation of the Policy**

TYDA managers are responsible for the management of health and safety of the activities they undertake and are therefore responsible for putting policies into practice. That responsibility extends to the safety and health of the staff they line manage, and to others who may be affected by the undertaking and safety in the delivery of the services provided by others. Safety and Health Services will provide advice and support in this endeavour and will devise and maintain a health and safety management system that informs the TYDA on the standards to adopt.

## **Review**

TYDA is committed to reviewing and developing its Statement of Health and Safety Policy and the organisational and other arrangements required to deliver it. It will review the health and safety management system annually and will initiate additional reviews if circumstances so require.

## **2. Health and Safety Roles, Responsibilities and Organisation**

### **The Duty of Care**

Under Health and Safety law a duty of care is generated between organisations and individuals when carrying out activities that could foreseeably cause harm. The primary duty of care is through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. This duty of care cannot be delegated away; instead each act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is only met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.

Working across line management hierarchies creates additional duties of care that must be met. For example between colleagues; employees and contractors; staff and students; or academic and professional services staff. The arrangements and control of work require that all parties with an influence on the undertaking must meet the duty of care to the others who may be affected by their acts or omissions. The level of assurance required should be commensurate with the risk of the activity.

### **The role of Senior Management**

The Senior Management, and specifically the Principal, has ultimate responsibility for health and safety. Collectively the senior management team must ensure that the TYDA has the organisational arrangements and systems in place for health and safety to be successfully managed.

The commitment and authority of the team in the TYDA's Statement of Health and Safety Policy, which comprises a statement of policy signed by the Principal. The Principal delegates responsibilities to the senior management for maintaining the duty of care.

### **The role of the Operational Manager**

The Operational Manager is accountable for the health and safety of all the staff he/she line manages and for others who may be affected by the work of the service. The Operational Manager must make suitable and sufficient enquiries that other duty holders providing services are adequately meeting their duties and must also ensure that:

- They must become aware of the provisions of the TYDA's health and safety policy and the minimum requirements of legislation, and that the roles and responsibilities for health and safety within the TYDA or service are defined.
- Staff are consulted on matters that may affect health and safety. This requirement will either be satisfied by having a regular agenda item or service management meetings. The meeting must be held at least twice year. The meeting should have the aim of: furthering consultation on health and safety issues; providing a forum for workplace health and safety issues to be aired and resolved; and monitoring health and safety performance of the TYDA.
- A document is produced to communicate the health, safety and welfare arrangements of the TYDA to the staff. The document must contain: a statement setting out that the Principal is accountable for health and safety in the TYDA; a description of the organisational arrangements for health and safety; and the information required by the staff to be able to work safely and to safeguard their health.

- A health and safety inspection of the premises occupied takes place at least once per year and is recorded. The TYDA health and safety meeting should consider the risks presented by the work taking place in the premises and the standards achieved and, if necessary, implement more frequent inspections. Remedial action taken in response to the inspection should be reported through the meeting.
- A report is made to their line manager on the health and safety performance achieved and on their plans to address any identified concerns.

### **The role of the Health and Safety Officer**

Health and Safety Officer is appointed by the Principal to assist them in meeting their health and safety responsibilities and for creating and maintaining the health and safety management system for the TYDA, as described above. The Health & Safety Officer is the “competent person” appointed by the TYDA under the Management of Health and Safety at Work Regulations. The responsibilities under this role include: providing specialist advisory services to the TYDA on all aspects of occupational safety and health; and to monitor the health and safety performance of the TYDA. Where action is required to remedy a situation in which there is a serious risk to safety, or to health, the Health and Safety Officer has the authority to take emergency mitigating action. The Principal or Principal will closely monitor actions taken to resolve any raised issue.

The Health and Safety Officer's duties also include:

- The provision of advice and guidance on all matters of health and safety;
- Creating and maintaining a health and safety management system;
- Disseminating and advising on the application of relevant health and safety legislation;
- Providing a range of generic health and safety training to enable members of the TYDA to be able to meet their responsibilities for health and safety;
- Investigating accidents, dangerous incidents or reports of occupational ill health in order to identify the potential for legal consequences and to identify action required to prevent recurrence;
- Managing an ongoing programme of audits of compliance with the TYDA health and safety policy.

