



Young  
Enterprise

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Member of JA Worldwide

# **Health and Safety Policy and Procedure**

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## **Introduction**

The Young Enterprise (YE) Health and Safety Policy & Procedure document has been written to ensure that our staff, contractors, and Trustees are fully aware of how we manage health and safety across the charity and that everyone is clear of their own responsibilities and those of the organisation. A separate document is in place for the use of our volunteers.

This document contains the information needed to help everyone working for the charity to work safely and without risk to others. All colleagues must ensure that they have read this document and understand how the information relates to their day-to-day role, both as part of their induction to YE and upon annual review should any changes be made to health and safety policy or procedure. Colleagues may be asked to digitally sign to acknowledge they have done this. We are committed to supporting our colleagues, and anyone who has reading difficulties can ask for support to read this document.

The Young Enterprise Health and Safety Policy and Procedure will be revised as and when necessary and employees will be notified of any updates.

## **Health and Safety Policy Statement**

It is the policy of Young Enterprise to:

- a) Safeguard the health, safety and welfare of all its employees and contractors while at work, and to provide, so far as is reasonably practicable, working environments which are safe and without risks to health.
- b) Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected, are not exposed to risk to their health and safety.
- c) Recognise its obligations to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the undertakings of the organisation.
- d) Organise and arrange its affairs to ensure compliance with the policy and relevant legislation.
- e) Ensure that the contents of this policy are reviewed on an annual basis by the Risk and Audit Committee, with any proposed amendments recommended to the Board for approval.

## **Responsibility for Health and Safety**

The Trustee Board of Young Enterprise has overall responsibility for the Health and Safety of the organisation and has delegated to the Chief Executive the management responsibility for ensuring such Health and Safety. This is reviewed quarterly by the Risk and Audit Committee.

Day to day responsibility for overseeing, implementing and monitoring the policy is delegated by the Chief Executive Officer to the Chair of the Health, Safety and Risk Committee (HSRC).

Line managers at all levels are charged with implementing their specific responsibilities and with regards to such matters as risk assessment and accident investigation as described by this policy and underpinning procedures.

All employees and contractors must take care of their own health and safety and that of others who may be affected by their actions at work. They must also co-operate with YE and their co-workers to help everyone meet their legal requirements under the Health and Safety at Work Act 1974.

The Risk and Audit Committee will receive and review a quarterly Health and Safety Report, and an annual Health and Safety report will be provided to the Board of Trustees.

## **Operation of the Policy**

Young Enterprise will:

- a) Maintain an active interest in the implementation of the Health and Safety Policy throughout the Charity to ensure that all levels of management and employees carry out their duties in this respect.
- b) Ensure that the managerial responsibility and accountability for the safety, health and welfare of its employees as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- c) Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- d) Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees.
- e) Take into account, when risk assessing its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.

- f) Make appropriate accident prevention arrangements in the workplace and maintain liaison with workplace facility managers and if applicable with other employers who have employees working at the same workplace as the Charity.
- g) Ensure First Aid stations are located and clearly marked in all relevant areas where YE employees are permanently located.
- h) Encourage the discussion of health and safety matters at all levels.
- i) The Charity has an Executive Health, Safety and Risk Committee (HSRC) which meets on a monthly basis, the purpose of which is to provide a forum to convey Health, Safety and Risk information, review accident / incident reports over the period and respond to employee questions and concerns. Full details of the standard agenda can be found in the Terms of Reference document of the Committee. The HSRC meetings are minuted, and any health and safety event or happening is reviewed at the meeting and recommendations made where appropriate. Any concerns are reported to the senior management team and the Risk and Audit Committee and Board of Trustees. Employees can request access to minutes of meetings via any HSRC member or line manager.
- j) Prepare, discuss, agree and review, as required, suitable amendments and conditions to the Health and Safety Policy as may from time to time be considered necessary.
- k) Not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work if this might jeopardise the health and safety of that person or any other person.

