



# YOUNG ENTERPRISE

## HEALTH AND SAFETY POLICY

---

### General Policy Statement

It is the policy of Young Enterprise (YE) to:

- a) Safeguard the health, safety and welfare of all its employees 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 as referred to above.**
- 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 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.

Day to day responsibility for overseeing, implementing and monitoring the policy is delegated by the Chief Executive to the Chief Operating Officer who is the designated Safety Officer.

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 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 comply with Young enterprise 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 Full Board of Trustees.

### **Operation of the Policy**

In carrying out the General Policy Statement it is the practice of Young Enterprise to:

- a) Maintain an active interest in the implementation of the Safety Policies 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 at the workplace and maintain liaison with all 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 staff are permanently located.
- h) Encourage the discussion of health and safety matters at all levels, including the setting up of arrangements for joint consultations with employees through their JCC. Representatives who will also act as appointed safety representatives as required by the Health and Safety (Consultation with Employees) Regulations 1996. The Charity has an Executive Health and Safety Committee which meets on a monthly basis, the purpose of which will be to provide a forum to convey Health and Safety information, review accident / incident reports over the period and respond to employee questions and concerns.

- i) 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.

## **Employee Responsibilities**

All employees 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 and safety.
- 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 as soon as possible.
- d) 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, detailing whereabouts and anticipated timings, including where appropriate addresses and contact numbers for offsite meetings.
- g) 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 feel that there are situations that may pose a hazard they have a duty to report such findings to their line manager who should report the facts to the Chief Operating Officer, Director of Development or a member of the Health and Safety Committee.
- i) Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained and stored in the correct manner.

## **Reporting Accidents and Near Misses\***

- a) Employees must report ALL accidents and near miss incidents that occur during work time 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 on the YE Shared Filing System RACs under the Health and Safety Folder. This includes work from home, office, travelling during work hours and activities on and off educational establishment sites.
- b) Employees 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 must report the incident to either their line manager or the most senior person on site and enter details in the Accident at Work Book.

- c) Where accidents involve young people participating in YE Programmes, please notify the member of educational establishment staff in charge of the event as a priority, as well as the relevant YE Line Manager.
- d) Employees 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 must report all accidents to the Chief Operating Officer. In the absence of the Chief Operating Officer, the Head of HR must be informed who will inform SMT as appropriate and advise the Health and Safety Committee at the earliest opportunity.
- f) YE Chief Operating Officer will keep the Chief Executive informed of all accidents and report them to the Risk & Audit Committee as well as the Health and Safety Committee and Joint Consultation Committee (JCC).
- g) Health and Safety reporting will form a standing item in the YE Executive Report for the Risk and Audit Committee to review on a quarterly basis and to the Board of Trustees quarterly.
- h) Where an accident occurs at work that causes absences of 7 days or more, the Head of HR is responsible for ensuring that RIDDOR guidelines are implemented and notification made to the appropriate authority.

#### **\* Glossary of Definitions**

##### **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.