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Health and Safety

at Earls Court Youth Club

(ECYC)

Abdi Aden, CEO
Date 24 July 2024

Daisy Gili, Chair of Trustees
Date 24 July 2025



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HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

Earls Court Youth Club (ECYC) is a registered charity that aims to provide life changing opportunities for local young people.

Children and young people attending ECYC benefit from opportunities to:

- Develop skills and interests
- Improve physical and mental health and wellbeing
- Participate in high quality creative and cultural activities

Commitment to health and safety

The Trustees of Earls Court Youth Club are committed to meeting their responsibilities under the [Health and Safety at Work Act](#) and other health and safety legislation, following guidance for good practice for youth clubs from the National Youth Agency.

Managing risk

At ECYC children and young people will participate in activities that include an element of risk, e.g. sports, arts, trips, residentials and a wide range of youth activities.

ECYC aims to take a balanced approach to managing risks, as set out in the [Health and Safety Executive statement on children's play and leisure](#), based on carrying out risk assessments to weigh up the risks and benefits of activities and control real risks.

The Youth Club will, as far as reasonably practicable:

- Manage health and safety risks that could affect staff, volunteers, children and young people attending our club
- Reduce the risk of serious accidents and cases of work-related ill health
- Carry out risk assessments and review them as necessary
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the members and anybody else who might be affected by their actions
- Provide adequate resources to maintain health and safety
- Maintain all machinery and equipment in a safe condition
- Ensure safe handling and use of substances
- Implement emergency procedures, including evacuation in case of fire or other serious incidents

Review and update

To ensure that this policy and our arrangements are effective, the Trustees and CEO will:

- Review them at least annually, or if there is a significant change within the Youth Club
- Consult with employees on matters affecting their health and safety
- Make any changes known to all staff.

If you would like to discuss any issue relating to health and safety at the club, please contact Abdi Aden, CEO, on 07956451636.



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2. ORGANISATION

2.1 Responsibilities of the Trustees

The Board of Trustees as the employer has overall and final responsibility for health and safety matters at ECYC, and for ensuring that health and safety legislation is complied with.

The trustees are responsible for:

- Regularly reviewing and updating ECYC's Health and Safety Policy including our Statement of Intent, Organisational Responsibilities and Arrangements for Health & Safety in our organisation.
- Working with CEO to ensure appropriate resources within the Youth Clubs budget are available for the implementation of the attached arrangements. Supporting the CEO to implement good practice in health and safety for youth clubs.
- Receiving from the CEO, or any other nominated member of staff, reports on health and safety matters (including reports of any serious accidents), and ensuring that any appropriate and necessary action is taken promptly.
- Seeking specialist advice on health and safety which ECYC Trustees and staff may not feel competent to deal with.
- Promoting high standards of health and safety within ECYC.

2.2 Responsibilities of the CEO:

The CEO is responsible for:

- Taking day to day responsibility for implementation of ECYC's health and safety arrangements.
- Ensuring that ECYC has up to date public liability and employers' liability insurance in place and that the employers' liability insurance certificate is displayed at the club.
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary
- Ensuring that staff have opportunities to familiarise themselves with emergency procedures and evacuation
- Supervising and supporting staff and volunteers to implement health and safety arrangements and to write risk assessments
- Providing information, briefings and opportunities for staff and volunteers to discuss health and safety arrangements
- Ensuring that staff receive sufficient training in health and safety-related matters to meet good practice requirements for youth clubs (see section on training below)
- Reporting to the Trustees any hazards which require their attention, or budgetary approval.
- Working with Trustees to ensure that any accidents and work-related ill health are investigated and, if necessary, reported.
- Ensuring that equipment is maintained and that there is no misuse of equipment.
- Consulting with staff regularly to get their ideas and input on improving health and safety.



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2.3 Responsibilities of the Health and Safety Committee

The Health and Safety Committee is responsible for:

- Carrying out termly Health and Safety checks of the ECYC premises and reporting their relevant findings to the Trustees.

2.4 Responsibilities of All Employees

All employees of ECYC have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Trustees and CEO on all matters relating to health and safety, including participation in staff briefings and training.
- Prepare and implement risk assessments for projects and activities with young people.
- Not intentionally interfere with and/or misuse, any equipment or fittings provided in the interests of health and safety.
- Report immediately to their line manager any serious or immediate danger.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

All staff and volunteers at ECYC are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to their line manager.

2.5 Training and professional development

ECYC will offer employees and volunteers opportunities for training and development on health and safety matters as appropriate, through induction, staff briefings, day-to-day supervision and opportunities for training and support to ensure that the club has sufficient staff trained and qualified (or with equivalent work experience) in youth work practice, other related practice in work with children and young people (e.g. sports coaching, teaching, social work, playworker, early years), risk assessment, first aid training and fire safety.

