

# Godstuff Health and Safety Policy

*Written July 2023. Due for review July 2024.*

**Charity number:** 1080740

The trustees of Godstuff have overall responsibility for health and safety in the organisation and any events run by them or the overall leaders of youth holidays run by Godstuff. The trustees are committed to ensuring that all its activities are safe.

This policy will be reviewed annually.

All accidents or unsafe incidents on youth holidays will be investigated initially by the overall leaders of the event and reported to Trustee 'critical friend' linked to the specific holiday.

Training events should follow venue safety guidance and write risk assessments if any part of the event falls outside of the venue guidance. Accidents or unsafe events occurring during a training event will be reported to the Chair of Trustees.

Accidents and unsafe incidents for both training events and youth holidays will be reported to the next available Committee meeting.

The overall leaders of holidays are responsible for assessing the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with their health and safety obligations. The attached safety guidelines should be followed. Specific consideration of safety and any particular issues should be part of the daily team review and planning for each day. All youth holiday volunteers should be given an annual briefing as to how to take part safely, completing and using risk assessments, and on recording incident forms.

Riddor

Gov.uk states 'Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.' As volunteers in a volunteer only charity, it seems therefore we should not report to RIDDOR. If any incidents occur which would fall under RIDDOR guidance in a work place at a youth holiday or training event, they should be reported to the venue.

22 July 2023

To be reviewed annually

## Summary of Practice

### **Thing to do before the Holiday**

- Check the First Aid and basic medical supplies are in date and suitably stocked
- Identify leaders who can do First Aid
- Ensure that trips are safe.
- Identify and have details for the local GP and nearest Hospital and A&E department.
- Caterer to have a Level 2 Award in Food Safety in Catering from within the last three years.
- Collect health and dietary information

### **Things to do during the Set-Up**

- Risk Assessments should be completed including for Activities (including Trips) and Locations around the site

- First Aid kits should be checked and distributed to suitable locations, (every building that has people sleeping in overnight needs to have a first aid kit during the night).
- Fire Wardens should be appointed for each building with a list of who is sleeping in that building in what room.
- All leaders should be given the phone numbers of the Overall Leader(s), First Aider(s) and Safeguarding Officers (as per **safeguarding policy**).
- Caterer to brief the catering team
- Share mobile numbers among the team, in particular the numbers of safeguarding officers, first raiders and overall leaders.
- Team may wish to download What3words app (if emergency services need to be called it can be helpful to give them the What3words location as well as a description of the location).

### **Things to do during the Holiday**

- The Overall Leaders will appoint a Leader of the Day for each day (usually one of the Overall Leader). They are responsible for making sure any situations that arise that day are being dealt with.
- Any activity whose risk assessment includes the presence of a First Aider should have an appointed first aider present with a first aid kit.
- Risk assessments should be kept up to date as circumstances (eg. weather) and plans change.
- Any incident, injury or near miss should be recorded on an incident form.
- Everyone on site should be briefed as to what to do during a fire and where to gather and a Fire Drill should happen within the first 24 hours.
- All leaders should be paying attention and considering safety.
- At meals (and meetings) Dorm Leaders should check that their dorm is present, if not inform the Leader of the Day.
- Catering team to record temperatures of the fridge, freezer, warming oven and any hot food served
- Give members the phone number for the holidays phone.

### **Things to do during an emergency**

- Don't panic.
- Call emergency services (if appropriate).
- Get a first aider (if appropriate).
- Make the activity leader aware (if appropriate).
- Make the Leader of the Day Aware of what is happening/has happened.

### **Things to do after the Holiday**

- Risk assessments should be recorded for use next year.
- Incident reports and registers should be dealt with in accordance with the **Data Protection Policy**.

# Specific Incidents

## Lost members

1. Allow for lateness, e.g. 30 minutes at the coach at the end of a day's outing.
2. If the members have still not returned, two or three volunteers should search in consultation with the Leader of the Day or trip leader.
3. If the members are still missing after the search, they are presumed 'lost'.
4. Inform the police, who will then give advice on what to do next.
5. If the person is still missing after 3-4 hours, notify parents/guardians and the VF Office.

## In the event of a fatality

The Overall Leader must inform the police immediately, and ensure that they will be informing the next of kin. The chair of trustees of Godstuff must be informed in a timely manner of what has occurred.

## In the event of illness or accidents

You should call 999 when someone is seriously ill or injured and their life is at risk. Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- persistent, severe chest pain
- breathing difficulties
- severe bleeding that cannot be stopped

- severe allergic reactions
- severe burns or scalds

Call 999 immediately if you or someone else is having a heart attack or stroke. Every second counts with these conditions. Also call 999 if you think someone has had a major trauma. Major trauma is often the result of a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury.  
(Source: NHS Choices)

2. You should provide first aid according to the principles of first aid.

3. Even when we have medical professionals on your team we should seek advice from a local GP, NHS, 111, or local treatment centre (e.g. A&E or NHS walk-in centre). This is particularly important if symptoms persist. Our responsibility is to provide first aid only.

