

Policy Ref:
PREM-01



Health & Safety Policy

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SASP are committed to our Diversity and Inclusion Action Plan (DIAP) which sets out our ambitions for advancing and celebrating diversity and inclusion at every level of our organisation.

This stamp indicates areas in our policies / procedures that focus on Equality, Diversity & Inclusion.

Policy Update Record (Version Control)		
Date	Author	Change(s)
25/03/2024	Rachel Martin	Policy approved in April 2022; reformatted & sent to JK.

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Introduction

SASP recognises its duty under Section 2 of the Health and Safety at Work etc. Act 1974 to provide safe places, environments and systems of work, so far as is reasonably practicable. It is the intent of SASP to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. This policy reflects our commitment to ensuring health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.

SASP will ensure the health and safety at work of all our employees and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation. SASP will identify and assess the risks associated with our workplace health and safety hazards. We will inform our employees, workers, volunteers, self-employed instructors and delivery partners where appropriate of these hazards. Adequate resources will be provided to ensure all our employees, workers, volunteers, self-employed instructors and delivery partners are aware of this policy and committed to its effective implementation. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

The CEO will demonstrate leadership in health and safety as well as undertake regular monitoring to ensure that health and safety issues are identified, assessed and managed. The CEO will actively and openly, review and report on our health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

SASP will constantly encourage, develop, review and share health and safety good practice both internally and externally, generating a culture that does not tolerate threats to health and safety. This policy will be reviewed and amended on an annual basis at operational or Board level and at any significant event or change within the company.

CEO Responsibilities

The CEO is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

The CEO will:

- Ensure there is an effective company policy for health and safety and that all employees, workers, self-employed instructors, volunteers and delivery partners are made aware of their individual responsibility.
- To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- To ensure that all managers understand and fulfil their responsibilities with regard to health and safety.
- Arrange for funds and facilities to meet the requirements of company policy and legislation.
- Make provision for adequate and appropriate training to be given to all employees.
- To ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- Set a personal example on all matters of health and safety.

Safety Consultant Responsibilities – Atlas

Gallagher Risk Management Solutions were appointed as external Health & Safety consultants for SASP and the current certificate of appointment expires in July 2025. Gallagher Risk Management Solutions will:

- Assist the person responsible for Health and Safety by overseeing the implementation, compliance and monitoring of the application and review of this policy across the full extent of the business and its operations.
- Make themselves known to all sections of Somerset Activity and Sports Partnership (SASP) and offer advice as required.
- Ensure periodic inspections of site(s) are carried out according to policy arrangements, covering all operations, ensuring that risks to health are being minimised.
- Report to the Board on all aspects of Health and Safety as it affects the Company's operations, its employees, the general public and visitors to the Company.
- Ensure to the best of their endeavours, that SASP, its employees and visitors are kept up to date with current Health and Safety legislation and best practice.
- Ensure that the quality of Health and Safety training is of a high degree for the purpose for which it is intended, to the benefit of Somerset Activity and Sports Partnership (SASP) and its employees.
- Assist with the completion of all safety documentation. To include:
 - ❖ Risk Assessments
 - ❖ Method Statements
 - ❖ COSHH Assessments
 - ❖ Fire Risk Assessments
- Evaluate/conduct investigations of accidents and incidents approve the recommendations to prevent reoccurrence and actions taken.
- Report details of RIDDOR related incidents or accidents to the HSE

Employee Responsibilities

Somerset Activity and Sports Partnership - All employees, casual workers and volunteers are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their line manager, Office Manager or CEO on all matters pertaining to their health and safety at work.
- Reporting promptly in the first instance to their line manager, Office Manager or CEO, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Employees are empowered to challenge any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they can stop the job, and raise their concerns with their line manager.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Not recklessly or intentionally interfering with or misusing any equipment or safety devices etc. that have been provided in the interests of their health and safety at work.
- Observing safety rules, complying with codes of practice, corporate health and safety policy and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of appointment, takes action to stop an unsafe act.

Consultation

Somerset Activity and Sports Partnership SASP has a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. We also recognise that employees also have a duty to consult with all stages of our company on matters relating to health, safety and welfare.

To promote a positive health and safety culture within the workplace, SASP encourage involvement of our employees in bringing to their attention all health and safety matters, ideas and recommendations. Regular consultation and dissemination of health and safety matters from the CEO and appropriate line management will be carried out regarding:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work.
- Arrangements for getting competent people to help them comply with health and safety laws.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technology.

