



Door 84 Health and Safety Policy

Vision Statement:

Health & Safety

Door 84 Youth and Community Centre (“Door 84”) is a Registered Charity (Charity Number: 1203574) and operates from premises situated at 84 Lowther Street, The Groves, York, YO31 7LX (Telephone - 01904 623177; website - www.door84.org.uk).

Door 84 provides activities for children, young people, adults and (where circumstances permit) their Caregivers and families and also works with local community members and other users of its premises.

Door 84 facilitates and coordinates various activities including: open access youth and community sessions, community events, open days, residentials, day trips, which may include remote supervision, specific project work, mentoring, one to one support working and engagement with other building users.

The following definitions shall apply:

- “The Building” means 84 Lowther Street, The Groves, York, YO31 7LX.
- “Building Users” means other users of the Building.
- “Participants” means children, young people, adults and any other user of the building or of the services offered by Door 84.
- “Worker” means anyone working on behalf of Door 84 including (but not by way of limitation) Senior Managers, Trustee of Door 84, paid staff (whether full

time, part time or ad-hoc), volunteers, sessional workers, project workers, agency staff and students.

Our Centre takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The Centre aims to ensure the health, safety and welfare of all staff, young people, visitors and other individuals who may be affected by the Centre's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. All managers and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.
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Responsibilities of the Management Committee, Manager and Staff Members Including Volunteers:

The identification, assessment and control of hazards within Door 84 is vital in reducing accidents and incidents. All Management and staff are responsible for assessing risks to health and safety arising out of the Centre's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Centre's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

All Managers and Youth Workers hold responsibility and liability for ensuring that the Centre operates in a safe and hazard reduced manner. All Management are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

Door 84 Management and staff will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the Centre's health and safety responsibilities.
- Offering adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded.
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Centre's response, to enable corrective measures to be implemented.
- Ensuring that all staff and volunteers and any other adult who come into contact with children at the Centre has appropriate and up to date enhanced DBS certification
- Ensure that all relevant tasks have an up to date Risk Assessment in place on the shared drive. Where this is not possible a dynamic risk assessment must be carried out.

The Management team is responsible for the day to day implementation, and monitoring of the Health and Safety policy. All Managers are required to report any matter of concern regarding the Health and Safety policy to the Facilities Manager in the first instance & Committee if felt necessary.

Door 84 Managers will ensure that:

- The Facilities Manager is the designated member of staff responsible for the health and safety and risk assessment provisions at the Centre, as set out in this and other policies.
- Regular safety inspections are carried out by the Facilities Manager and the reports accurately recorded on the shared drive.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy. This includes Manual handling & fire awareness training.

Staffs are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Centre, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.

- Undergo relevant health and safety training when instructed to do so by the relevant Manager.
- Check all portable electrical equipment is displaying an up to date PAT testing certificate label.
- Will use any PPE or safety related equipment issued by Door 84 when it is required.

Insurance

Every Child Matters – Being Safe, The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Club. Therefore, the Club has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the Club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Club is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the Centre has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

We are committed to reviewing our policy and good practice annually and will amend more frequently should legislation or reflective practice highlight the need for amendments.

Policy Sign Sheet

Name	Date
G M Pilmoor	November 2023

Policy Sign Sheet

Name	Date

Policy Sign Sheet

Name	Date