A member or leader should be sent to A&E if they have an injury that you believe may require further attention (i.e. stitches, x-ray, CT, etc.) or if they have sudden chest pain, breathlessness or severe pain elsewhere in their body. Other ongoing symptoms should be assessed by a local GP.

NHS 111 is the National Health Service non-emergency number.

Call 111 if:

- you need medical help fast but it's not life threatening
  - you think you need to go to hospital
  - you don't know who to call or you don't have a GP to call
  - you need medical advice or reassurance about what to do next
- (Source: NHS)

4. Parents, guardians or next of kin (hereafter, 'parents') should be informed sooner rather than later, and always if the member is taken to the doctor or hospital. (In some cases of minor illness/injury it might be acceptable to inform the parents after the visit to the doctor.)

5. In a situation where an infection affects a number of people at an event, it is recommended that a letter is sent to all parents at the end of the event.

6. An Incident Log should be filled out.

All accidents and incidents that are not of the Safeguarding nature must be recorded on an Incident Log giving all relevant information.

Our understanding is we are not required to report incidents under RIDDOR because we have no employees.

## Record Keeping

All accidents and incidents, that are not of the Safeguarding nature must be recorded on an Incident Form giving all relevant information.

Please ensure you record the following information for each incident:

- name(s) of person(s) involved, and their role
- date/time/place of incident
- context (i.e. what was happening just before the incident, what activity were they involved in, etc.)
- what happened
- action taken by whom (including any First Aid administered)
- did the incident result in a visit to hospital? If so, which hospital? P
- what subsequent actions or change to procedures were implemented whilst on the holiday to minimize the opportunity for the incident to be repeated
- are further notes available anywhere?

The Incident Logs once completed will contain confidential information. It must be securely stored at all times and only authorised access allowed. This means that only Overall Leaders and those volunteers with specific responsibilities should have access.

After the holiday Incident Logs and other records will be dealt with as per our data protection policy (after a copy has been made available to the trustees).

## Risk assessments

Assessing and mitigating risk is an important practice that should continue throughout the whole holiday.

Recording risk assessments is an important part of that practice in order to prove that we have been safe if something goes wrong (for example, to our insurance company), to communicate decisions across the team and so we remember lessons learnt previously.

Risk cannot be completely eliminated and that is not the aim. Rather we aim to make sensible decisions and reduce risk as much as is practical.

Written risk assessments will be recorded on our Risk Assessment form. To help us analyse risk we will identify areas of risk and the potential outcomes of those risks.

Risk will be rated for how probable they are to occur (from 1 to 5).

- 1 Extremely unlikely** – may occur only in exceptional circumstances
- 2 Unlikely** – may occur at some time
- 3 Likely** – will probably occur at some time
- 4 Very likely** – Will probably occur in most circumstances
- 5 Almost certain** – is expected to occur in most circumstances

Risks will also be rated based on how severe they are (from 1 to 5)

- 1 Bump or bruise but no injury.**
- 2 First Aid required**
- 3 Minor injury** -medical attention/professional required
- 4 Major injury or hospitalisation**
- 5 Fatality or serious injury/disablement**

Control measure should be put in place, these can be to reduce both likelihood and severity.

The Probability and the Severity should be multiplied together to create a Risk Factor that scales between 1 and 25 for a quick assessment as to the advisability of the activity.

## Going Off Site

We should have a clear record when anyone has gone off site.

If this is an organised trip we should have a clear record, with a copy left onsite and a copy with the trip leader, of who is going (and in the case for multiple vehicles going which vehicle they are in). The leader:member ratio for trips should be at least 1:6.

Organised trips require a risk assessment and it is usually necessary for a leader to visit the trip location in order to properly assess the risk.

Members can go offsite in groups of at least three, but must sign out in the Signing Out Book.

Leaders going off site should also sign out in the Signing Out Book, as well as informing the Leader of the Day.

## Driving policy

### Checking driver licences

Before a leader can drive on Fylingthorpe Youth Holiday, the administrator must make sure that both their photocard and their online licence details are checked. In 2015 driving licence counterparts were abolished in Great Britain by the DVLA, so driver licences now need to be checked online each year via the DVLA website. This can be done in advance before the holiday. The administrator will contact potential drivers to ask for their licence number and DVLA 'licence check code', which they can get from the DVLA website, [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). The administrator will keep a record of the licences checked.

### Who can drive

In all circumstances safety must be of paramount concern. A valid full UK driving licence must be held by all drivers. Under 21s may only carry members with specific permission of the Overall Leaders. Using members to drive other members should be a last resort and should be avoided if at all possible.

### Team in vehicles

For short shuttle runs e.g. 5-10 minute lifts back to site from a nearby location, one team can be in a vehicle with several members, but we would aim to avoid having one team and one member in a vehicle. For longer lifts, two team members need to be in each vehicle with members e.g. trips, lifts to train station, lifts to hospital.

