

1. **HEALTH AND SAFETY POLICY**

**1 STATEMENT OF INTENT**

The **Trustees** of Silhouette Youth will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this Health and Safety Statement.

The **Trustees** will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. Where necessary the **Trustees** will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The **Trustees** will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The **Trustees** requires the support of all staff to enable the maintenance of high standards of health and safety in all Silhouette activities. This Statement includes a description of the establishment’s organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

**2 ORGANISATION**

**2.1 Responsibilities of the Trustees**

The **Trustees** are responsible for:

* Complying with the buildings Health and Safety Policy and Arrangements;
* Formulating and ratifying the establishment’s Health and Safety Statement and Health and Safety Plan;
* Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
* Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this;
* Ensuring that risk assessments are made and recorded of all Silhouette’s work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
* Ensuring that the statement and other relevant health and safety documentation from the building is drawn to the attention of all relevant employees;
* Prioritising action on health and safety matters where resources are required from the establishment’s budget, seeking further advice where necessary and ensuring that action is taken;
* Seeking specialist advice on health and safety with which the establishment may not feel competent to deal;
* Promoting high standards of health and safety within the establishment;
* Active and reactive monitoring health and safety matters within Silhouette including health and safety inspection reports and accident reports;
  1. **Responsibilities of the operational board**

The **Operational Board** is responsible for:

* The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
* Ensuring that risk assessments are made and recorded of all Silhouette’s work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
* Ensuring that termly health and safety inspections are carried out and a copy of the report is presented to the Trustees.
* Ensuring that remedial action is taken following health and safety inspections;
* Ensuring that accidents, incidents, dangerous occurrences and near misses are reported to the Trustees when appropriate.
* Ensuring that information received on health and safety matters is passed to the appropriate people;
* Participating in any health and safety auditing arrangements and ensuring audit action plans are implemented;
* Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
* Seeking specialist advice on health and safety matters where appropriate.
  1. **Responsibilities of the Health and Safety Co-ordinator**

The **Health and Safety Co-ordinator** is responsible for:

* Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
* Promoting health and safety matters throughout Silhouette;
* Ensuring that Health and Safety Handbooks are kept up to date;
* Ensuring that Health and Safety notices are kept up to date;
* Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
* Arranging annual health and safety inspections and ensuring follow up action is completed and that completed reports are presented to the Trustees;
* Ensuring appropriate procedures for authorisation of Silhouette visits is followed;
* Participating in any Health and Safety Audits arranged;
* Providing health and safety induction training for all staff;
* Keeping staff health and safety training records up to date;
* Ensuring that all statutory inspections are completed and records kept;
* Ensuring that the Health and Safety file is kept up to date;
* Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

**2.4 Responsibilities of all staff**

**All staff** employed at the establishment have responsibilities to:

* take reasonable care for the health and safety of themselves and others when undertaking their work;
* check work areas are safe;
* check equipment is safe before use;
* ensure safe working procedures are followed;
* co-operate with the **trustees and operational board** on all matters relating to health and safety by complying with the health and safety policy;
* not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
* report immediately to the operational board any serious or immediate danger;
* report to the operational board any shortcomings in the arrangements for health and safety;
* ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

##### Emergency Procedures

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the everyone is informed immediately and that where appropriate the emergency services are summoned. The **person on duty and centre management** will liaise with the emergency services when they arrive and take advice from them.

The **person on duty and centre management** is responsible for :-

* the controlled evacuation of people from the building or on the site to a place of safety
* summoning of the emergency services
* ensuring that a roll call is taken at the assembly point
* and that no-one attempts to re-enter the building until the all clear is given by the emergency services.

**The priorities are as follows:**

* **to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
* **to call the emergency services when appropriate;**
* **to safeguard the premises and equipment, if this is possible without putting persons at risk.**

**The operational board** is responsible for arranging, recording and monitoring fire drills at least once per term. Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the Silhouette policies file.

**3.1 Fire Prevention and Detection Equipment Arrangements**

The **centre management** is responsible for initiating the testing of the fire call points and completing the record sheet.

**Termly and annual inspections** are carried out.

The **annual test** of fire fighting equipment inspection and maintenance is carried out by a contractor.