ECYC will also offer training for manual handling, food hygiene, appropriate use of equipment, and any special training needed to ensure safe systems of work, as and when required.

ECYC's CEO is Level 3 qualified in Youth Work and Sports Coaching and is therefore qualified and experienced to supervise and support other staff and volunteers in these areas. ECYC's Senior Youth worker has degree in Youth and Community Studies and is qualified and experienced deputise for CEO.

ECYC ensures that there is always a qualified first aider present when children and young people are present.

If employees and volunteers consider they have health and safety training needs they should discuss with their line manager.



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2.6 Related Policies and Procedures

This Health and Safety Policy should be read alongside ECYC's related policies and procedures including:

- Safeguarding policy and procedures
- Staff guidance and codes of conduct
- Behaviour and anti-bullying policies
- Whistleblowing policy
- HR policies and staff handbook

2.7 Consultation with staff and volunteers

ECYC will consult regularly with staff and volunteers on Health and Safety issues, by providing opportunities for staff to raise any suggestions or concerns at:

- daily planning and debriefing meetings
- at planning meetings
- at staff supervision sessions

3. ARRANGEMENTS

Arrangements covering the main risks and hazards in ECYC are as following:

Arrangement 1	- Youth Activities and Risk Assessments
Arrangement 2	- Fire Evacuation, Lockdown and Critical incident Procedures
Arrangement 3	- Fire Prevention, Testing of Equipment
Arrangement 4	- First Aid
Arrangement 5	- Reporting Procedures
Arrangement 6	- Lone Working
Arrangement 7	- Health and Safety Training
Arrangement 8	- Work Equipment
Arrangement 9	- Flammable and Hazardous Substances
Arrangement 10	- Manual Handling of Loads
Arrangement 11	- Health and Safety Inspections
Arrangement 12	- Play & PE Equipment
Arrangement 13	- Premises and Grounds, and Contractors
Arrangement 14	- Vehicle Movements
Arrangement 15	- Off Site Activities and Educational Visits
Arrangement 16	- Hygiene and Cleanliness

This Policy was reviewed in October 2024. Date of next review: October 2025.



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ARRANGEMENT 1

YOUTH ACTIVITIES AND RISK ASSESSMENTS

Managing Youth Activities

ECYC follows guidance on good practice in youth work from the National Youth Agency and local partners including London Youth and Young K&C.

Workers' Competencies

The CEO and Senior Youth worker are trained, qualified and experienced to manage youth provision. All staff are recruited using Safer recruitment procedures and based on their skills, competency and aptitude for youth work. They are trained, managed and supported to develop their youth work practice.

Risk Assessments

The Board of Trustees will ensure that risk assessments for ECYC activities will be carried out by a competent person. The CEO is trained to carry out risk assessments and to support other staff and volunteers to carry out risk assessments.

Risk assessments for premises, planned youth activities and off-site trips will be written up, and be made available to all relevant staff.

Risk assessments will be reviewed and updated annually and following any significant accidents or changes in activities or working practices.

All staff and volunteers must follow the procedures set out in ECYC's written risk assessments.

Written risk assessments will include:

Step One – Identify the hazards

Step Two – identify who is at risk – who might be harmed and how

Step Three – Consider the Benefits

This step is only necessary when considering youth activities and equipment – there are no benefits to a serious hazard involving the gas boiler or the electrical equipment.

Benefits of activities and equipment could include: development of social skills, physical skills development (e.g. health, development, fitness, locomotor skills), intellectual development (learning through play), creative skills (use of imagination), emotional skills (learning to deal with fear, to assess risks, developing resilience).



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Step Four – Evaluate the risks and decide on precautions

Consider 3 factors when evaluating whether or not the level of risk is acceptable or tolerable:

- The **likelihood of coming to harm**, i.e. the probability of a serious accident or injury
- The **severity of that harm**, i.e. whether there is a risk of death or serious injury
- The **Benefits, rewards or outcomes** of the activity

Write down any actions that are currently taken to minimise the risk (e.g. supervision, support and/or maintenance arrangements), safety equipment provided (e.g. impact absorbing surfaces, personal protective equipment, etc.).

Consider any modifications or adaptations that could be made to reduce the likelihood of serious accident or injury, whilst still enabling children and young people to enjoy the activity. For example, this could include removing any hazards from the immediate area, providing additional supervision and instruction (eg helping children to use equipment correctly), moving the activity to a different location, or stopping the activity and offering an alternative.