Regular briefing on health and safety matters, including may be carried out through, for example, inductions, staff and team meetings, internal newsletters and email. Atlas provides monthly health and safety written topic briefings via Toolbox, information from which can be distributed in the same way.

Monitoring and Review

The Health and Safety Policy will be formally reviewed at least every 12 months, following major incidents, and when legislation dictates. The CEO or Office Manager will establish or amend the Health and Safety Policy to ensure ongoing compliance with legislation and best practice standards.

All Managers, line managers and employees will regularly report on health and safety matters. They are encouraged to bring to the notice of their line management any areas where the SASP Health and Safety policy appears to be inadequate and passed to the CEO for consideration where appropriate.

All accidents, incidents or near misses will be reviewed at team, senior management and /or Board meetings as appropriate. The objective of SASP will be to learn by the mistakes of themselves and others, and be aware of potential hazards and deal with them proactively.

An External Health and Safety Advisor may visit sites to report on hazards, defects or breaches of regulations observed during the visit with a view to both public safety and the safety of SASP employees. A report of the inspection will be sent to senior management directly after the inspection.

General Safety Arrangements

Although every day is different, there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan and develop arrangements for the control of the risks that arise, and support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people. They are set out in the following Arrangements:

- Our workforce has been made aware of them at induction or during team and individual briefings
- All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.
- We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary.

Control of Substances Hazardous to Health - COSHH

SASP will ensure that all existing and new substances and chemicals used within the scope of their work will be recorded, and Material Safety Data Sheets will be obtained, to form into COSHH Assessments to be issued and kept on file, which provide the employee with the required information on how to use the substance or chemical safely.

It will also indicate the effects that the substances can have on a person and how to deal with the effects if they occur. COSHH Assessments will be provided along with any required Risk Assessments when substances are used.

SASP will ensure that any PPE required because of the COSHH Assessment will be provided and available for their employees. Employees are expected to keep the PPE that is issued to them maintained at all times.

Routes of entry for most substances are Ingestion, Direct Entry, Injection and Inhalation.

Training will be provided to all employees on the safe use of any substances they use, to cover safe application, the use of PPE and disposal measures.

SASP will provide adequate control of exposure to substances by applying the eight principles of good practice:

1. Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
3. Control exposure by measures that are proportionate to the health risk.
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety.

SASP will ensure that the Workplace Exposure Limit is not exceeded.



Display Screen Equipment (DSE)

To ensure employees and workers who use Display Screen Equipment (DSE) do not experience fatigue, pain or eyestrain caused by their workstation, a DSE self-assessment is to be carried out. The assessment will address:

- Seat back adjustability
- Good lumbar support
- Seat height adjustability
- No excess pressure on underside of thighs and back of knees
- Foot support if required
- Space for postural change, no obstacles under the desk
- Forearms approximately horizontal
- Minimal extension, flexion or deviation of wrists
- Screen angle and height to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in typing

Any defects in the employee's workstation or any significant finding within the self-assessment will be rectified and new equipment will be provided by SASP where required. SASP will cover the cost of eye tests for all employees that use display screen equipment as part of their employment.

Electricity at Work

SASP will undertake all necessary and reasonable measures to ensure that electrical equipment is

appropriate, in serviceable condition and safe to use. Safe working systems are observed to reduce the likelihood of an adverse electrical occurrence to as low as reasonably practicable. Such measures include trained operatives, recognised working practices, safe working environment and maintenance of equipment.

Visual checks by the equipment operator to identify any obvious damage or defects are to be carried out on items disconnected completely from their power source. Checks are made on:

- Plug condition - that it is undamaged and secure (including the cord-grip).
- Cable condition - that it is undamaged, fully intact, no repairs undertaken (tape etc) no visible wiring, and firmly and properly secured to the plug and equipment.
- Equipment condition - the casing is undamaged and fully contains/covers all internal electrical components.
- The equipment and plug do not display signs of overheating, usually indicated by the presence of burn marks ('staining').

Employees identifying defects or damage, or who are concerned about the safety of the equipment, are required to immediately withdraw it from use and report the matter to their line manager, office manager or CEO.

Electrical equipment (including, where applicable, fixed wiring) will be periodically inspected and tested for electrical safety at appropriate and recognised frequencies. Where it has been deemed as necessary, an RCD Unit will be used to further improve electrical safety.

