



# HEALTH AND SAFETY POLICY

## 1 POLICY STATEMENT

Under the auspices of North Lincolnshire Council Health and Safety Policies and Procedures, the Participation Team recognises and accepts its health and safety duties for providing a safe and healthy environment (as far as is reasonably practicable) for all NLYC members, other young people and supporters to any meetings or events, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

## 2 THE POLICY

It is the policy of the Participation Team and the NLYC itself (where appropriate) to promote the health and safety of all its members, other young people and supporters at any meetings or events in any and all venues. As part of this, there is the intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all people at meetings and events in any and all venues;
- Ensure there is access to adequate working conditions with proper facilities to safeguard the health and safety of people and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage people to co-operate in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;

- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Provide sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Make suitable and sufficient assessment of the risks to the health and safety of NLYC members, other young people, supporters and other members of the public in connection with NLYC and wider young voice activities;
- Make, as far as is reasonably practicable, safe arrangements to mitigate any risk to health and safety of NLYC members, other young people, supporters and other members of the public in connection with NLYC and wider young voice activities;

This policy statement and any associated procedures may be altered at any time by the Participation Team and/or NLYC members. The statement and the procedures will be reviewed annually at the NLYC Annual General Meeting.

### **3 STATUTORY DUTIES OF THE ORGANISATION**

Under the auspices of North Lincolnshire Council Health and Safety Policies and Procedures, the Participation Team will comply with the council's organisational duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of NLYC members, other young people and supporters to any meetings or events at any and all venues, and in general to:

- Make venues safe and without risks to health;
- Ensure equipment or resources are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give people the information, instruction and supervision necessary for their health and safety.

In particular, they will also:

- Assess the risks to the health and safety of NLYC members;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;

- Identify a NLYC member (Youth Councillor for Democracy) to remind other NLYC members of their health and safety responsibilities;
- Be aware of emergency procedures in any and all venues used by the NLYC;
- Provide adequate first aid facilities;
- Make sure that any equipment or resources used are suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

#### **4 STATUTORY DUTY OF INDIVIDUALS**

Individual support workers in the Participation Team and members of the NLYC have a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- to co-operate with the health and safety requirements outlined in this policy;
- to use equipment and resources that are provided, correctly, including personal protective equipment, in accordance with training or instructions;
- not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- to report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in activities organised by the Participation Team and the NLYC (this reporting would be done through a member of the Participation Team and/or appropriate adult lead at the venue itself and would necessitate the completion of an accident book entry).

## **5 POLICY FOR VISITORS**

Where applicable, all NLYC members, supporters, visitors, guest speakers etc who attend meetings or events at any and all venues should be directed, on arrival, to a member of the Participation Team or identified NLYC member who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all All NLYC members, supporters, visitors, guest speakers, must sign a record of the date and time of their arrival and, on leaving, their time of departure.

## **6 REVIEW**

Policy and Procedure adopted by NLYC July 2018

Policy and Procedure Review date July 2019 (NLYC AGM)

If you would like any further information about our Health and Safety Policy, or there is anything you do not understand, or you want a copy, or need it in a different format please contact:

[young.voice@northlincs.gov.uk](mailto:young.voice@northlincs.gov.uk)

