

## Lerato Community Initiative

### Health and Safety Policy

#### Statement of intent

The policy of the Lerato Community Initiative is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

#### Responsibility

Overall and final responsibility for health and safety at all events and activities organised by the Lerato Community Initiative lies with the Directors and management committee. This responsibility will be delegated to a named staff member or volunteer for each event or activity. This individual will be responsible for ensuring that this policy is upheld.

For our management committee meetings, the responsible person is: **Janique Ovid.**

For face-to-face sessions for young people including those attending our courses, the responsible person is: **Michelle Gray**

For all other events, the responsible person will be named in advance and their name will be noted on all relevant risk assessments, we will provide such training and supervision as is needed for this purpose.

We will make sure all staff and volunteers at events and activities are aware of the location of fire exits.

#### General arrangements

The main purpose of Lerato Community Initiative is to organise activities and support for the young people who engage in our programmes. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities. We will ensure safe handling and use of hazardous substances, in line with COSHH regulations.

The Lerato Community Initiative may also run regular events at the same venue or using the same equipment, such as our weekly vocational course. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.

We will have a trained first aider present at all events which are open to the public.

All staff and volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment.

All volunteers have a duty to:

co-operate with the committee on health and safety matters

not interfere with anything provided to safeguard their health and safety

take reasonable care of their own and others' health and safety

use equipment correctly in accordance with training and instructions

report all health and safety concerns to an appropriate person.

The welfare of young people is central to all our work.

Our policies and procedures in relation to safeguarding are outlined in our Child Protection and Safeguarding Policy.

No employee or volunteer will run an event or activity on their own, and at least two employees or volunteers should stay at an event until it is finished, and the last attendees have left.

### **First aid and accidents**

The First Aid Box will be brought to each youth session by the Lead Named Person. The management committee is responsible for checking the contents every week.

Every Lead Named Person will have up to date first aid training.

All accidents are to be recorded in the Accident Book. The book is located with the first aid box.

### **Behaviour management**

Young people will be met and inducted by two members of staff or volunteers before commencing any session or course.

Young people displaying abusive or violent behaviour will be asked to leave the session.

### **Reasonable level of risk**

We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of young people's growth and development. We therefore aim to protect young people from unnecessary and high risk and provide guidance and support to help young people manage some risk for themselves.

## **Staff responsibilities relating to Coronavirus (COVID-19)**

Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance. Please see the section below on returning to work in light of Coronavirus (COVID-19) for further details.

## **Staff returning to work - Coronavirus (COVID-19)**

Ensure you familiarise yourself with the guidelines provided here alongside the government guidance.

If your role is considered a critical role (as defined by the government guidance), you will be informed of such, and we will make arrangements for your return to the physical office or work location.

## **Social distancing**

Where you are required to return to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you must stay 2 metres away from other individuals, while at work and when travelling between sites (e.g. from different office locations).

Social distancing must be always followed, including in common areas, break rooms, canteens, meeting rooms and reception areas. If individuals are found to not be following social distancing rules or if the space does not allow for social distancing, we will implement staggered breaks or other measures to maintain social distancing.

We may change your arrival and departure times in the office or work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.

We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.

We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep a 2 metre distance.

Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue.

In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

### **Travelling to and from work**

We recommend that staff adhere to current travel rules i.e. wearing a mask on all public transport. We also refer staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

### **Hygiene practices at work**

Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.

We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.

We encourage staff to bring their own food if required and to use their own utensils and drinking containers.

We also expect staff to apply good hygiene practices generally, such as wearing a mask, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.

Staff are expected to wipe down surfaces regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, and telephones, and we will make sure there are adequate disposal arrangements.

### **Meeting rooms**

Where possible, staff are expected to stay 2 metres apart in meetings and to not face directly opposite each other.

### **Protective clothing and face coverings**

Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-risks, you should continue to do so.

Staff will be required to wear a face covering as a precautionary measure to protect others. When wearing the face mask, it must cover your mouth and nose. However, a face covering is not a substitute or replacement for general hygiene practices.

Even with the wearing of a face covering, we encourage the following steps: • Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.

- Avoid touching your face or face covering to prevent contamination.
- Change and wash your face covering daily if it is washable or dispose of it responsibly.

### **Mental health whilst working during Coronavirus (COVID-19)**

We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager or a colleague regarding any concerns or issues you may have.

If you are working remotely from home or returning to the workplace, we encourage staff to:

- Connect with their fellow colleagues for informal chats or video calls;
- Get regular exercise and sunlight outdoors;
- Take regular breaks away from the workstation; and
- Ensure you are drinking sufficient water and eating properly.

#### **Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

Lerato Community Initiative will hold Public Liability Insurance

#### **Review**

This policy will be reviewed every year