All maintenance and repair work will be undertaken by competent personnel only.

Legionella Control and Water Management

Legionnaires' disease is a potentially fatal pneumonia (lung inflammation) caused by legionella bacteria. The disease is not contagious and cannot be passed from one person to another. Generally, a person contracts this disease by inhaling bacteria present in water or soil.

SASP will consider the risk of legionella which, due to our workplace facilities or working activities, may present such risk to our employees and other persons who may be affected. Where such risk is identified, we will undertake all necessary and appropriate management and control measures to reduce the risk as far as reasonably practicable. Additional to any in-house assessments and arrangements, SASP will, if deemed necessary appoint a competent service provider to carry out a comprehensive legionella risk assessment; the findings of which shall form the basis of our arrangements and control measures.

To be considered competent, the service provider must be:

- An active member of The Legionella Control Association (LCA).
- Able to ensure that our water system* comply fully with current regulatory requirements.
- Able to provide a report which includes Appliance/Asset Register and has considered all required aspects of the assessment, and which offers clear and accurate information and details to enable us to successfully address any issues identified, limit exposure and maintain legal compliance.

* Denotes: Water System will, where applicable, include all associated plant, equipment and components e.g. pipework, valves, showers, pumps, tanks, and heat exchangers etc.

Where necessary, periodic water source bacteriological sampling and testing will be undertaken; the findings of which shall be acted upon accordingly. We shall assume that, where they exist, water tanks may be [legionella] contaminated unless there is strong or conclusive evidence to the contrary.

SASP will monitor all arrangements and procedures that are in-place to manage and control the health risks presented by the existence and/or development of legionella to ensure their effectiveness and maintain the wellbeing of potentially affected persons.

First Aid

It is the responsibility of SASP to make sure all employees and workers can receive immediate attention if they are taken ill or are injured at work. SASP understands that accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones. It is the responsibility of the CEO to ensure that adequate provisions for first aid for employees within the workplace and participants in our activities, are met.

As a minimum, SASP will ensure that:

- a suitably stocked first-aid box is in place
- an accident book is present
- there are adequate first aiders
- training is provided to meet the current legislation
- means of contacting the emergency services are in place

The number of first aiders needed will be determined on the number of employees within the company, however, given the nature of our workplace, most staff are first aid trained and we are unlikely to fall below this threshold.

Lone Working

A Lone Worker is someone who works in isolation from other workers, be it situation or location, out of sight or hearing of another colleague, or without close or direct supervision. This applies to all staff who may be working alone, at any time as a Lone Worker.

SASP recognises that there will be occasions where conditions of your role in service delivery make you a Lone Worker. This may include, but not exhaustively, working early or late in the office, at home, when visiting a known or unknown venue, person or group, or working in a remote indoor or outdoor location.

This policy exists to help protect you by identifying, assessing and reducing the risks presented by lone working, identify responsibilities of those involved, and promote a strong safety culture amongst all employees and workers.

Employees need to take reasonable care of their own personal safety with consideration to the physical environment, social context, individuals, and other special circumstances. In conjunction with your Line Manager, you will need to identify areas of concern and put measures in place to reduce or eliminate these risks and identify a procedure to follow in response to a situation. Risk Assessment Checklists for the Office, Remote and Home Lone Workers are held on SASP Company Data for this purpose. (See Appendix 1).

Reducing risk is your priority when Lone Working and the Risk Assessment Checklists are to be utilised for this purpose. You should take all reasonable precautions to ensure your own safety as you would in any other circumstances and ensure any staff covering in your absence are fully briefed. You are responsible for your equipment to be kept in good working order, being competent in its use, and ensuring it contains power for purpose e.g. Mobile phone charged. Report faulty, missing or required equipment to your Line or Office Manager. A First Aid Kit is to be carried where need is identified in a risk assessment.

Communication before, during and after Lone Working where appropriate is essential. Where your risk assessment identifies it, you will be expected to notify your start, confirm your finish/return (to office or home) and advise any changes in your plan to your nominated contact e.g. a colleague, line manager, family member. You are expected to share the date, time and location on your email

calendar with, at a minimum, your Line Manager, CEO, Deputy CEO and Office Manager at any time you are lone working whilst working on behalf of SASP.

Should your plans change, you should prepare a procedure to be followed - how your contact can check the situation, and how they should appropriately respond should you not report in as expected.

