

# **South West Inner City Network Youth Service**

## **Health, Safety, and Welfare Policy**

May 2015

## **Health, Safety, and Welfare Statement**

The safety policy of SWICN Youth Service is to ensure the health, safety and well being at work, of every employee, volunteer, young person, and visitor, in so far as is reasonably practicable. The Board and management is committed to providing and maintaining a safe place of work, safe systems of work, safe equipment and safe procedures and in accordance with relevant legislation. We will provide a healthy and safe working environment, safe equipment, and adequate information, instruction, training and supervision for all staff. We will regularly consult with employees on matters of health and safety to ensure an appropriate policy is in place, which can be implemented effectively with the employees' active involvement. Employees, volunteers, temporary and contract staff working from our premises must be made fully aware of Health and Safety policy, and are expected to cooperate with management in implementing this policy. Employees, volunteers, temporary and contract must ensure that their own work, as far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of SWICN Youth Service has a commitment to ensuring, in accordance with the Safety, Health & Welfare at Work Act, 2005, the safety, health and welfare of all employees, volunteers, young people, and visitors. In particular the Board has a duty:

- To design and maintain a place of work which is safe and without risk to health
- To provide adequate control of the health and safety risks arising from the projects activities
- To provide safe means of access to and exit from a place of work
- To maintain and provide safe facilities and equipment
- To consult with our volunteers and employees on matters effecting their health and safety
- To provide adequate information, training and supervision for all volunteers and employees for safe and healthy working
- To ensure safe storage, use and handling of chemicals and substances
- To acquire the services of a competent person when necessary to ensure the safety and health of employees / volunteers at work
- To review this policy as necessary (at least once a year)

On behalf of the Board, the SWICN Youth Service Manager has responsibility for health and safety, and must:

- Ensure that each new member of staff or volunteer is made aware of safety statements
- Ensure that the language used in safety statements is accessible to all staff and volunteers
- Arranging adequate safety training for staff and volunteers
- Be available to advise staff on how to best incorporate health and safety practice in regards to their work activities
- Monitor the efficiency and effectiveness of work systems and ensure that safe working methods are observed
- Ensure that all health and safety equipment is provided and maintained
- Plan and supervise all work processes in accordance with the standards set out in the safety statement
- Ensure that all accidents and dangerous occurrences are thoroughly investigated

Staff has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts. It is the responsibility of each staff member and volunteer to:

- Be familiar with the Safety Statement and work in accordance with its requirements
- Report problems with project equipment immediately
- Be aware of the storage of first aid facilities
- Be familiar with fire safety and evacuation procedures
- Make use of correct safety equipment and clothing when needed
- Understand procedures for reporting accidents or damage to equipment
- Work with management to identify and reduce hazards
- Report any potential hazards to management
- Use all equipment in a responsible and professional manner that limits potential for accidents and damage

Every volunteer and member of staff must familiarise themselves with this policy and be aware of its content, in particular knowing what to do if an issue did arise

## General Procedures

- Entrances and exits, walkways and corridors should be checked to ensure there is no spillage or obstructions that could cause accidental injury to any persons using the premises.
- All areas of the work premises including corridors and walkways should be adequately lit.
- Structural obstacles such as floor level changes should be clearly indicated through visible signs.
- External and emergency lighting should be checked and maintained regularly
- Damaged and vulnerable furniture should be repaired or discarded without delay.
- Safety procedures should be followed when using and storing electrical equipment; electrical panels should not be obstructed, electrical equipment should not be exposed to fluids and should not be used when damp or wet, construction tools should only be used by suitably qualified operators.
- All materials that contain potentially hazardous chemicals should be clearly labelled and stored safely. Gloves should be worn when handling such materials and hands should be thoroughly cleansed after using items such as paint, paint thinner and other arts equipment.
- Guideline for heavy lifting should be followed at all times. Assistance should be sought when items are beyond the capacity of one individual.
- Mini buses and other vehicles owned and used by the organization must be maintained to road safety standards, including; appropriate insurance, driver qualifications, seatbelts, and DOE.
- Fire prevention: keep doorways clear, rubbish removed, and annual checking and maintenance of all fire safety equipment including smoke and heat detectors, alarms, and extinguishers.
- Maintain comprehensive fire plan and regularly test emergency evacuation procedure

## **Fire Evacuation Procedures**

### If you discover a fire:

- Activate the nearest fire alarm at the nearest break glass and alert others through verbal warning
- Ring the fire brigade at 999 or 112
- A small and localized fire can be fought with fire equipment on premises only if there is judged to be no personal risk. Otherwise evacuate the premises immediately and gather at designated external assembly point.
- No person should return to the building to personal items, valuables or other equipment
- At the assembly point follow the instructions of the person in charge or fire officer
- Check that all staff, volunteers, young people and guests are accounted for by checking the sign in book if possible

### If you hear a fire alarm:

- Evacuate the building immediately and gather at the designated external assembly point
- Where possible, staff should ensure that young people to leave the building without delay
- No person should return to the building to personal items, valuables or other equipment

Amended by Brendan Marsh May 2015 on behalf of Board of Management Of SWICN Youth Service.

Review took place with Implication team of the NQSF in April of 2015.

NQSF Implication team

Thomas Dolan	Youth Worker
Evan Moore	CEO SWICN
Meadhbh Cooke	Youth Worker
Desmond Kernan	Volunteer
Kerryn Buck	Volunteer
Karzuna Szmumna	Parent
Agata Gorzyska	Parent
Mary Lynch	Community Development Worker DCC
Garda Paul Moran	Juvenile Liaison Officer An Garda Siochana
Kylieanne Hill	Home School Liaison Officer St, James Secondary
Darragh Kavanagh	Young Person
Fran Jacobs	Board of Management

To be reviewed end of 2016