

## **YOUTHFORCE HEALTH AND SAFETY POLICY**

### **Introduction**

Youthforce believes that its employees are its most valuable resource and their health, safety and welfare is considered to be of paramount importance.

We take seriously our responsibility to provide you with a healthy, safe working environment. This applies wherever you are based.

We ensure that responsibilities for health, safety and environmental matters are clearly assigned, accepted and fulfilled throughout the business. We also monitor our policy on health and safety regularly, to make sure that what needs to be done is being done and to check against any current changes in the law or in the business. We want you to be healthy and stay safe.

### **Responsibilities for Health and Safety**

Overall final responsibility: Charlotte Blant

Day-to-day responsibility for ensuring this policy is put into practice: Jay Crabb

In absence of the above: Georgia Widdowson

### **Health and Safety**

Youthforce recognises health and safety as an integral part of its business performance by preventing workplace injuries and ill health.

Youthforce is committed to:

- compliance with all legislative and regulatory requirements
- the provision and maintenance of all plant, work equipment and safe systems of work
- the safety and absence of risk to health in connection with the use, storage and transport of articles and substances
- the provision of suitable information, instruction, training and supervision
- a safe place of work, together with suitable means of access and exit
- the provision of emergency arrangements and facilities
- continual improvement in all areas of health and safety management.

All employees are required to take reasonable care for their own health and safety and of others who may be affected by their actions or omissions, and to cooperate with Youthforce to ensure compliance with all legislative requirements and standards.

All business functions, sites and employees are expected to carry out their duties within the context of Youthforce's commitment to achieving high standards of health and safety in the workplace

### **The law**

As an organisation, we have a statutory obligation to manage health and safety at work effectively. Our duties are clearly set out in the Health & Safety at Work Act 1974 and various other pieces of legislation.

For you as an individual, this means taking reasonable care of your own health and safety and of the safety of others who may be affected by what you do or don't do. All managers are responsible for doing everything in their power to maintain a safe and healthy place of work and to prevent personal injury, loss or damage to the environment.

### **Training**

When you join Youthforce you are given induction training. This includes initial guidance on health, safety and environmental issues at your place of work. Refresher training will be given at least once a year to each employee. Any employee that feel's they need any additional Health and safety should notify their line manager for this to be arranged.

### **Implementation**

The responsibility for implementing health and safety measures lies with each one of us. Your line manager is your first point of contact for health and safety

There are also first aiders and fire wardens appointed at each site. If you are interested in becoming involved in health, safety and environment, please contact your line manager for further details.

### **Employee responsibilities**

Your responsibilities include taking reasonable care of your own health and safety and of the safety of others who may be affected by what you do or don't do. You should also follow any health and safety instructions, using equipment provided safely and correctly.

You should report to your manager anything considered a serious danger or any concerns you have about health, safety or welfare in the workplace; telling them details of any work-related accidents, incidents or anything that affects your wellbeing as soon as possible. They can then investigate and, if necessary, ensure an assessment is undertaken and appropriate action taken.

You should refer to the employee safe travel and commuting policy to ensure that you are complying with Youthforce's expectations when travelling to work or conducting travel for Youthforce business.

### **Personal Protective Equipment (PPE)**

For certain visits PPE may need to be worn. In some cases, this will be provided for you by the site you will be attending, however, if you need any additional PPE please request this via your line manager.

### **Resolution of safety issues**

All employees should always seek to prevent health and safety issues from arising by using recognised working practices and keeping workplaces clean and tidy.

Health and safety issues should be dealt with effectively and speedily in an atmosphere of mutual trust and confidence. Most will be resolved informally between employees and their line manager. Matters that cannot be resolved in this way may be referred to the Health and Safety representative.

### **Smoking**

We recognise the effects of smoking and passive smoking in the workplace. To protect the health and wellbeing of all our employees, we do not allow smoking within any of our sites.

### **Personal appearance**

Because you represent Youthforce at all times during your working hours, we ask you to dress in appropriate, smart and tidy clothing and to behave in an appropriate manner to all colleagues, clients and visitors. Some clients have more specific guidelines on dress code for people who work on their sites. To perform some roles individuals may be required to wear specific clothing for health and safety reasons. The requirement to meet health and safety standards in clothing takes precedence over any other dress code.