

## Health and Safety Policy (including fire)

**Organisation:** Shrewsbury House Youth & Community Centre (CIO)

**Charity Number:** 1058694

**Policy Owner:** Board of Trustees

**Person Responsible:** CEO- Vicki Parker.

**Last Review:** January 2026

**Next Review:** January 2027

## 1. Policy Statement

The Shewsy is committed to providing a safe, welcoming and supportive environment for:

- Young people and children
- Staff and volunteers
- Visitors, partners and members of the public

We recognise our legal duties under the Health and Safety at Work etc. Act 1974 and associated legislation, and we aim to meet these duties in a way that is **proportionate, practical and appropriate to a youth and community charity**.

Our approach to health and safety supports — not hinders — our mission to serve young people in Everton. Safety is everyone's responsibility and is embedded in how we plan, deliver and review our work.

**Where a health and safety concern may impact the welfare of a child or young person, it must be managed in line with the Shewsy Safeguarding Policy and escalated to the Designated Safeguarding Lead (DSL) without delay.** Safety is everyone's responsibility and is embedded in how we plan, deliver and review our work.

## **2. Scope of the Policy**

This policy applies to:

- All staff and volunteers
- Trustees
- Young people attending activities
- Visitors and contractors
- All activities delivered on-site and off-site

It covers:

- General health and safety
- Fire safety and emergency procedures
- Risk assessment
- Accident and incident reporting
- First aid provision

## **3. Responsibilities**

### **3.1 Board of Trustees**

The Board of Trustees has overall responsibility for health and safety and will:

- Ensure appropriate policies, systems and resources are in place
- Receive reports on significant risks, incidents and compliance issues
- Review this policy annually

### **3.2 Chief Executive Officer (CEO)**

The CEO has day-to-day responsibility for implementing this policy and will:

- Ensure risks are identified, assessed and managed
- Ensure staff and volunteers understand their responsibilities
- Ensure premises, equipment and systems of work are safe
- Ensure that health and safety risks affecting children and young people are escalated appropriately through safeguarding procedures
- Report significant issues to Trustees

### 3.3 Staff and Volunteers

All staff and volunteers are expected to:

- Take reasonable care of their own safety and that of others
- Follow health and safety procedures and guidance
- Report hazards, accidents and near misses promptly
- **Immediately report any concern that could place a child or young person at risk of harm to a manager and the DSL**
- Act in a way that protects young people and visitors

## 4. Risk Assessment

Risk assessments will be carried out:

- For the premises
- For activities and programmes
- For off-site visits and residentials

Risk assessments will:

- Identify hazards
- Assess who may be harmed and how
- Put sensible control measures in place
- Be reviewed regularly and when circumstances change

## 5. Premises Safety

The Shewsy will:

- Maintain the building, plant and equipment in a safe condition
- Ensure safe access and exit routes
- Keep communal areas tidy and free from hazards
- Manage contractors safely

Any defects or concerns must be reported immediately to the CEO or designated lead.

## **6. Fire Safety and Emergency Procedures**

### **6.1 Fire Safety**

The Shewsy will:

- Maintain appropriate fire detection and alarm systems
- Carry out regular fire risk assessments
- Keep fire exits clear and clearly marked
- Ensure fire-fighting equipment is in place and maintained

### **6.2 Fire Procedures**

In the event of a fire or emergency:

1. The fire alarm must be activated
2. Everyone must leave the building immediately via the nearest safe exit
3. Emergency services must be contacted if required
4. All staff will assist with evacuation
5. A roll call will be taken at the designated assembly point

Fire drills will be held regularly and recorded.

## **7. First Aid**

- Appropriate first aid provision will be available on site
- A minimum of one trained first aider will be present during activities
- First aid kits will be accessible and regularly checked
- First aid provision will be included in planning for off-site activities

## **8. Food Preparation and Food Safety**

The Shewsy recognises its responsibility to ensure that all food prepared and served on site is safe and hygienic.

We will:

- Follow appropriate food hygiene and safety standards
- Ensure food preparation and serving areas are kept clean and well maintained
- Store, prepare and serve food safely, taking account of allergies and dietary requirements
- Carry out proportionate food safety risk assessments where required

**All staff and volunteers involved in the preparation or handling of food must hold, as a minimum, a Level 2 Food Hygiene Certificate (or equivalent).**

## **9. Accident and Incident Reporting**

All accidents, incidents and near misses must be reported.

The Shewsy will:

- Record accidents and incidents appropriately
- Notify parents/carers where a young person is involved.
- Report serious incidents to relevant authorities where required
- Review incidents to prevent recurrence

**Any accident, incident or near miss that raises a safeguarding concern must also be reported in line with the Safeguarding Policy and shared with the DSL without delay.**

## **9. Off-Site Activities and Residentials**

For all off-site activities:



- Risk assessments will be completed in advance
- Adequate staffing and supervision will be ensured
- Transport arrangements will be safe and appropriate
- Emergency contact information will be available

## **10. Training and Awareness**

The Shewsy will:

- Provide health and safety induction for staff and volunteers
- Ensure appropriate training is provided where required
- Refresh training as necessary

## **11. Monitoring and Review**

This policy will be:

- Reviewed annually
- Updated in response to changes in legislation, guidance or practice
- Monitored through SLT and Trustee oversight

## 12. How Health & Safety Links to Safeguarding (One-Page Summary)

**Health & Safety** focuses on:

- Premises safety
- Fire and emergency procedures
- Risk assessments
- Safe delivery of activities

**Safeguarding** focuses on:

- Protecting children and young people from harm
- Responding to concerns, disclosures or allegations
- Ensuring safe practice, boundaries and culture

### When to escalate to Safeguarding

A health and safety issue becomes a safeguarding issue when:

- A child or young person is injured or at risk of harm
- Unsafe conditions could impact a child's welfare
- Poor practice places young people at risk

### What staff should do

1. Take immediate action to keep everyone safe
2. Inform a manager
3. **Report the concern to the DSL without delay**
4. Record the incident as required

Health & safety procedures and safeguarding procedures work together to ensure the Shewsy remains a safe, supportive and trusted place for young people.