Should an emergency occur, an agreed procedure for raising the alarm and removing yourself from the situation or hazard is to be identified on your risk assessment, and rehearsed regularly. This may include the use of line manager monitoring and checking in, a buddy system with colleagues or a lone worker emergency app on your mobile phone, or other method as identified in your risk assessment.

Reporting lone worker incidents is important, as it can often present an opportunity to learn or uncover a new risk. Any incident should be reported to your Line Manager, an Incident and/or Accident form completed if appropriate, the risk assessment for your activity reviewed and updated if required.

The Suzy Lamplugh Trust are a leading charitable authority on personal safety. Their guidelines on personal safety are available online at www.suzylamplugh.org and their leaflet "Personal Safety at Work: Lone Working" is on SASP Company Data.

The Health & Safety Executive have published guidance on Protecting Lone Workers March 2020 which can be found on the SASP Shared Drive or at: <https://www.hse.gov.uk/pubns/indg73.pdf>

Manual Handling

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load. SASP will ensure that procedures are in place to avoid the need for hazardous manual handling activities, so far as is reasonably practicable.

There is no maximum weight that a person can be required to handle. Tasks will be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations.

Where this is not possible, an assessment will be undertaken to determine the level of risk. Suitable controls will then be introduced to reduce the risk of injury to the lowest extent reasonably practicable. This may be achieved by using automation, mechanical aids or redesigning the system of work or the workplace.

An assessment will take into consideration the tasks, the load, the individual, the environment and any other factors which may affect its safe lifting and carrying. Assessments will be reviewed when there is a significant change in any of these. Reassessment may also be required where accident / absence statistics show that the original control measures were not sufficiently effective.

RIDDOR - Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases
- certain 'dangerous occurrences' (incidents with the potential to cause harm)
- over 7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days

- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- dangerous occurrences – where something happens that does not result in an injury but could have done.
- There are also special requirements for gas incidents.

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

The External Health and Safety Advisor can advise whether an accident or incident is reportable. SASP's Accident Reporting Procedure will be followed:

- Accidents (regardless how minor an injury may be), incidents and near misses must be:
- recorded in the Accident Book at the SASP office, or Accident or Incident Report Form when the accident occurs off-site and held on file at the SASP office.
- Reported to your department line manager, Office Manager and CEO for any accident that requires reporting.
- Only "Responsible Persons" (employers, the self-employed and people in charge of premises) should submit reports under RIDDOR.
- Where an initial investigation is required, it will be carried out by a competent person.
- If the incident is of a type where the actual or underlying cause needs to be established or where reoccurrence is likely, a detailed investigation will be conducted, supported by a full report, review, amendments to risk assessments as required, and corrective actions communicated to SASP personnel to prevent further accidents.

Risk Assessments

SASP undertake risk assessments for all activities carried out by our workforce. We aim to eliminate risks wherever possible. Where this cannot be achieved, we will implement suitable and sufficient control measures, based on these assessments, to reduce and manage as far as is reasonably practicable, the risks to our workforce and others.

The "5 steps to Risk Assessment" theory is followed in producing our risk assessments:

- 1: Identify the Hazards
- 2: Decide Who Might Be Harmed and How
- 3: Evaluate the Risks and Take Action to Prevent Them
- 4: Record Your Findings
- 5: Review the Risk Assessment

Specific activities undertaken by our employees that are likely to carry significant risk are listed. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments have been made known to our employees and are available for their reference in SASP shared data and from their line manager.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstance change, and following the investigation of any accidents or incidents that may or have occurred. Updated risk assessments override the original documents, and relevant staff are to be briefed on the changes before continuing with the activity. (See Appendix 2 for example Risk Assessment).

Protecting pregnant workers and new mothers

Risks to women of childbearing age should be considered in your risk assessment for all employees, casual, agency or temporary workers, work experience placements and participants. You must also carry out an individual risk assessment that covers a worker's specific needs when they inform you in writing that they:



- are pregnant
- have given birth in the last 6 months, or
- are breastfeeding

Some working conditions and processes can potentially harm them and/or their child so you must assess and control the risks posed in each case and make any necessary changes to support them. Legal protections also apply to some transgender men, non-binary people and people with variations in sex characteristics, or who are intersex.