1. **Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation**

Any employeewho witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event: This is kept in the Silhouette filing cupboard. Accident reports should be drawn to the attention of and counter-signed by the **operational board** before being sent to the Health and Safety representative*.* Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

**4.1 Accident Reports relating to Children**

**First Aiders** report incidents to the **operational board** and complete the Accident Report Form.

The parent must be informed when they pick their child up and must sign the accident book.

**See Accident report form**

**See Risk assessment form**

1. **First Aid**

**5.1 First Aiders**

**First Aiders** who have been trained to First Aid at Work are publicised within the site.

When an employee's first aid certificate is about to expire or when an employee who has been trained as a first aider or appointed person leaves Silhouette, arrangements for another person to be trained to replace them will be made by the **operational board**. First aid boxes and first aid record books are kept on site. A **termly check** on the location and contents of all first aid boxes will be made by the **operational board**.

**See Administration of Medicines Booklet**

* 1. Serious Medical Incidents

If a serious injury occurs at Silhouette, the designated **First Aider** takes charge of the situation. All other children should be removed from the area to minimise panic. The decision to call an ambulance is made by the **First Aider**. A member of the operational board is responsible for ensuring that an ambulance is called and then that the parents are contacted. In the absence of a parent or carer, a member of staff will accompany the child to the hospital and wait for the arrival of the parents.

**5.3 Asthma Inhalers**

All young people are asked to bring their inhalers to sessions. If they suffer from severe Asthma then we ask that we keep a space inhaler on site in case of emergencies.

5.4 Children with special medical conditions

Upon admission the parent must notify Silhouette of the condition. Silhouette will secure training for key personnel as required. Each practitioner will need to be aware of the need and procedures required. The operational board will compile a list of special medical needs and will ensure that relevant key staff are aware. An assessment of ***need to know*** will be made by the **operational board** and a record kept on the young person’s file.

5.5 HIV/AIDS

It is every parent’s right to expect confidentiality regarding their child’s medical condition. It is accepted that there may be staff or children who are HIV+. It is every person’s responsibility therefore to show caution when dealing with body fluids. Appropriate personal protective clothing should always be worn.

1. **Risk Assessment**

**The operational board** is responsible for carrying out a general survey of Silhouette’s work activities identifying hazards and ensuring risk assessment are produced and appropriately communicated.

Members of staff have a duty to complete risk assessments for activities which are not in the normal day to day routine of Silhouette.

**See sample copy of Risk Assessment form**

**New Risk Assessments are created as and when required. Old and current Risk Assessments are kept up to date as appropriate. Whenever necessary, a Risk Assessment is reviewed for fitness for purpose,**

**7 Maintenance of Site, Premises, Housekeeping and Hazard Reporting**

**All Employees and Trustees** must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to **Operational board or centre management.**

**7.1 Housekeeping and Disposal of Waste**

Rubbish for awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of the space. When rubbish needs to be disposed of it should be reported to **centre management.**

**7.2 Waste Management**

Waste will be collected weekly by the **centre management**, who is also responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are locked away to prevent them being moved and set on fire by arsonists. **All members of staff** are responsible for reporting accumulation of waste, or large items of waste that require special attention

**7.3 Cleaning Arrangements**

**All members of staff** are responsible for ensuring that spillages, which occur whilst they are in charge of the area concerned, are cleared up.

**All members of staff** are responsible for ensuring that hazardous substances or substances requiring special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

**Any member of staff** who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the **operational board.**

**7.4 Asbestos**

The Asbestos log is held by **centre management**.

**7.5 Noise**

**Any employee** concerned about the noise levels at work should report the matter to the **operational board** who will arrange for remedial action or for an assessment to be made.

**6 Health and Safety Inspections**

The trustees are responsible for organising and carrying out annual safety inspections, including planning, inspection and reporting**.**

The person responsible for ensuring follow up action on the report after it is completed is the **operational board.**

#### 6.1 Portable Electrical Appliances

**Silhouette**  is responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded and for ensuring that the formal visual inspection is carried out by a competent person.

**Staff** must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is the **operational board**.

**6.2 Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to **operational board.**

Defective furniture should be taken out of use immediately.

