



## Health & Safety Policy and Procedures

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### Policy Statement

Essex Youth Build is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of staff, volunteers, visitors, and service users.

We comply with the Health and Safety at Work Act 1974, associated regulations, and the relevant policies and procedures of Essex County Council.

We will:

Maintain appropriate Public Liability and Professional Indemnity insurance, displayed on the premises.

Complete and maintain risk assessments for service users, staff, activities, materials, and premises.

Ensure safe handling, storage, and transportation of items and people, with safe access in and out of our workplace.

Provide adequate welfare facilities.

Identify and provide Personal Protective Equipment (PPE) and Protective Clothing (PPC) where required.

Consult with employees, service users, and the public where appropriate.

Provide information, instruction, training, and supervision in safe working methods and procedures.

Ensure the health and safety of everyone in contact with the project.

Maintain emergency procedures for fire, accidents, and other major incidents.

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### Scope

This policy applies to:

All Essex Youth Build staff and volunteers.

All service users, visitors, and contractors.

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### Responsibilities of All Staff

All employees, volunteers, and trainees must:

Take reasonable care of their own health and safety and that of others.

Avoid taking unnecessary risks or engaging in unsafe behaviour.

Follow all safety instructions and use equipment correctly.

Report all accidents, incidents, and near misses immediately to the Manager.

Complete an Accident/Incident Report as soon as possible after an event.

Co-operate with managers and relevant authorities during incident investigations.

Record all accidents in the Accident Book (kept in the first aid box in the rest area).

Follow Essex County Council (ECC) and Health & Safety Executive (HSE) reporting procedures.



### **Specific Named Roles**

Manager / Fire Marshal / First Aider: Hayley Rose Pearce

Designated Safeguarding Lead: Hayley Rose Pearce

Deputy Designated Safeguarding Lead: Joe Brennan and Rachel Dodson

Governor for Safeguarding: Joe Brennan

First Aider: Lesley McPherson

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### **Training**

All staff must:

Hold a satisfactory Enhanced DBS check.

Receive induction training covering health and safety roles, responsibilities, and relevant policies.

Receive refresher training during supervision and reviews.

#### **Premises Training**

All staff and service users will be briefed on fire safety, equipment, alarms, evacuation procedures, and assembly points.

Staff will receive training on building security, including locks and alarms.

#### **Workshop Training**

Hazard management, including safe handling of flammable liquids.

Clear access to fire exits and pathways.

Safe working at heights (if ever required) with correct PPE and full supervision.

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### **Accidents and First Aid**

First aid facilities and the names of first aiders are displayed on the notice board.

All accidents, no matter how minor, must be reported to the Manager and First Aider and recorded in the Accident Book.

The Manager will investigate injuries, maintain records, and make reports under RIDDOR 2013 where required.

During public health alerts (e.g., pandemics), operations will be adapted in line with official guidance.

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### **Fire Safety**

All staff must be familiar with fire safety instructions displayed in the workplace.

If a fire is discovered:

Raise the alarm immediately.

Ensure all occupants are aware and evacuate via the nearest exit.

Call 999 once in a place of safety.

Staff must assist with evacuations in line with their training.

Switch off ignition sources if safe to do so.

The assembly point is on the pavement opposite the Industrial Estate entrance, next to the Kiln & Lodge signage.



TRAIN • INSPIRE • SUCCEED

Fire drills will be held at least twice per year.

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### **Risk Assessments**

General workplace risk assessments will be carried out annually or when significant changes occur.

Manual handling will be avoided where possible; where unavoidable, training will be provided. Hazardous substances will be avoided where possible; if required, COSHH assessments will be completed and stored in the designated areas, accessible to authorised personnel only.

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### **Trainee Safety**

Suitability for projects will be assessed prior to participation.

Specific activities (e.g., use of tools, hazardous substances) will require supervision and approval.

Supervision levels will be determined based on trainee numbers and identified risks.

Any aggressive behaviour may result in removal from the programme.

All trainees will undergo an induction and wellbeing questionnaire.

PPE will be supplied as necessary. Trainees must provide their own safety boots.

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### **Policy Review**

This policy does not form part of any employee's contract of employment. It will be reviewed at least annually or sooner if work practices, legislation, or organisational structure changes.

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