



## **Braintree Youth Project Charity**

### **Staff/Volunteers Risk Assessment Policy**

#### **General Overview**

BYPC accepts and acknowledges its duty to maintain a sound and safe environment for its staff, volunteers, young people and all other individuals who use BYPC premises, which includes risk assessment. BYPC is committed to ensuring that it is fully compliant with and adheres to a programme of control and regular risk assessment. This enables BYPC to maximise its potential, maintain safety and to reduce risks, whilst ensuring that its aims and objectives are met fully.

#### **Introduction to Risk**

Ultimately, risk is a potential problem in every organisation. Therefore the decisions that we make must be the right ones and good risk management is an essential part in ensuring the success of BYPC.

Risk assessment is essentially the process of taking all necessary actions to ensure that risks are accurately identified and all steps are taken to minimise them. BYPC is responsible for the safety of its staff, volunteers, the young people and anybody else who visits our premises.

All staff and volunteers are responsible for identifying any risks and reporting them to the designated health and safety officer, to ensure that they are dealt with efficiently and as quickly as possible.

All known and evident accidents which occur must be reported and filed using the BYPC Incident Report Form. If there has been an accident, all elements of this, including the date and time of the incident, must be recorded accurately and as soon as possible in the Accident Book. All volunteers and staff must be aware of the location of the First Aid box and there must always be at least one person present who is First Aid trained on hand.

#### **Purpose**

The purpose of this Policy is to assist all staff and volunteers of BYPC to implement the Health and Safety Policy, which together ensure that people are aware of how to deal with risks and hazards when presented with them.

This policy should be read in conjunction with all other policies of BYPC, to ensure the smooth and effective running of the premises and of the Charity. All staff and volunteers must be aware of them and understand their content. If there are any problems with regards to this, they should inform somebody immediately, in order to resolve the problem as soon as possible.

Braintree Youth Project Charity

Registered in England no. 7437568 registered with the Charity Commission no. 1139014

Registered Office: Fountain Cottages, 2 St Michaels Road, Braintree, CM7 1EX

## **Inspection**

All staff and volunteers are required to ensure that they carry out a systematic check of the premises before and after a session at the youth café. Such an inspection requires the Lead Volunteer/Staff member to walk around the premises, looking for and identifying any potential risks, which could be a danger to themselves, the young people or anybody else using BYPC premises.

Where a particular identified hazard has the potential to cause harm, a full risk assessment must be carried out as soon as possible. Checks should be carried out regularly, to ensure that risks do not go unnoticed. The BYPC inspection checklist will help and will act as a guide for all staff and volunteers to follow accordingly, in identifying and monitoring risks.

Copies of inspections will be filed away securely, but a copy will be available to any staff member or volunteer, should they request one at any point.

## **Responsibilities**

BYPC staff and volunteers, in order to ensure a safe and secure working environment are required to:

- Fully co-operate with this policy and ensure that they have read and understood all of its content;
- Carry out and ensure regular inspections of any BYPC premises, allowing risks to be identified and dealt with at an early stage;
- Carry out risk assessments of any new and used pieces of equipment, electrical equipment being of particular importance, to ensure that they are in a safe working order;
- Ensure that everybody has an up to date DBS check, for the purposes of working with young people;
- Where a risk is identified, it must be reported immediately, in order that it can be dealt with and reduced effectively;
- Regularly review all policies dealing with risks, including the BYPC Health and Safety Policy and to ensure that any amendments or necessary additions are made;
- Ensure that any accidents that occur are recorded immediately on the incident report form and a concise account is put into the accident book;
- Regularly review all risk assessments and workplace inspections, at least once annually, or when something changes, e.g. the location of the premises.

## **Types of Risk Assessment**

BYPC recognises that there are different types of risks which can potentially be identified. All staff and volunteers have a duty to take reasonable care of themselves and others around them. If any potential risks present themselves during the course of running a BYPC event, then inform somebody immediately.

The fire risks in any buildings used by BYPC must be assessed. All staff and volunteers, along with young people must be fully aware of the locations of fire exits, where they can vacate the building in the events of a fire starting. These will be displayed clearly and obviously, in accordance with fire safety regulations.

If any young person is seen to be a risk, by not fully complying with any of the rules or abusing the no drugs/no alcohol policy, BYPC has the right to ban them from the premises, in accordance with its policy.