## **Employee and Contractor Responsibilities**

All employees and contractors of Young Enterprise:

- a) Have a legal duty to take reasonable care of themselves and others and ensure that they cooperate fully on points of health, safety and risk.
- b) Must ensure that they comply with all emergency arrangements that are communicated to them.
- c) Must ensure that they report all accidents, near misses or damage to machinery and property (including IT equipment) as soon as possible.
- d) Where applicable, must complete the YE Health and Safety training provided.
- e) Must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.

f) Must maintain their electronic work calendars on a daily basis, ensuring they are visible, and detailing whereabouts and anticipated timings, including, where appropriate, addresses and contact information for offsite meetings.

g) Must undertake and document risk assessments for all YE activities that take place offsite unless otherwise prepared by the establishment visited, in which case these must be reviewed and agreed in advance of the YE activities taking place.

h) Must carry out tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for them. Should an employee or contractor feel that there are situations that may pose a hazard they have a duty to report such findings to their line manager/regional manager who should report the facts to the Designated Safeguarding Lead or a member of the HSRC (Appendix 1 provides contact details of Health and Safety Committee membership). All staff and contractors have a duty to report any similar concerns raised to them by a YE Volunteer in the same way.

i) Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained and stored in the correct manner.

j) Will be required to provide emergency contact details which shall be appropriately stored

## **Health and Safety Policy Enforcement**

Failure to comply with Health and Safety laws can lead to serious consequences, both for the organisation and individuals. All employees and contractors must comply with this policy. Breach of the Policy by an employee or contractor may lead to disciplinary action and, in serious cases may lead to dismissal.

## **Reporting Accidents and Near Misses**

a) Employees and contractors must report ALL accidents and near-miss incidents that occur during work time or at a work event immediately to their line manager and record the incident in YE Accident at Work Books as soon as reasonably practicable. YE Accident at Work Books are located in YE Office First Aid Work Stations. Alternatively, Accident at Work Forms can be located in the Health and Safety folder on the Young Enterprise SharePoint. This includes incidents while working from home, at the office, travelling during work hours and activities on and off educational establishment sites. Completed forms should be sent to HR.

b) Employees and contractors must seek appropriate medical attention for any injury they may receive, no matter how minor it may seem to be. Medical attention may include first aid or attendance at a hospital casualty department. Upon returning from treatment, employees and contractors must report the incident

to their line/contracting manager and HR and enter details in the Accident at Work Book or complete an Accident at Work form which should be shared with HR. HR will report an anonymised account of accidents to the HSRC to allow for any preventative measures to avoid similar incidents occurring in the future to be discussed and implemented.

c) Where accidents involve young people participating in YE Programmes, employees (or volunteers and contractors, in the event that no employee is present) must notify the member of the educational establishment staff in charge of the event as a priority, as well as the relevant YE line manager and regional manager.

d) Employees and contractors must notify the person in charge, of any incident in which damage is caused to either YE's or a third party's property.

e) YE line managers/regional managers must report all accidents relating to young people to the Designated Safeguarding Lead. In the absence of the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead must be informed, who will inform the Senior Leadership Group as appropriate and advise the HSRC at the earliest opportunity.

YE's Designated Safeguarding Lead will keep the Chief Executive informed of all accidents relating to young people, and report them to the Risk & Audit Committee as well as the HSRC.

f) Health and Safety reporting of all accidents and incidents will form a standing item in the YE Executive Report for meetings of the Risk and Audit Committee, which will report to the Trustee Board as necessary.

g) Where an accident occurs at work, the chair of the HSRC or their deputy are ultimately responsible for ensuring that RIDDOR guidelines are implemented as necessary and notification made to the appropriate authority. RIDDOR, or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, is a law that requires employers and others in charge of work premises to report certain incidents to the Health and Safety Executive (HSE).

## **Near Misses**

A "near miss" is any incident, accident or emergency which did not result in an injury, but which could have done so.

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

Recording near misses can also help identify any weaknesses in operational procedures as deviations

from normal good practice may only happen infrequently but could have potentially serious consequences.

A review of near misses over time may also reveal patterns from which lessons can be learned.