Use the following sources for current advice, guidelines and law:

- hse.gov.uk/mothers/employer/index.htm
- Management of Health and Safety at Work Regulations 1999 (MHSWR) - Pregnant Workers Directive (92/85/EEC) mainly regulations 16 to 18.
- The Employment Rights Act section 67
- Workplace (Health, Safety and Welfare) Regulations 1992 regulation 25
- The Equality Act 2010

Training

SASP will provide information, instruction, training and supervision for all their employees so far as reasonably practicable, to ensure the health and safety of its workforce. On commencement of employment, a new employee will receive an induction to the company, given the basic knowledge of the risks and hazards within the company, and any additional training identified and arranged to ensure the employee is adequately trained to carry out their role safely.

Training will be carried out through various methods which may include:

- Industry recognised training
- Competency Assessments
- H&S / First Aid Training Courses
- Atlas Monthly Toolbox Talks

No employee will be expected to carry out works that they have not been adequately trained in. Records of training will be maintained on an Employee's personnel file, and updated prior to expiry date.

Violence at Work

Violence and aggression at work is defined by the Health and Safety Executive as any incident in which an employee is abused, threatened or assaulted by a member of the public, pupil, service user or their family in circumstances arising out of the course of their employment.

This may include:

- Verbal abuse
- Threatening behaviour
- Serious or persistent harassment
- Physical assault.

SASP does not condone, nor does it wish any of its employees to encounter such situations. Should any employee encounter any abuse, threat or assault, they should distance themselves immediately from the situation and report the incident to their line manager immediately.

The Line Manager will organise an investigation of the incident by a competent person, who will produce a report including any recommendations and actions required. All employees who have been a victim of an aggressive or violent act will be provided debriefing and support, provided by a line manager and/or appropriately qualified person within the company, who understands and accepts their role in providing the required support to the employee.

SASP will report the matter to the police at the employee's request.

SASP reserve the right to report the matter to the Police or appropriate authority without the employee's consent, however, this should be in accordance with the nature and severity of the assault and, if possible, with the approval and consent of the employee.

Return to Duty

Where absence from work is believed to arise from an aggressive or violent incident, this will be treated as Special Leave, rather than Sickness Leave. Support for an employee on special leave will be provided as appropriate.

Prior to returning to work, in consultation with the employee, line manager and CEO, the following considerations will be made as to whether:

- referral to the Occupational Health Service, either prior or immediately following a return to work, is appropriate
- a temporary transfer to other duties is made
- an initial return is made on a part-time basis
- refresher training is required
- the range of duties undertaken is temporarily restricted

Welfare and Wellbeing

To protect the health, safety and welfare of everyone in the workplace in its legal responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992, SASP will ensure that all premises under its control have:

- Adequate ventilation
- A comfortable thermal environment (minimum 16 degrees Celsius)
- Sufficient lighting to enable people to work and move about safely
- Separately powered automatic emergency lighting
- A regularly cleaned and maintained workplace
- Sufficient individual workspace and circulation space
- Workstations, including furniture and seating suitable for the people using them
- Suitable and sufficient sanitary conveniences and washing facilities and a constant supply of hot and cold water, soap and towels or other means of cleaning and drying, together with
- dedicated disabled facilities
- Where possible, separate facilities for men and women, failing that, rooms with lockable doors will be provided
- A separate supply of drinking water
- Rest facilities
- Food preparation and storage facilities

Young Workers

The phrase 'young worker' means a worker who is under 18 years old. An individual risk assessment will be carried out for all employees including full time, part time and work experience personal who fall into the category of young persons.

SASP understands that any risk assessment undertaken to ensure the health & safety of young workers must take into account their inexperience, lack of awareness of existing or potential risks and their immaturity. The Management of Health and Safety at Work regulations 1999 requires employers to:

- Assess risks to young persons before they start work
- Take into account their inexperience, lack of risk awareness and immaturity
- Address specific factors in the risk assessment

- Provide information to parents of school-age children about the risk and control measures applied
- Take account of the risk assessment when determining whether the young person should be prohibited from certain work activities, except when they have left school and it is necessary for their training
- Where risks are reduced so far as is reasonably practicable
- Where proper supervision is provided by a competent person
- SASP will also provide risk assessment information to the parents or guardian of school-age children on work experience before they start work, so they can agree to the risks undertaken and the control measures used.