## **Potential Hazards**

BYPC staff and volunteers have a duty to ensure the following:

- Security of people-BYPC must ensure that there are always at least four volunteers to assist with the running of the youth session and other events;
- Manual Handling-no staff member or volunteer should attempt to move or carry anything which is heavy enough to cause an injury;
- Storing items-all items must be stored carefully and in such a way that slips and trips can be avoided;
- Fire-ensure that all fire exits are clearly signposted and not obstructed at any time; ensure that anybody who wishes to smoke does so outside and in the designated area;
- Equipment- ensure that all equipment is in fully good and working order;
- Electrics-ensure that there are no trailing leads or visible wires anywhere. Ensure that there is no overloading of sockets and that extension leads are available and in use where necessary. Also ensure PAT testing is carried out as and when required;
- First Aid- ensure that all staff and volunteers are aware of the location of the first aid box and that there is qualified first aider on hand at all times;
- Young People-ensure that you are fully aware of how to deal with unwanted behaviour under BYPC's policy;
- Hygiene-ensure that all toilet facilities are in full working order; ensure that all kitchen surfaces are cleaned in the appropriate manner; ensure that your hands are washed and clean before handling any food products; ensure that rubbish is disposed of in the correct manner;

- Dangerous substances (Drugs and Alcohol)-ensure that the appropriate action is taken if any young person, volunteer or staff member is caught abusing the Drugs and Alcohol policy of BYPC;
- Layout and space-ensure that all lighting and heating is in fully working order; ensure that there is nothing obstructing exits or potential hazards on the floor etc.

Any concerns about the above and obvious breach of them should be reported immediately to the Youth Centre Manager and put onto the relevant BYPC risk assessment sheet, at which point an effective solution will be found to minimise the risk.

### **BYPC Risk Assessment Checklist**

When to use: at regular agreed intervals.

Why: to ensure that potential risks and hazards are identified at an early stage and can be minimised as soon as possible.

Premises:

Location:

Inspection undertaken by:

Name:

Signature:

Date:

Ref	Issue	Hazard-Yes/No	Comments (e.g. who needs to take action? When? Is a separate risk assessment needed?)
1.	<p><b>Slips and Trips</b></p> <p>(a) Floors and all walkways in good condition;</p> <p>(b) Floors and walkways are free from spillages;</p> <p>(c) Suitable procedure in place to deal with spillages;</p> <p>(d) All areas free from any objects which could cause somebody to trip;</p>		

	<p>(e) Floors have a non-slip element to them;</p> <p>(f) Cables/leads are not trailing across the floor;</p> <p>(g) Secure hand rails are available on all stairs</p>		
2.	<p><b>Electrical</b></p> <p>(a) All leads and plugs are in suitable working order from a visual inspection, e.g. no frayed cords or exposed wires;</p> <p>(b) No plug sockets are overloaded (displaying black marks/streaks on sockets)</p> <p>(c) Regular safety checks and testing (PAT) is carried out on all electrical equipment;</p> <p>(d) All equipment is working adequately and in reasonable working order</p>		
3.	<p><b>Chairs</b></p> <p>(a) All chairs are fit for the purpose for which they are used;</p> <p>(b) All chairs and other seats, e.g. bar stools are in good and reasonable working order;</p> <p>(c) All chair joints are secure and safe to use and there is no obvious danger</p>		
4.	<p><b>Equipment</b></p> <p>(a) All equipment is in working order and is considered to be safe;</p> <p>(b) No faulty equipment is</p>		

	<p>being used;</p> <p>(c)Equipment is being used correctly and in the appropriate way;</p> <p>(d)There are no obvious signs of vandalism, e.g. breaking of a pool cue, damage to pool table;</p> <p>(e)All equipment is being regularly maintained and checked</p>		
5.	<p><b>Furniture and Fittings</b></p> <p>(a)All furniture is in a reasonable condition;</p> <p>(b)No passageways, doors or exits are being blocked by anything;</p> <p>(c)All furniture is fire retardant and does not present any other cause for concern;</p> <p>(d)All shelves are in good condition, securely fixed and are not overloaded;</p> <p>(e)All furniture is positioned in such a way as not to cause harm, e.g. sofas are positioned far away from those playing pool</p>		
6.	<p><b>Windows and Doors</b></p> <p>(a)All of them are accessible and open easily;</p> <p>(b)Those that are designed for the purposes of limited opening capacity do so and without a problem;</p> <p>(c)Fastenings/attachments all in good working order and are</p>		