Step Five – Record your findings

Complete a risk assessment form to keep a record. Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.

Step Six – Review

Review your assessment. You **must** review your assessment when there are major changes on-site, such as the introduction of new equipment, or new projects - but you must carry out regular reviews anyway – usually annually.

Dynamic Risk Assessment

Youth club activities are constantly changing as children and young people initiate and respond to activities on offer. It is not possible to predict or to include all the scenarios that may emerge during youth activities in our written risk assessments.

Youth Club staff and volunteers must use dynamic risk assessment, ie using their experience and judgement as youth workers to manage risk in a fast-moving environment. This includes intervening quickly and effectively to manage any serious risks, challenging behaviours or incidents that may emerge during the session.

Youth Club staff are trained and supported to do this through induction, regular staff briefings, well established processes for managing behaviours, training and supervision by the CEO and Senior Youth worker, who are both qualified and experienced in managing youth activities.



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Registration and attendances and supporting individual needs

ECYC requires the parents of all young people who attend to complete a registration form (in line with guidance from NSPCC) providing parental consent and providing emergency contact details (to be used in the event of an accident or emergency) and any allergies, medical, special educational needs or disabilities. This enables the club to ensure that staff have the information that they need to support the needs of individual young people.

Children, young people, staff, volunteers and visitors must sign in upon arrival at the youth club to ensure that we have an accurate record of attendances.

Supervision of young people

We have carried out a risk assessment for our youth activities to determine the ratio of staff to young people that we will apply, as follows:

- 1:10 for senior club
- 1:8 for junior club
- 1:6 for children under 8 years, or groups with special needs
- 1:8 for all trips
- 1:15 where the element of risk is similar to that encountered in everyday life

The Club has a qualified first aider present at all sessions with children and young people.

Youth club staff build strong professional relationships with young people, getting to know them as individuals and setting ground rules. This enables the staff to effectively manage behaviours and risks.



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ARRANGEMENT 2

FIRE EVACUATION PROCEDURES, LOCKDOWN AND CRITICAL INCIDENTS

FIRE EVACUATION

- In the event of a fire alert/alarm it is the responsibility of the CEO and Senior Youth Worker, part-time staff and volunteers to ensure that all young people stop their activities and make their way to the nearest fire exit and onto the designated assembly point which is in the small playground area at the side of the building.
- It is the role of the CEO and Senior Youth Worker, or the staff member coordinating activities in the outside sports area, to ensure that both gates are unlocked immediately in the event of a fire alert/alarm.
- The CEO will summon the emergency services as necessary, if unavailable the Senior Youth Worker or allocated fire officer will take on this responsibility.
- The safe evacuation of persons is an absolute priority. Staff should only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment if they are certain of its correct use.
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.
- Fire drills will be undertaken quarterly, arranged by the CEO and a record kept in the Fire Record Book.
- It is the responsibility of all staff and volunteers to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff and volunteers.
- Fire exits must be clearly labelled to enable swift evacuation.
- Access to escape doors, extinguishers and other firefighting equipment must not be obstructed and the Fire Officer will be instructed on their use.
- Regular inspections of the premises and grounds will be undertaken at least once each term by the Health and Safety Committee.
- Details of service isolation points (i.e. gas, water, electricity) are located in:
The main Office in yellow file entitled ECYC Building Check Issue

Lockdown and Critical Incident Procedures

- In the event of a serious incident in the area immediately outside the club, all staff and volunteers are responsible for bringing young people into the building and locking the doors and windows. The police should be called immediately.
- ECYC will follow the guidance for Responding to Serious incidents set out by RBKC. This includes: Preparation, the Incident Scene, Protecting People, Responding to the Victim, After the Incident and Follow up, including notifying police and RBKC Children's Services. Full guidance can be found in RBKC Serious Incident Guidance, August 2024.
- After an evacuation or serious incident, the CEO should telephone the Trustee responsible for Health and Safety.
- Emergency procedures for dealing with incidents outside normal working hours are attended to by the CEO.



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ARRANGEMENT 3

MAINTENANCE OF EMERGENCY EQUIPMENT

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

TESTING OF THE FIRE ALARM

The fire alarm will be tested weekly, normally on a Monday morning by the CEO.

Fire Test records are kept in:

Defects on the system must be reported immediately to the maintenance engineer:

Name:

Telephone:

INSPECTION OF FIRE FIGHTING EQUIPMENT

ECYCs contractor, currently:

undertakes an annual maintenance service of all extinguishers.

The ECYC CEO is responsible for checking that this has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the CEO who will arrange to have them replaced/repaired.