### **The role of Staff**

All senior staff are accountable to their line manager for the health and safety of all the staff they line manage, of others who may be affected by their work, and for premises and equipment they manage. Staff cannot delegate away this duty of care, but must meet it by accompanying the delegation of tasks to others within the team with a system of monitoring to ensure that the tasks are being carried out.

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All staff are responsible for ensuring that they conduct their activities, and those activities over which they have control, in accordance with the TYDA's health and safety policies and relevant statutory provisions. They must co-operate with the line manager and the Principal so that health and safety responsibilities can be discharged. For all staff there is a particular duty to ensure the health and safety of students. It is the responsibility of the person managing hazardous activities that are to be carried out by students to ensure that a risk assessment is in place before commencement of that activity, the

outcome of which may require a higher degree of care due to the inexperience or other vulnerabilities of students.

### **The role of Students**

Students are not in the legal sense employed persons and hence many of the specific provisions of the Health and Safety law do not apply to them. Equally, they are not bound by the duties of employees as laid down in the laws.

Nevertheless, students must comply with health and safety instructions including: TYDA Rules and Regulation for students; no misuse or damage to equipment provided and are responsible for the consequences should they neglect to carry out a task required for the health or safety of others.

### **The Role of the Occupier**

It is the duty of the occupier to ensure that the space allocated to them is used safely and according to the design and its expected use. In particular the occupier is accountable for:

- Consulting with the landlord or other relevant bodies when requesting changes to the structure, use, layout or services within the building;
- Cooperating with the landlord to enable the building to be maintained in a safe condition and to report defects or building-related accidents or incidents;
- Cooperating with the landlord to define the responsibility for managing equipment and services that may be unclear, whether they form part of the building or are viewed as the occupier's equipment;
- Taking into account the constraints of the design of the building in risk assessments;
- Organising work, processes and equipment maintenance to prevent harm;
- Making a provision for welfare requirements beyond those normally expected.

All building and building services work must be authorised to ensure the correct insurance cover is in place. Work carried out by TYDA will be covered by the TYDA's insurance only where the work is managed under the umbrella of an authorised purchase order and by appropriate, competent staff.

### **Failure to agree on Health and Safety Matters**

Problems relating to health and safety are to be resolved at a local level wherever possible with the advice of the Health & Safety Officer where appropriate. In the event that it is not possible to resolve a matter, any member of staff may contact the Principal or Principal/s who, in consultation will attempt to reach a satisfactory solution.

### **Certification as to Safety**

From time to time it may be necessary for the TYDA to issue certification to Trade Unions or to individuals that a particular location or practice is, in its opinion, safe. The Health and Safety Officer is empowered to issue such certification on behalf of the Principal of The Youth Development Academy.

### 3. First Aid Policy and Procedures

The Health and Safety (**First Aid**) Regulations 1981. The Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to enable **first aid** to be given to employees who are injured or become ill at work

This First Aid Policy covers the arrangements that are in place to make sure that appropriate first aid provision is available throughout TYDA.

#### Legal Duty to provide First Aid

TYDA has a legal duty to make arrangements for the provision of first aid as follows:

- to provide adequate and appropriate first aid equipment and facilities to employees (students and visitors) if they are injured or become ill at work
- to ensure that there is a number of suitable persons available to provide first-aid if employees (students and visitors) are injured or become ill at work

#### Definition of First Aid

First Aid is defined as:

- in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained;
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

#### Assessment of Need

As part of its legal duty to provide first aid, TYDA should make an assessment of first-aid needs appropriate to the prevailing circumstances. In other words, sufficient first aid equipment, facilities and personnel should be available:

- to give immediate assistance to employees, students and visitors with both common injuries or illness and those likely to arise from specific hazards at work;
- to call an ambulance or other professional help.