	<p>not causing any malfunctioning;</p> <p>(d) Glass panes are unbroken and there are no obvious or visible cracks showing;</p> <p>(e) All surfaces around the windows are clean and do not present a hygiene problem;</p> <p>(f) Fire doors and emergency exits are clearly marked and easily accessible.</p>		
7.	<p><b>Storage</b></p> <p>(a) Ensure that this is in a tidy and controlled way, with easy access;</p> <p>(b) Ensure that it is of a suitable size and not overloaded;</p> <p>(c) All important items such as Wii controllers, Wii games, CDs and DVDs are suitably secure when the centre is not being used and accessible, as appropriate;</p> <p>(d) Any inflammable liquids are stored in a safe way. All cleaning products should be stored out of sight in a cupboard;</p> <p>(e) Jams and spreads, along with other supplies such as hot chocolate, should be stored in an appropriate place that is accessible easily to volunteers and staff.</p> <p>(f) Pool cues not being used are stored or locked away in a suitable designated area.</p>		

8.	<p><b>Lighting</b></p> <p>(a) Ensure that it is well-positioned;</p> <p>(b) Ensure that it is in fully working order and adequate;</p> <p>(c) Ensure that all light bulbs are working properly and that you have some in stock. If not, change them if safe to do so;</p> <p>(d) Ensure that switches are safe by way of a visual check;</p> <p>(e) Ensure that any other form of lighting, e.g. lamps are safe and working by way of a visual check.</p>		
9.	<p><b>Miscellaneous</b></p> <p>(a) All areas are clean and tidy. If hoovering needs to be done before the session begins, ensure this is done;</p> <p>(b) Ensure that all kitchen surfaces are washed down and cleaned after use;</p> <p>(c) Ensure that there are adequate supplies of all required items, in particular bread, spreads and hot chocolate;</p> <p>(d) Ensure that all toilet areas are clean and tidy and that there is an adequate supply of toilet rolls, soap, paper towels etc;</p> <p>(e) Ensure that there is an adequate supply of fresh clean tea towels and suitable cleaning supplies.</p>		

10.	<p><b>Security</b></p> <p>(a) Ensure that the building is adequately secure, e.g. by way of an alarm and that all doors and windows are shut and locked before leaving;</p> <p>(b) Ensure that all volunteers/staff are displaying their BYPC ID badge;</p> <p>(c) Ensure that all young people who enter the premises and have not signed in and registered before, do so using the appropriate slips;</p> <p>(d) Ensure that there are always at least four volunteers at one session, to allow smooth and efficient running of the centre;</p> <p>(e) Ensure that anybody else who may need to know the session is running is aware, e.g. local police.</p>		
11.	<p><b>Welfare and general wellbeing</b></p> <p>(a) Ensure that the centre is not exceeding its maximum capacity and that you have control of the situation;</p> <p>(b) Ensure that there is a space for people to put their outdoor clothing, e.g. coat rack;</p> <p>(c) Ensure that there is a first aid box readily available and everybody is aware of its location;</p> <p>(d) Ensure that there is at least one person present who is first aid trained and is able to deal with an incident effectively,</p>		

	<p>should it arise;</p> <p>(e) Health and Safety poster is adequately displayed and is visible to everybody;</p> <p>(f) Ensure that the ground rules are obviously and adequately displayed, e.g. ensure big enough font size;</p> <p>(g) Ensure that the temperature of the room is acceptable.</p>		
12.	<p><b>Fire Precautions</b></p> <p>(a) Ensure that all fire points are clearly visible and that people are aware of them;</p> <p>(b) Ensure that a fire procedure notice is adequately displayed and easy to read;</p> <p>(c) Ensure that fire exit points are clearly visible;</p> <p>(d) Ensure people are aware of designated place to meet in the event of a fire;</p> <p>(e) Ensure that all emergency exits are clear and free from obstruction and can easily be opened;</p> <p>(f) Ensure that all fire extinguishers are clearly displayed;</p> <p>(g) Ensure that all fire extinguishers have been inspected within the past twelve months;</p>		
13.	<p><b>Training and checks</b></p> <p>(a) Ensure that all volunteers and staff complete and go through a DBS check before</p>		

	<p>commencing volunteering;</p> <p>(b) Ensure that all volunteers and staff undertake any necessary training put forward by BYPC;</p> <p>(c) Ensure that all volunteers participate in Supervision and attend at least six times a year;</p> <p>(d) Ensure that all volunteers are fully aware of and happy with the contents of their volunteer handbook;</p> <p>(e) Ensure that there is at least one qualified first aider on hand to deal with any issues</p>		
14.	<p><b>Other</b></p> <p>Anything that has not previously been mentioned and you feel that it should be.</p>		

Approved 21/11/17