SMOKE DETECTION AND EMERGENCY LIGHTING SYSTEMS

These systems will be checked annually by:

Test records are kept in:



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ARRANGEMENT 4

FIRST AID

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

Name	Certificate Expiry Date
Abdi Aden (EFAW)	14/11/2025
Brendon Read (EFAW)	09/01/2026
Isiha Bridgeman (3 Day FA)	19/03/2027
Mohammad Humza Hussain (3 Day FA)	19/03/2027

The CEO will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The CEO will ensure that a First Aider with a current certificate is present during all sessions with children and young people.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The first Cupboard on the First Floor Level, the office and the computer room.

A portable first aid kit is carried by staff on all off-site trips.

The CEO is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN: **The Main Office, 120 Ifield Road**

DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN: **The Main Office, 120 Ifield Road**



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ARRANGEMENT 5

REPORTING PROCEDURES

Staff and volunteers must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses to the CEO.

- “Near Misses” must be reported to the CEO. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- The CEO must investigate accidents and incidents and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Any death or major injury to Members must be reported immediately by the CEO to the Health and Safety Executive (HSE) by telephone or online to
0845 300 9923 or <https://www.hse.gov.uk/riddor/>
A copy of the report containing the information given to the HSE will be sent to the Youth Club.
- Staff absences of 3 days or more, resulting from an accident must be reported immediately by the CEO to the Health and Safety Executive (HSE) by telephone to
0845 300 9923 or <https://www.hse.gov.uk/riddor/>
A copy of the report containing the information given to the HSE will be kept by the Youth Club.
- In the event of a serious accident or incident or a near miss, youth club staff will review and update the club’s risk assessments to include learning from the incident.



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ARRANGEMENT 6

LONE WORKING

LONE WORKING means working alone, after hours, at weekends or in holiday periods. There is no lone working during service opening hours. The minimum staff ratio when working with children and young people is 3 staff in the building but may be higher depending on the risk assessment for the planned activities.

All staff should:

- Notify the CEO and obtain his/her permission on each occasion when lone working will occur. In the instance whereby the CEO cannot be contacted then the Senior Youth Worker must be informed.
- Should be aware of and have read the and Off-Site Interventions. Take all appropriate steps to keep themselves safe when working alone. This will include:
 - keeping doors locked for security (but ensuring fire escapes are not locked)
 - not carrying out hazardous work (including working at height, with noxious chemicals etc)
 - ensuring help can be summoned if needed (mobile phone, access to office phone etc)
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be called before attending the site.
- Ensure they do not put themselves or others at risk.
- Report any incidents to CEO or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.



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ARRANGEMENT 7

HEALTH AND SAFETY TRAINING

The ECYC CEO is responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Issues arising from safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with Members
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment
- Risk assessments for the running of the youth club

The Youth Club has nominated the CEO to be responsible for coordinating health and safety training needs, and for including details in the training and development plan.

They will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

120 Ifield Road, London SW10 9AF ★ 0207 3737970 ★ CEO: Abdi Aden ★ abdi.aden@ecyc.co.uk
★ President: The Honourable Mrs Justice Arbuthnot ★ Registered Charity Number: 1203387



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ARRANGEMENT 8

WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (termly annually etc,)
Access equipment e.g. ladders, mobile access platform	Abdi	Abdi	Piero	Annually
Caretaking/cleaning equipment including hand tools	Teresita Naomi	Teresita Naomi	Piero	Monthly
Grounds maintenance equipment	Piero	Piero	Piero	Quarterly
PE and play equipment	Aziz Humza	All staff excluding volunteers	Aziz Humza	Monthly
Lab Equipment	n/a	n/a	n/a	N/A
Technology Equipment	Ehsan	All staff excluding volunteers	Ehsan	Quarterly
Art and Design Equipment	Teresa Isiha	Teresa Isiha	Brendon	Quarterly
Stage Lighting, Staging, Seating	n/a	n/a	n/a	n/a
Portable electrical equipment	Piero	Piero	Piero	Quarterly

N.B. Copies of this list should be prominently sited so staff can refer to it.



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ARRANGEMENT 9

FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by

CEO/Senior Youth Worker (All area)

Ehsan (T-shirt printing area)

Hasham/Ihsanne (Cooking area)

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on the posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use and follow the control measures given.



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ARRANGEMENT 10

MANUAL HANDLING OF LOADS

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All manual handling activities which present a significant risk to the health and safety of staff will be identified to CEO.

Manual handling activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment must be made and the risk will be reduced as far as is reasonably practicable. CEO and Senior Youth Worker are trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying. Staff should advise the CEO if they require such equipment.

Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and other factors which might affect the risk to the health and safety of employees or other persons.

Notes:

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (adults and members) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.



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ARRANGEMENT 11

HEALTH AND SAFETY INSPECTIONS

The Health and Safety Committee will undertake a premises inspection at least once each term.

The Health and Safety Committee members are:

Abdi Aden - ECYC CEO

Brendon Read - ECYC Senior Youth Worker

Michael Maunsell-Bower – ECYC Trustee and Education Visits Coordinator

A written report for each inspection will be prepared, and copies given to the Trustees.

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the CEO, who will follow up at regular intervals to ensure that the actions have been completed

Trustees, and the CEO, should ensure that they make termly inspections. They should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.



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ARRANGEMENT 12

PLAY and PE EQUIPMENT

All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person as detailed in [Arrangement 7](#).

The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by Members. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the CEO or Senior Youth Worker will be consulted for a decision based on their assessment of the risk presented.

Members are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available in

Risk Assessment Folder in the main office



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ARRANGEMENT 13

PREMISES and GROUNDS, and CONTRACTORS

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Trustees and the CEO. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.

An inspection of individual work areas (studio, Kitchen etc) will be carried out by the Youth support worker in charge of that area. Every work area must be checked at the start of each day before Members are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the CEO should be informed, the area secured, and alternative arrangements made for accommodating the affected members.

Termly inspections of the whole Youth Club (including the grounds) will be made as detailed in Arrangement 10 by the Health and Safety Committee and the Trustees and CEO.

The CEO is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (e.g. by Heras fencing) to prevent any access by Members or other unauthorised persons.

Contractors will be required to sign in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on Youth Club activities which might give rise to risk to the contractors.

Contractors vehicles accessing the Youth Club grounds will only be allowed to do so outside of the beginning and end of the Youth Club day.



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ARRANGEMENT 14

VEHICLE MOVEMENTS

No private vehicles are allowed to be brought onto Youth Club grounds, other than on designated roadways (i.e. the drive and car parks).

Parents and guardians are reminded every term that the safety of all the Members (including their own) whilst on the driveway and car park is their own responsibility when delivering or collecting them. Any parent deemed to be putting children at risk by their driving on the Youth Club premises will be advised verbally in the first instance, followed by a written notice if they persist. Should a third instance of unsafe driving (or parking) occur, the Youth Club will consider excluding the driver from bringing a vehicle beyond the gates.

All delivery vehicles will be asked to avoid calling at the beginning and end of the Youth Club day whenever possible. It is recognised that it is not possible for the Youth Club to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when Members will be liable to be on the driveway.

There are occasions when contractors vehicles need to bring vehicles onto the grounds. All contracts will state that the vehicles must be stationary at any times when Members are outside in the area. Arrival and departure times will be controlled to avoid the beginning and end of the Youth Club day.

Members are not permitted to cross the driveway or carparks, other than when being delivered or collected. Where a Youth Club activity necessitates Members using these areas, adequate supervision in accordance with risk assessment will be provided.



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ARRANGEMENT 15

Off-Site Activities and Educational Visits

- All Off-Site Activities (OSAs) and Educational Visits are run according to current best practice and advice, as set out in the DfES document “Health and Safety of Children on Educational Visits”.
- All OSAs must be authorised by the CEO and the Educational Visits Coordinator (EVC) at the planning stage. The EVC for ECYC is Michael Maunsell-Bower. The CEO is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any OSA takes place.
- Wherever practicable, leaders of groups must undertake a pre visit to the site of a planned visit well in advance.
- Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.
- Group leaders will prepare full risk assessments for every OSA. Where a visit is a regular event (e.g. weekly swimming pool trip), a ‘generic’ assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone, or other means of contacting the Youth Club, for use in case of an emergency.
- A qualified first aider will accompany all off site trips and visits, carrying a portable first aid kit.
- All coaches used for Youth Club trips will be fitted with seat belts, and staff will ensure that all Members are securely belted in before allowing the driver to move away.



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ARRANGEMENT 16

HYGIENE AND CLEANLINESS

Keeping the premises clean and hygienic

- All staff are responsible for ensuring that the club maintains a high standard of cleanliness
- All staff are responsible for keeping the areas in which they are working clean and well organised
- Staff check the toilets each hour and take action to ensure that toilets are kept clean
- All staff help to tidy up and clean at the end of each session
- A daily site check is carried out to ensure that the premises are suitable for children and young people

Food Hygiene

- The Chef and the cook have food hygiene qualifications and is responsible for ensuring that food hygiene procedures are followed in the preparation and storage of food.