

Health and Safety Policy

Organisation: Youth Works Vintage CIC

Policy Owner: Director

Date of Policy: 20/08/2026

Review Date: 01/05/2026

1. Purpose

Youth Works Vintage CIC is committed to providing a safe, healthy and supportive environment for everyone involved in our activities, including young people, staff, volunteers, visitors, contractors and partner organisations.

The purpose of this policy is to ensure that appropriate measures are in place to prevent accidents, injuries and avoidable risks, and to promote good health and safety practices across all areas of our work.

2. Our Commitment

We are committed to:

- Providing a safe environment for young people, staff, volunteers and visitors.
- Identifying and managing potential health and safety risks.
- Completing appropriate risk assessments for activities and working environments.
- Providing suitable information, instruction and guidance where required.
- Ensuring equipment and facilities are used safely and appropriately.
- Responding appropriately to accidents, incidents and emergencies.
- Reviewing health and safety arrangements regularly.
- Taking particular care when working with young people who may require additional support or supervision.

Health and safety is the responsibility of everyone involved in the organisation.

3. Responsibilities

Director/Responsible Person

The Director or designated responsible person is responsible for:

- Ensuring appropriate health and safety arrangements are in place.
- Completing and reviewing relevant risk assessments.
- Ensuring staff and volunteers understand their responsibilities.
- Ensuring accidents and incidents are recorded appropriately.

- Reviewing this policy at least annually or following a significant change, incident or new activity.
- Taking reasonable steps to ensure that activities are delivered safely.

Staff and Volunteers

Staff and volunteers are expected to:

- Follow health and safety procedures.
- Take reasonable care of their own health and safety and that of others.
- Follow relevant risk assessments and instructions.
- Report hazards, accidents, incidents or concerns promptly.
- Use equipment responsibly and only where they are suitably trained or instructed.
- Never knowingly put themselves or others at unnecessary risk.

Young People

Young people participating in our activities are expected to:

- Follow reasonable instructions from staff and volunteers.
- Treat other participants, staff and property with respect.
- Follow safety rules and procedures.
- Tell a member of staff if they feel unsafe or notice a potential hazard.

Where a young person has additional needs or requires reasonable adjustments, these will be considered when planning and delivering activities.

4. Risk Assessments

Risk assessments will be completed where appropriate to identify potential hazards and determine reasonable measures to reduce or control risks.

Risk assessments may cover areas including:

- Premises and workspaces.
- Use of equipment.
- Workshops and practical activities.
- Manual handling.
- Trips and visits where applicable.
- Working with young people.
- Lone working.
- Fire and emergency procedures.
- Any new activity or significant change to existing activities.

Risk assessments will be reviewed regularly and whenever circumstances change, following an accident or incident, or when a new significant risk is identified.

5. Premises and Equipment

Where activities are delivered from a physical premises, reasonable steps will be taken to ensure that the environment is safe and suitable for its intended use.

Equipment used by the organisation will be maintained appropriately and checked where necessary.

Any damaged, unsafe or unsuitable equipment should be removed from use and reported to the responsible person.

Walkways, entrances and exits should be kept clear, and reasonable measures should be taken to prevent slips, trips and falls.

6. Fire and Emergency Procedures

Appropriate emergency procedures will be communicated to staff, volunteers and participants where relevant.

Where activities take place in premises controlled by another organisation, their existing fire and emergency procedures will be followed.

Emergency exits must remain accessible and should never be obstructed.

In the event of an emergency, the priority will be to protect the health and safety of everyone present and contact the appropriate emergency services where necessary.

7. First Aid

Appropriate first-aid arrangements will be considered for the activities being delivered and the environment in which they take place.

Where appropriate, first-aid equipment will be available and staff or volunteers with relevant first-aid training may be identified.

Any accident or injury should be reported to the responsible person and recorded appropriately.

8. Accident and Incident Reporting

Accidents, injuries, near misses and significant incidents should be reported to the Director or designated responsible person as soon as reasonably possible.

An appropriate record will be maintained, including:

- Date and time of the incident.
- Location.
- People involved.
- Description of what happened.
- Any action taken.
- Whether further action or review is required.

Serious incidents will be dealt with in accordance with relevant legal and organisational requirements.

9. Working with Young People

Because Youth Works Vintage CIC works with young people, health and safety arrangements will be considered alongside our **Safeguarding Policy**.

Staff and volunteers must follow appropriate safeguarding procedures at all times.

Any health and safety concern that may also constitute a safeguarding concern must be reported in accordance with the organisation's safeguarding procedures.

Appropriate supervision will be provided based on the nature of the activity, the age and needs of participants, and the risks identified.

10. Manual Handling

Where staff or volunteers are required to move stock, equipment, furniture or other items, reasonable steps will be taken to minimise the risk of injury.

Staff and volunteers should not attempt to lift or move items that are beyond their reasonable capability and should seek assistance where necessary.

11. Lone Working

Where staff or volunteers are required to work alone, appropriate precautions will be considered based on the nature and location of the work.

This may include:

- Informing another responsible person of their whereabouts.
- Maintaining appropriate communication.
- Avoiding unnecessary high-risk activities while alone.
- Ensuring appropriate emergency contact arrangements are available.

Where working alone involves direct work with young people, the organisation's safeguarding procedures must also be followed.

12. Equality and Reasonable Adjustments

We are committed to ensuring that health and safety arrangements are inclusive and do not unnecessarily prevent people from participating in our activities.

Where a young person, staff member, volunteer or visitor has a disability or additional need, reasonable adjustments will be considered where appropriate.

13. Contractors and External Organisations

Where external organisations, contractors, venues or partners are involved in delivering activities, reasonable steps will be taken to ensure that appropriate health and safety arrangements are understood and followed.

Where activities take place at another organisation's premises, their relevant health and safety procedures will also be followed.

14. Training and Information

Staff and volunteers will receive appropriate information and guidance relevant to their responsibilities.

Where a role or activity requires specific training or competence, the organisation will take reasonable steps to ensure that individuals are suitably trained or supported before undertaking that activity.

15. Monitoring and Review

This policy will be reviewed **at least annually** and sooner if:

- There is a significant change to the organisation's activities.
- New equipment, premises or working practices are introduced.
- A significant accident or incident occurs.
- A significant new risk is identified.
- Relevant legal or regulatory requirements change.

Any changes to this policy will be communicated to relevant staff and volunteers.

16. Related Policies

This policy should be read alongside other relevant organisational policies, including:

- Safeguarding Policy
- Risk Assessment Procedures
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- GDPR and Privacy Policy
- Code of Conduct

- DBS/Safer Recruitment Policy
- Accident and Incident Reporting Procedures

17. Declaration

Youth Works Vintage CIC is committed to maintaining appropriate health and safety standards and to continually improving the way health and safety risks are identified and managed.

Everyone involved with the organisation has a role to play in maintaining a safe environment and should report any concerns promptly.

Signed: Leom W Gould

Name: LEOM WAYNE GOULD

Position: Director

Date: 20/08/2026

Next Review Date: 01/05/2027