Manager's Responsibilities

Managers are responsible for the H&S of young workers and should ensure:

- They read and understand this procedure
- A risk assessment is conducted, and all control measures are implemented
- Maintain records of risk assessments
- Staff and safety representatives are consulted on the outcomes of risk assessment
- The risk assessment is explained and copied to the young worker before starting work (parents of school-age children should be sent the risk assessment before work starts).

Young workers' Responsibilities

Young workers also have a responsibility to ensure they co-operate with H&S arrangements in the workplace. Young workers must:

- Notify their managers of any hazards, accidents, or incidents
- Assist their managers with the identification of workplace hazards
- Comply with the control measures identified in the risk assessment.

Young Workers and Children

A 'Young Person' is anyone under 18. A 'Child' is anyone who has not yet reached the official minimum school leaving age - MSLA. Pupils will reach the MSLA in the school year in which they turn 16. The Management of Health and Safety at Work regulations 1999 requires employers to:

- Assess risks to young persons before they start work
- Take into account their inexperience, lack of risk awareness of existing or potential risks, and immaturity in risk assessments
- Address specific factors in the risk assessment
- Provide information to parents of school-age children about the risk and control measures applied

Based on the risk assessment, determine whether the young person should be prohibited from certain work activities, except:

- when they have left school and it is necessary for their training
- where risks are reduced so far as is reasonably practicable
- where proper supervision is provided by a competent person

Please see separate policies for Health and Safety advice for:

- Fire / Evacuation Procedures (Policy Ref: PREM-03)
- Data Protection (Policy Ref: GOV-15)
- Critical Incidents (Policy Ref: PREM-02)
- Premises Management (Policy Ref: PREM-04)

Appendix 1 – Lone Worker Example Checklist

Lone Working (Office) Checklist

Specific risk assessment/s required alongside this checklist:

*Lone Worker (Office) Risk Assessment
SASP Office Risk Assessment
Office Fire & Safety Management*

Do you have a mobile phone in the event of a power cut?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you know what to do in the event of Fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>See Fire Management Folder, Office Manager display cabinet</i>
Are you familiar with onsite First Aid facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>First Aid box and reporting book in Office Manager's Display Cabinet</i>
Are your emergency contact details up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Inform Office Manager as soon as changes occur</i>
Does anyone else know that you are working here alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Let a friend / colleague know your location, when you are due back, and who they should contact if they need to.</i>
When working in twilight & dark hours, do you have sufficient lighting to keep yourself safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Emergency Lighting & Torches available on 1st & Ground floors in lighting failure</i>
Ensure doors and windows are secured to prevent unauthorised access during and on leaving the area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:		
Print Name:		
Date:		

Appendix 2 –Example Risk Assessment



Title	Lone Working (Office)		Risk Matrix	Impact	Very Low	Low	Medium	High	Very High
Date	Apr-24		Likelihood	Score	1	2	3	4	5
Author	Rachel Martin		Very Low	1	1	2	3	4	5
Risk Score:	5	Medium	Low	2	2	4	6	8	10
			Medium	3	3	6	9	12	15
			High	4	4	8	12	16	20
			Very High	5	5	10	15	20	25

Likelihood = Probability of risk occurring / Impact = Severity of consequences ----- WITH controls measures in place)

ID	Risk Type	Risk Description	Control Measures	Likelihood	Impact	Evaluation
1	Physical	Ability to maintain contact with lone worker. In the event of Injury / medical episode, no other staff aware or able to assist.	Ensure others are aware if you are working alone. Follow lone working practices set out for your activity (e.g. using 'check in/out' apps)	3	4	12
1	Physical	First aid - lone worker suffers minor or severe injury, unable to get help.	If lone worker feels unwell, they should alert someone and return home. Individual risk assessment to be carried out on lone workers with existing medical condition which puts them at increased risk	3	2	6
2	Physical	Fire on the premises	Fire alarms/equipment serviced regularly. Staff aware of fire procedures. Multiple escape routes out of the offices to safety.	2	2	4
3	Physical	Power cut/ loss of electricity to the office resulting in poor visibility. Possible trip/fall injury to lone working staff.	Emergency torches which are motion activated in both upstairs & downstairs corridor.	1	1	1
4	Physical	Security - unauthorised access.	Staff aware to ensure doors / windows are locked when lone working. Staff try not to schedule 1st time meetings when lone working.	1	4	4
5	Physical	Manual handling / work at height	Lone workers aware not to lift anything or complete any work at height whilst lone working.	1	1	1