#### **Previous offences and convictions**

Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in any vehicle during Fylingthorpe Youth Holiday.

#### **Insurance**

Where drivers use their personal vehicle during the holiday, they must ensure their own insurance covers use of their vehicle. The law requires all drivers to carry full third party liability insurance. Drivers must warn their insurance company in advance that they will be using their car for volunteer activity, and that this could include transporting members as passengers. They should also advise that their expenses will be refunded by a charity, not by the passengers; that there is no implied contract between drivers and Godstuff; and that they are not doing this as part of their normal employment. If the insurance company objects to any parts of this arrangement, volunteers should not use their car during the holiday as they will not be insured.

#### *Insuring vans and minibuses*

When hiring a van or minibus, you will need to make sure it is covered by either the lender/hirer's insurance. When hiring from a rental company, school, church or other organisation please ask for a copy of the lender/hirer's insurance, and check to ensure you're covered by it (even if you've been told you are!).

## First Aid

### Who can give first aid?

A volunteer can count as a first aider if they have a suitable and in-date first aid certificate or they are a qualified medical professional with an element of first aid in their job.

The minimum qualification required is a one day course in emergency first aid by a training organisation approved by HSE or recognised awarding bodies of Ofqual/Scottish Qualifications Authority applying a training standard set by HSE.

### What should be in a first aid kit?

Below are the suggested contents of first aid kits, please note that all items in a first aid kit should be in date.

#### **Main kit**

- individually wrapped sterile plasters( various sizes)
- cleaning solution e.g. chlorhexidine/antiseptic
- tape e.g. micropore
- gauze swabs • cold packs
- moist wipes • tweezers and/or sterile needle
- eye pads with bandage • scissors
- crepe bandages x3 • safety pins
- triangular bandage x1 • thermometer (consider digital ear thermometer for lower ages)
- non-stick sterile dressings various sizes e.g. melolin
- consider having liquid paracetamol and ibuprofen and medicine syringes for lower age groups
- 'sting relief' cream
- Non-latex, powder free gloves in 4 different sizesgloves

#### **Kitchen kit**

- blue detectable plasters x20 • medium sterile dressings x6
- eye pads with bandage x2 • large sterile dressings x2
- triangular bandages x4 • moist cleansing wipes x6
- safety pins x6 • pair blue disposable gloves x1-2

#### **Minibus kits**

- disposable non- latex, powder free gloves x 2 pairs
- moist wipes
- large sterile dressings x6

- medium sterile dressings x4
- triangular bandages x2
- individually wrapped sterile plasters x20
- sick bags
- Foil Blanket

#### **Mobile kits**

- disposable non- latex, powder free gloves
- large sterile dressings x 4
- medium sterile dressings x 2
- triangular bandages x 2
- individually wrapped sterile adhesive dressings x 20
- Foil Blanket

# Fire Policy

## General Fire Policy

Everyone should be aware of where to go and what to do in case of a fire alarm.

A practice alarm should occur within the first 24 hours of the holiday.

The site will be responsible for maintaining the alarm system and fire exits but we are responsible for the tests and making sure that identified fire exits are not cluttered or blocked.

If we use a room as a bedroom that is not normally used for this purpose we must check that the fire alarm for that building can be clearly heard in that room and that ideally it has two suitable fire escape routes.

## Daytime Fire Alarm

A single gathering point should be established and clearly communicated. In case of the alarm everyone safely exits the buildings they are in and gathers at the gathering point. Even those not in a building should come to gather.

Dorm leaders should gather their group and check that they are all present. Those not in dorm groups should gather together and an appointed person should check they are all in attendance.

The Fire officer will check with each dorm leader that everyone in that dorm is present.

Unless we are sure that it was a false alarm, we should telephone 999 and ask for the Fire Service, ensuring that you give them the full and correct address of the building.

## Nighttime Fire Alarm

Each building should have its own clearly communicated gathering point and a fire marshal to check that each dorm is present.

Unless we are sure that it was a false alarm, we should telephone 999 and ask for the Fire Service, ensuring that you give them the full and correct address of the building.

# Food Hygiene

The head cook will have a Level 2 Award in Food Safety in Catering from within the last three years and will thoroughly brief anyone on the catering team (who doesn't have a Level 2 Award in Food Safety in Catering) as to what is required of them from a food hygiene perspective, as well briefing anyone helping with a particular meal (who doesn't have a Level 2 Award in Food Safety in Catering).

Alternative meals will be provided when relevant to members, leader's, cooks and anyone else assisting or

visiting the holiday based on the dietary requirements they have informed us of, in particular ensuring no cross contamination of allergens.

Suitable records will be kept of the temperature of the fridge, freezer and warming oven (if in use) each morning and evening and any actions taken to correct/mitigate any problems (if the fridge isn't between 0 and 8°C, the freezer is higher than -18°C and the warming oven is over 64°C) as well as the temperature of any hot food served (which should be over 75°C all the way through).

Food will be stored at an appropriate temperature, covered and clearly labelled.