## **Health and Safety Procedure**

The specific arrangements for the implementation of the YE Health and Safety Policy are detailed below:

### **Training**

Health and Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her role effectively and safely. All employees will be trained in safe working practices and procedures as part of their induction. In addition, online Health and Safety training will also be provided (to be completed every two years) as essential training for all employees.

If any employee has a health and safety training issue, they should address their concerns to their line manager in the first instance.

### **Work equipment**

The Charity will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Charity, as well as ensure the safety of others who may be affected by the equipment. The Charity will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager so that steps can be taken to remedy the situation promptly.

### **Manual handling operations**

Lifting and manually handling any size of object the wrong way can cause serious back injuries and strains. If your job involves lifting you will be trained in proper lifting techniques. If you have not yet received formal training, there are guidelines in place for lifting which should be followed in order to prevent injury:

- Never attempt to lift a weight beyond your capability - take into consideration the shape of the load, the height at which you will need to lift and your own physique and health.



- Seek help if the load is too heavy or awkward to deal with on your own, or where possible break the load down into smaller packages, for example when dealing with printed materials.
- Make full use of the available lifting and handling aids e.g. trolleys (if you would use one in your role and don't have one please speak to HR).
- Before lifting, look for protruding sharp edges, notches, grease or anything that may weaken your grip or cause you an injury. Think about wearing appropriate gloves if needed.
- Plan your route – make sure it is clear of any hazards.
- Adjust your feet to a comfortable, well-balanced position to provide a firm base for the lift.
- You should tilt the object to test its weight and to enable you to reach the bottom corner.
- At the point of lifting always raise your head first, allowing your legs to take the strain.
- The whole movement should be a smooth continuous action and you must never lift when your spine is twisted.



### **Display Screen Equipment (DSE) Users**

DSE is any work equipment having a screen that displays information e.g. computer screens, often called monitors or VDUs.

The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with DSE.

Under these regulations:

- Employees and relevant contractors using DSE equipment are expected to complete a self-assessed risk assessment of their DSE set up.
- YE will reduce risks to the lowest reasonably practicable level.
- Daily work routines of ‘users’ must be planned so that DSE work is periodically interrupted by rest breaks or other types of work.
- If they wish, ‘users’ are entitled to an eye test. The cost of this can be re-claimed through the health care plan provided by YE, or if not a member of the plan can then be re-claimed through expenses.
- YE will provide ‘users’ with health and safety training on the use of their workstation and with information on the risks and the measures to control risks.

The Health & Safety Executive provide the following additional guidance for DSE users:

#### *Getting comfortable*

- Forearms should be approximately horizontal and the user’s eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

#### *Well-designed workstations*

##### Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

#### *Using a mouse*

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don’t grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

### *Reading the screen*

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

### *Changes in activity*

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. Users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before getting tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

### *Portable (laptop) computers*

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Remember to consider potential risks from manual handling if also carrying additional loads such as papers.
- Whenever possible, use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised. Raising the computer may help.
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.

## Control of substances hazardous to health (COSHH)

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. The Charity is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based upon manufacturers' and suppliers' health and safety guidance, the Charity's own knowledge of the work process and any relevant information or guidance made available by the Health and Safety Executive.

The Charity will ensure that exposure of employees to hazardous substances is minimized and adequately controlled in all cases. Those identified as likely to come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

### COSHH Hazard Symbols



## **Employees at special risk**

The Charity recognises that some employees may from time to time be at increased risk of injury or ill-health resulting from work activities. The Charity therefore requires that all employees and contractors advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

## **Fire Safety Precautions for office-based employees**

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service. YE has a Fire Action Plan including risk assessments for all offices.

Each YE Office has a Fire Safety Marshal. The Fire Safety Marshal is responsible for liaising with the responsible party for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment in buildings which the Charity lease.