**6.3 Premises Security**

**Locking & Unlocking the building – operational board** are responsible for unlocking and locking the building.

**6.4 Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (eg clearing snow and ice) will be determined by the **centre management.**

**7 Health and Safety Training**

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is the **operational board.**

* Health and Safety Policies: Health and Safety Handbook
* Policy on Visits and Journeys
* Risk Assessment
* Fire and other Emergency Arrangements
* Accident Reporting Arrangements
* First Aid Arrangements
* Safe Use of Work Equipment
* Procedures for Hazardous Substances
* Good Housekeeping, Waste Disposal and Cleaning Arrangements
* Hazard Reporting and Maintenance Procedures

**7.1 Manual Handling**

The **operational board** is responsible for:

* identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment
* monitoring the safety of manual handling activities
* identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment.

It is the responsibility of the **operational board** to ensure the relevant staff are trained.

**8 Arrangements for Communicating H&S Information to staff**

The content of the policy will be bought to the attention of all members of staff and copies will be made available in the following locations.

* The Silhouette website.
* Onsite in the filing cupboard.

Health and Safety information is communicated to all members of school staff as follows.

* By email.

**9 Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all off-site visits is the **operational board.**

**10 Physical Restraint**

The use of physical restraint is not advocated but is accepted that in some situations it is the only action to avoid others or yourself getting hurt. It should be remembered that physical restraint is the positive application of force with the intention of overpowering a child. It should only ever be used as a last resort when other strategies have failed. As soon as it is safe the child should be released and a record made of the incident. The Physical Restraint file is held in the filing cabinet. The **operational board** is responsible for arranging training and monitoring its effectiveness.

11 Dealing with Aggression

If confronted with behaviour which makes you feel uncomfortable the situation should be immediately assessed. Leaving the situation is often the best action, but in all circumstances staff should stay calm, speak slowly, do not be drawn into the argument, placate. Staff should immediately inform the **operational board** who will then take the appropriate action.

**11.2 Violence to Staff**

Violence, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source will not be tolerated. Violence or the risk of violence, is considered a very serious matter.

All reports of violent or abusive conduct will be fully investigated and the necessary action taken.

Verbal abuse is serious and where it is deemed necessary the perpetrator will be banned from the premises.

Following consultation with the effected employee, the persons making threats may be sent a formal letter of warning. In matters of actual physical abuse or property damage, then the matter will be referred to the local police for investigation.

Staff who feel they have been subject to abuse must inform the **operational board** without delay.

**11.3 Visitors**

On arrival all visitors will be issued with:

* an identification badge
* relevant health and safety information
* detailed information is logged in the **Visitors Book**.

**11.4 Supplies (Purchasing/Procurement and Deliveries)**

The **operational board** will ensure that all equipment and material purchased or procured for use in the School complies with current legislative requirements and standards. **The operational board** are authorised to place orders for supplies and/or to accept gifts or donations to Silhouette. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, young people and visitors or others.

**11.5 Smoking**

The **trustees** have prohibited smoking in the School and in vehicles under its control. **Employees** are not permitted to smoke when teaching or supervising young people or when they may otherwise come into contact with young people. The policy applies equally to all people who have business in the premises including**, employees**, **young people, parents and other visitors**. All visitors will be informed of the no smoking policy.

**12 Vehicles**

**Employees/Staff** who are required to use their private vehicles for official business are responsible for gaining authorisation. He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger. The insurance must state that the vehicle can be used for **business use.**

13 Pregnancy at Work

Silhouette will take every reasonable precaution to ensure that staff who are pregnant are not exposed to unnecessary risk.

14 Workplace Stress

This is recognised as a legitimate problem affecting all staff. Undue stress can lead to adverse effects on emotional and physical well being. Members of staff should be encouraged to seek advice from the **operational board.**

15 Drugs on Site

Suspected possession of illegal drugs will be immediately referred to the police.

Alcohol may only be bought on to site for official Silhouette functions where permission has been granted by the **centre management.**

Any member of staff whose performance may be impaired through the use of alcohol will be open to disciplinary procedures, which may result in dismissal.

**16 Audit, Review, Performance Measurement and Action Plan**

The persons responsible for carrying out an annual review of the Health and Safety Policy are the **operational board.**

The **Trustees** are responsible for monitoring its implementation at Silhouette.