The level of first-aid provision TYDA has to make depends on the circumstances of the workplace / situation. TYDA encourages needs-based assessments with regard to the equipment, facilities and personnel that are required throughout the premises and any related on-site and off-site activities. Assessments of first-aid needs should be based on appropriate risk assessments for the premises / activities. It is the responsibility of the Health and Safety Committee to ensure that an assessment of first aid need is undertaken for the premises and reviewed on a regular basis. It is also the Committee's responsibility to carry out regular checks of first aid procedures and materials. Risk assessments must be provided to the Committee prior to an activity by the person responsible for the arrangement of activities which are not covered within the risk assessment for the premises.

## **First Aid Officer and 'Appointed Persons'**

TYDA provides one designated First Aid Officer on-site. 'Appointed Persons' will be in charge of the first aid arrangements on-site and off-site (e.g. during excursions) in case the First Aid Officer is unavailable.

A First Aid Officer is a person who has a valid certificate of competence in 'First Aid at Work' approved by the regulatory authorities. The certificate is valid for three years and TYDA will arrange for retraining with an approved training organisation before the First Aider's current certificate expires. All TYDA First Aid Officers must attend any emergency immediately.

'Appointed Persons' are members of staff who are appointed to look after the first-aid equipment and facilities and calling the emergency services when required, if the First Aid Officer is unavailable. 'Appointed Persons' do not need first-aid training. They should not attempt to give first aid unless they have been trained to do so.

All staff of TYDA appointed to act as either as a First Aid Officer or Appointed Person should be familiar with the following:

- their duties as a First Aid Officer/Appointed Person;
- procedure for calling an ambulance;
- reporting of an accident/incident;
- stocking of the first aid box.

## **First Aid Equipment and Monitoring**

TYDA will provide the materials, equipment and facilities required to ensure that the level of need identified will be available to employees at all relevant times.

TYDA provides a clearly marked (white cross on a green background) first aid box in the reception area on the first floor. It is the First Aid Officer's / Appointed Person's duty to ensure that the first aid box is reasonably stocked at all times, expiry dates checked and cleanliness of items guaranteed.

There is no mandatory list of items to be included in the first aid box. The decision on what to include is determined by the findings of the first-aid needs assessment done by the First Aid Officer and the appointed persons every six months.

As a guide for work activities that involve low hazards, the following first aid items are included:

- a leaflet giving general guidance on first aid;
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium-sized individually wrapped unmedicated wound dressings;
- a pair of disposable gloves.

The assessment of first aid need will determine which items need to be kept. Such items should always be stored in a secure location at the TYDA reception.



## **Travelling first-aid kits**

Employees who are required to travel for business purposes should be provided with a first aid kit. It is the employee's responsibility to obtain a first aid kit from the First Aid Officer / Appointed Person prior to travelling.

Appointed Persons should ensure that they carry a first aid kit with them on excursions or other off-site activities.

## **First Aid Record Keeping**

All accidents / incidents attended by a First Aid Officer or Appointed Person must be recorded in the accident report book. The accident report book is stored in a secure location in the main office next to the reception.

The recorded information will be used by TYDA to assess the required level of first aid and to identify improvements.

## **Information on First Aid arrangements**

In order for TYDA first aid policy and procedures to work effectively, it is important that they are known and understood by everyone in the TYDA. The First Aid Policy and Procedures can be accessed on the TYDA website and are displayed next to the first aid box in the reception area on the first floor.

The First Aid Officer / Appointed Persons can be contacted through TYDA reception. Their names are displayed next to the First Aid Box on the first floor.

All new members of staff and students, as part of their induction, will be made aware of TYDA's first aid policy and procedures.

## **Review and Evaluation**

This Policy and all related activities will be subject to annual review as to its effectiveness and whether it remains fit-for-purpose.

## **Policy Review**

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

Review date	Description	Reviewed by	Next Review date
29 July 2019	Health & Safety Policy, First Aid Policy & Procedures	SMT Team	27 July 2020