Where the Charity is hosted by another organisation, it is the responsibility of the attending YE Manager to liaise directly with the Fire Safety person of the hosting office and ensure that up-to-date information is passed on relating to the current staff complement and that YE employees are clear on fire evacuation procedures.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees are advised not to use electric fires and other heaters. Employees are not permitted to bring into the workplace their own heating equipment. Employees must report any faulty electric cable or loose connection immediately to their line manager. All electrical equipment which does not require continuous operation should be switched off when not in use. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by their line manager. All electrical equipment of this type must be subject to portable appliance testing.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the office location workplaces. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the office workplaces. In some areas, automatic sprinkler systems activated by automatic detection systems have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the office workplaces have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the office workplaces in case of power failure. Lifts should not be used in the case of an emergency evacuation. Employees should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. The designated assembly points for each department will be notified to all employees.

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Fire Action Plans for each YE office location can be found in the Health and Safety Policy folder.

## **YE Smoking & Vaping Policy**

Public health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke free. YE complies with the current legislation, and smoking is not permitted in any YE office. Vaping is also not permitted in YE offices.

## **Risk Assessments**

Operational risk assessments must be completed or obtained and reviewed for all YE Activities that take place offsite, including trade fairs, workshops and competition finals.

Risk Assessment Templates are available on the YE SharePoint for completion, including in the Health and Safety Policy folder. All completed risk assessments should be signed off by a member of YE Staff responsible for the event before the activity takes place. Copies of the completed Risk Assessments should be filed in the Risk Assessment Folder under the relevant Business Unit. All Risk Assessments, when completed, are not to be destroyed or removed from the YE SharePoint.

Risk Assessments for YE Activities taking place at an educational establishment (formal and informal) should be undertaken in conjunction with the educational establishment and reviewed by YE Staff in advance of the activity taking place.

Risk Assessments for events and activities that involve YE Volunteers should be shared with them.

Employee Maternity Risk Assessments and other individual risk assessments will be filed on the individual's personnel record.

Risk Assessments for YE offices are conducted annually by the responsible person at each location, and are filed in the Health and Safety Policy folder on Sharepoint.

## **Reporting of incidents, diseases and dangerous occurrences regulations (RIDDOR)**

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Charity views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Chair of HSRC who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem at the site in question and elsewhere. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Line managers/regional managers are responsible for reporting all cases of accident and contagious disease to HR.

## **First Aid**

First aid stations are located in both YE offices. All first aid stations are clearly marked and are easily accessible by all employees during working hours. Where YE leases the building, one person, ideally holding a current first aid certificate, is responsible for the proper use and maintenance of each first aid station. Where YE is hosted within a building, it is the responsibility of the Business Unit Manager to ensure

that employees who work within the office know where the first aid station is and how to contact the named first aider responsible, for the proper use and maintenance of the first aid station.

First aid kits are provided for all employees who work from home.

Those working at schools, off-site events etc should ensure they are aware of the first aid provisions at those locations and this is recorded in the relevant risk assessment

## **Housekeeping**

A basic requirement for ensuring health and safety of all people is an organised, tidy work place. It is every employee's responsibility to ensure good housekeeping. This includes home workers.

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All materials must be properly and safely used, and when not in use, properly and safely secured.
- Broken glass or other sharp objects must be disposed of carefully by wrapping, labelling as sharp waste, and placing in a bin ensuring no hazard to others, including cleaners emptying bins.

## **Access and egress**

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard

Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.



# **YE Infectious Diseases at Work Policy**

## **Introduction**

This policy seeks to outline the effective prevention and management of infectious diseases, including colds and influenza, in the workplace and other locations where YE operates such as in schools and at events.

It provides guidelines for employees and managers on minimising the risk of spreading and contracting diseases while at work, and on dealing with infections when they are contracted.

## **Guidance for individuals**

We all have a responsibility to take measures to keep ourselves healthy from infectious diseases, and to avoid unnecessarily spreading these to others.

If you have an infectious disease, you will not be excluded from work, nor have your duties restricted, as long as you are physically and mentally fit for work and your continued attendance in the workplace does not present a high risk of disease transmission to others. If you feel too unwell to work, you should inform your line manager in good time and should not attend a physical workspace, nor work from home.