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| **Running a session procedure** | |
| **Process** | **Be aware** |
| Make sure that you are wearing your Silhouette badge when you enter the premises so that you are easily identifiable as a practitioner. | If you have anyone supporting you or coming in for the session then they will need to wear a guests badge please. |
| All young people should be waiting outside the unit for the session so please arrive 10 minutes before your session starts. | No one should enter the unit until you are happy for them to do so. |
| There must ALWAYS be two adults within the space before you allow the young people to enter. This is for your safety as well as theirs. | No session can start until 2 adults in in the unit. |
| Please give your workspace a quick walkthrough and if you notice any issues you need to record them on the relevant sheets. | The sheets are on a clipboard and are clearly marked. |
| If you notice anything that would stop you from running your workshop, is a dangerous health and safety issue – then you need to contact 07368318006 immediately. | Do not let the young people in until you have had guidance. |
| When the room is checked the young people can enter. As they enter they must sign in to the register. All registers will be in a designated space and each one will have its own clipboard. | Every register must be accurate for fire safety records and for our financial records. |
| As they enter they need to leave all clothing, phones and bas in the spaces that are provided. Mobile phones are not to be used during a session unless they are part of research and development. They need to be turned off and left in the designated area. | We need to make sure that the area is free from any clutter and that things are stored safely. |
| We only have a 5 minutes grace time after your class has begun. At this point you must close the shutter and start your session please. | No more than 5 minutes please. |
| If any young person is late they must also sign the register and fill in the late column. | This late information is important as it will decide if they should remain in the class. |
| No adults are allowed to stay for the sessions unless they are part of our Silhouette Youth and they are wearing their badge. There will be time when adults are invited to stay to watch a session but this needs to be organised in advance and they will have to sign in to the session. | As always there needs to be a minimum of two on site at each time. |
| Young people are not allowed upstairs unless they are with an adult or have specific adult permission to work in an area by themselves. | Once again this is to make sure that everyone is safe at all times. |
| Toilets are available throughout sessions but please be aware who is using them. There is a male and a female toilet. | Being aware of who goes to the toilet is important in case anything should happen. |
| Once the session is finished you can open the shutters and the young people can collect their ‘stuff’. | Please be careful when opening the shutter. |
| The register will clearly state if the young person needs to be picked up or if they can go home by themselves. Please make sure that you are vigilant when releasing them | Please make sure you keep to this arrangement as it keeps people safe. |
| If a parent picks their child up and is more than 5 minutes late you must record this on the register. This will allow us to see if it is a pattern of being picked up late. | This is important information in case there are any issues. |
| Please make sure that the unit is clear and ready for the next session to run. This includes:   * Washing up any cups that you have used. * Checking the toilets are clean and tidy. * Packing up any equipment that you have used. * Clearing away any resources. | It is really important for the next person that the space is clean and tidy. |
| If you are the last to leave and it is the last session of the day then please could you lock the shutter behind you. | There will always be a person in the unit that has access to a key. |
| **In case of an emergency.** | |
| If the fire alarm goes off then you need to exit the building through the fire door. This takes you out on to the balcony and you then take a right and go down the stairs.  If the fire blocks your exit then you come out of the front of the unit and you follow the fire evacuation signs in the centre. | There is a diagram and a notice of the procedure upstairs and downstairs so that you can see where to go and what to do. |
| If there is an issue in the centre then the centre security will come and evacuate your group. Just listen to them and follow their instructions. | You will hear the centre alarms go off or someone will come and instruct you to move. |
| There is constant security and surveillance in the centre and they often deal with issues before you know they are even happening. It is a secure place to work and if there is ever an issue you can speak to them directly in the management office. | Please feel free to contact 07368318006 if there are any issues. |
| If a child is sick and you need to contact their parents then all of their contact information is in the filing cabinet. Please make sure that one of the adults contacts them and comes to pick them up. | That is why we always have two adults in the unit at one time. |
| If it is a severe medical emergency then please contact an ambulance and inform the centre management immediately so that they can provide support. | You will also need to let 07368318006 know as soon as possible. |
| **Be aware** – If you cannot make a session then you **MUST** let us know at least a 7 days before that you will not be there so that we can organise appropriate cover or cancel the session.  If it is an emergency then please let 07368318006 know immediately so that all arrangements can be made. | This is really important for the success of Silhouette. We can always cover if we know in advance! |

**Confirmatory Signatures**

**Signed...................................................Chair of trustees**

**Signed...................................................Operational board**

**Approved on........................................................**

**To be reviewed on..............................................**