Many infectious diseases can be managed by practicing the following simple measures:

- If you are showing the symptoms of an infectious disease/have been diagnosed by a health professional or diagnostic test, do not attend the setting OR ensure you remain physically separate from others where this is practicable, while you remain at high risk of infecting others. We ask that you follow the exclusion periods for the relevant infectious diseases that can be found here, regardless of the setting you are due to attend: Children and young people settings: tools and resources - GOV.UK
- Take up the offer of immunisation programmes available to you, for example Covid-19 or flu.
- Ensure you are using good hygiene practices such as frequent cleaning of surfaces, regular thorough hand washing (especially before and after eating), and using a tissue/ handkerchief to catch coughs and sneezes.
- Make correct use of any Personal Protective Equipment provided in the course of your role.
- Follow any additional guidance provided to you by another setting, such as a school or community venue.

## **Guidance for managers and senior leadership**

In addition to individual actions, the following further measures should be taken:

- Ensuring occupied spaces are well ventilated and let fresh air in, especially those spaces where we have more control over this such as in YE offices.
- In the event of an outbreak of infectious disease, whether within YE or the wider community, consider communications to remind our people of the measures to reduce the spread of infection, including any special measures in place.
- Consider temporary reasonable adjustments to reduce the spread of infection for employees. For example, encouraging an employee with symptoms of an infectious disease to work from home rather than an office or other settings.

## Young Enterprise Safe Use of Personal Vehicles for Work: Policy

Young Enterprise (YE) has a duty of care to all employees who drive their own vehicles in the course of their work. Driving contributes to more accidental deaths and injuries in the UK than all other work activities combined, and is therefore the most dangerous work activity that many of our employees will undertake day to day. Therefore it is essential that all employees using their vehicles for work related travel read, understand and follow this policy in full.

### Scope

This policy applies to all YE employees who use their personal vehicles for work-related purposes, excluding regular commuting between home and their contracted place of work. It outlines the procedures and actions required for employees using personal vehicles for work-related travel.

For any questions or clarifications regarding this policy, please contact HR.

### Compliance with legal requirements when driving

It is your own personal responsibility to ensure you comply with all legal requirements related to yourself and your vehicle if driving for work related purposes. Specifically:

<b>Driving License</b>	You must not under any circumstances drive for work purposes without a full and in date Driving License. In addition, you must not under any circumstances drive for work purposes where this would contravene any temporary or permanent driving restrictions that may be in place. Any disqualifications for any reason including medical from driving must be reported to your line manager and HR.
<b>Insurance</b>	Where using a personal vehicle for work, you must have appropriate <b>business use insurance</b> in place with your insurer.

<b>Vehicle Maintenance/ Safety</b>	Employees must ensure their vehicles are roadworthy, appropriately taxed, and have a valid MOT certificate (if applicable).
<b>Compliance with Road Laws</b>	Employees must adhere to all road traffic laws and drive responsibly. Any fines, penalties, or legal actions resulting from the use of personal vehicles for work are your responsibility.

### **Evidence of compliance**

Prior to driving for work-related purposes, you must provide the following information/ documentation to YE at [hr@y-e.org.uk](mailto:hr@y-e.org.uk):

1. A clear copy of your valid driving licence – both front and back. This must be provided subsequently on the issue of a new driving license for expiry, name or address change or any other reason.
2. A clear copy of the current MOT certificate for the vehicle used for any form of work-related travel. This must be provided annually or in accordance with your vehicle's MOT schedule.
3. Confirmation that your vehicle is currently taxed. This must be provided annually where your current road tax period has expired.
4. Insurance Documents showing you are insured to drive the vehicle for Business use. This must be provided annually where your current insurance period has expired.

As per the YE Expenses Policy you may claim mileage reimbursement for work related travel. Please see the YE Expenses Policy for full details. However, please note that any expense claims will not be approved until the above documentation has been provided.

### **Maximum working day including driving time**

For the safety of all employees, YE expects that a working day that includes driving should be no longer than 10 hours in duration. Remember that for most of us, driving is the most dangerous work activity we will undertake, and fatigue and tiredness increase this risk significantly.

Should driving to and/or from an activity result in a planned total working day of longer than 10 hours (taking into account usual traffic levels on the route and at the time of travel), you are expected to book an overnight stay at an appropriate location and in line with the YE Expenses Policy. Please also be aware that this is a maximum and not a target; therefore if you assess a day of less than 10 hours to reasonably require an overnight stay based on your individual circumstances, then you should discuss this with your line manager.

We recognise that occasionally adverse traffic may result in car journeys that take longer than anticipated. In these exceptional instances please follow the Health and Safety considerations below, and ensure you take adequate breaks. You may also consider booking an overnight stay at this late stage if possible.

Although this policy does not cover commuting to and from your usual work location, we suggest you consider this principle as above and do not work excessive hours beyond your scheduled work hours to ensure you keep your working day to no more than 10 hours total when commuting by car.

### **Health and Safety considerations**

When using your vehicle for work or to travel to locations other than your normal place of work for work purposes, you must ensure that you at all times adhere to the Highway Code and all Health and Safety legislation, including:

- Never drive above the speed limit, and ensure you are driving at suitable speed for the particular conditions, such as slowing down and giving more space between the vehicle in front when raining, snowing or icy.
- Ensure your eyesight is adequate for driving safely and make use of corrective measures and regular eye tests as necessary.
- Make sure that you leave adequate time to make all journeys safely and take regular rest breaks over longer distances. You should take a rest break at a minimum every 2 hours for at least 15 minutes.
- Drivers and passengers must always wear seatbelts.
- You should never have children or young people in the car with you under any circumstance when driving for work purposes.
- Do not use a phone, sat nav, tablet or any other handheld electronic device when driving for any reason, including when stopped at traffic lights or in traffic, even if stationary. Ensure any sat nav or navigation apps are set up to be hands free before commencing travel.
- Carry out regular checks and ensure the vehicle is properly maintained and safe to drive, including but not exclusive to oil, water, washer fluid, wipers, lights, tyre condition and pressures.
- Report any accidents or collisions arising in the course of employment to your line manager, and follow the processes for reporting accidents within the YE Health and Safety Policy.
- Ensure that any equipment being transported is fully secured to prevent movement.
- Consider whether driving is the safest option when travelling early in the morning or late in the evening, or in adverse weather, especially when travelling in the dark. Assess how you can manage any risks, and if necessary speak to your line manager, taking measures including:

-Check the weather forecast in advance

- Allow more time for your journey and take additional rest breaks
- Take alternative means of transport where available
- Consider making an overnight stay
- Do not travel if you do not feel it is safe to do so.
- Do not drive if you have a disability, medical condition or are taking medication that could affect your ability to drive, or if you otherwise may not be in a fit state to drive (for example while being very upset or having received a shock).
- Never drive under the effect of drugs or alcohol.

### **Environmental considerations**

You are encouraged to consider sustainable travel options where possible, including public transport, car sharing, or remote working to minimise environmental impact. This should be balanced with consideration of personal safety, accessibility of transport options, and overall cost and time spent travelling.

## **Other Health and Safety Risks at YE**

Young Enterprise will keep under review from time to time new and emerging risks and safety situation that may be brought to light in the sector and respond to these accordingly at the time following a risk assessment of the same.

## **Glossary**

**COSHH** – Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) – Regulations that apply to the control of hazardous substances at work.

**DSL & DDSL** – Designated Safeguarding Lead & Deputy Designated Safeguarding Lead.

**Health & Safety at Work etc. Act 1974** – The primary piece of legislation covering occupational health & safety in the United Kingdom.

**Health & Safety (Consultation with Employees) Regulations 1996 (as amended)** – The legislation covering the legal obligation of employers to consult with their employees or employee representatives on:

- the introduction of any measure which may substantially affect their health and safety at work
- arrangements for getting competent people to help them comply with health and safety laws
- the information on the risks and dangers arising from an employee's work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

**HSE** – the Health & Safety Executive

**HSRC** – the YE Health Safety & Risk Committee

**PAT** – Portable Appliance Testing

**RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - this puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

## **Appendix 1**

### **YE Health and Safety Committee Members Contact Details**

Contact details for the current HSRC members are via the link below:

SharePoint/Health, Safety and Risk in YE/Health and Safety Committee members