



## Health and Safety

### Introduction

Health and safety at Allsorts requires everyone to take responsibility for being aware of potential safety hazards and not do things that may harm other people, for example, being careful how broken glass or light bulbs are disposed of; not leaving obstructions in hallways for people to fall over, etc.

### Risk Assessment

To maximise the safety of Volunteers, staff and the young people who attend the drop-in, Allsorts will carry out risk assessments of any potential work hazards that are identified. Risk assessments will be reviewed on a six monthly basis and will be available to view in the office. Risk assessments are working documents – if you notice a new hazard or risk, or feel an existing one needs updating, please see the appointed staff member, **[Name]**.

### Insurance

Paid staff and volunteers are covered under our insurance scheme for personal accident, employer's liability, public liability insurance. A copy of this is on display in the office.

### Accidents and Injuries:

All accidents and injuries must be reported to a member of staff and recorded in the *Accident and Incidents Record Book* kept in the Allsorts office.

### First Aid

All front line staff have a first aid qualification, however, **[Name]** is our Lead First Aider.

Whenever possible, a qualified First Aider will be present at all sessions of the drop-in. If a First Aider is not available, the following advice should be followed:

- A fully equipped First Aid box is situated in the Allsorts office at the YPC (on the top shelf of the large standing bookcase)
- Aspirin, paracetamol, other painkillers, or cough mixtures will not be kept or administered.
- Tablets, creams or lotions of any kind will not be kept or administered.
  - Wherever possible young people attending the services provided by Allsorts should be responsible for the safe keeping and self-administration of any prescribed medication, e.g. asthma inhaler. Other prescribed medicines should, where possible be administered at home at the prescribed time and manner.

### In the Event of an Emergency

- **Assess the situation:** Establish what has happened quickly and calmly. Look for danger to yourself and your casualty. DO NOT put yourself in danger
- **Make the area safe:** Protect the casualty. Do not try to do too much yourself. Deal with the ongoing danger.



- **Assess the condition:** Is the casualty fully conscious? Is the casualty unconscious but breathing? Is not breathing but has a pulse? Has no pulse
- **Get Help:** If in any doubt, **dial 999** and request an ambulance. Be prepared to pass on details of casualty's condition including details of the injury, state of consciousness, and – if unconscious – any relevant information known about the person (e.g. if they have had a bad fit or overdosed). Alert other people in the building. Stay with the injured person and give reassurance until the emergency services arrive. If you think there may be a possibility of a head or spinal injury, **do not** attempt to move the person – if necessary provide physical support to prevent head/neck/back movement. Otherwise put the person in the recovery position and call for assistance.

### **Head Injuries**

- Any accident resulting in a serious blow to the head should be referred immediately to the First Aider, checked out by a medical practitioner or referred to the Accident and Emergency Department, Royal Sussex County Hospital on Eastern Road.
- Any blow resulting in a cut to the head must be referred to A&E
- The parent or carer of a young person under-18 should be informed of any injury and provided with the details of the incident and injuries sustained. *Be careful not to 'out' the young person to their parent or carer.*

### **Administering medicines**

- If a parent/carer requests that an Allsorts staff member stores and/or administers medicines, further advice must be obtained from the Project Director. Consent forms need to be completed by parent/carer.
- Allsorts staff can and should remind young people using prescribed medication to self-administer the correct dosage. Allsorts staff are not required to administer medicines following parental or other requests. However, refusal may result in the young person being unable to participate in programmes or activities.

### **Hygiene and safety in the Kitchen**

We provide food for the young people at the Drop-In and it is important Allsorts complies with health and safety regulations. Those handling food will have or be directly supervised by a member of staff holding a Food Hygiene Certificate.

### **Guidelines for maintaining a safe and healthy kitchen environment:**

- No young person to be beyond the 'roped off' area of kitchen.
- Hands washed and scrubbed for anyone preparing food
- Young person only to help out with light tasks e.g. buttering bread, peeling spuds, tea and coffee making etc
- Hot water for tea/coffee to be put into cool touch flask.
- Sharp knives to be kept in office until needed by volunteer/member of staff (not to be used by young people)
- Cooked food heated through properly
- Not to prepare food if you have a cold/flu, cut or allergy.



- To use Allsorts Equipment and chopping boards (and alerting staff if you feel new equipment is needed)
- To disinfect work surfaces before food preparation, and cover with foil if you (to provide an extra barrier)
- To generally maintain a vegetarian menu. Occasionally meat will be served (with the exception of pork and seafood). Extra care will need to be taken when preparing meat.
- No perishable food to be left for any length of time outside refrigerator.
- To wash, dry up and put away everything that has been used.
- When drying up use only clean Allsorts tea-towels
- Wipe down all surfaces and front of cupboards if necessary.
- Wipe out sinks
- Sweep and mop kitchen floor if messy.
- Thoroughly clean used utensils and kitchen appliances.
- Label food if necessary.
- Return Allsorts equipment and utensils to office.

#### **Use of equipment**

- Equipment should be used for the purpose for which it was intended and manufacturer's instructions closely followed. Equipment with particular risk e.g. shredding machines or guillotines should only be used by people who have received instruction on the safe use of the equipment.
- Equipment must be properly maintained and regularly checked. Damaged equipment that poses risks to health and safety will be discarded. All equipment breakage and malfunction should be reported to Allsorts staff.
- All electrical equipment will be properly installed and regularly checked. Under no circumstances should Allsorts staff, other providers or young people, service or repair electrical equipment other than changing of fuses or low level light bulbs that can be reached without the use of a ladder.
- All sharp objects e.g. scissors, kitchen utensils, should be kept and stored away from public access areas. They must not be left lying around in reception, the drop-in space, rooms used for counselling or the training space at the back of the building.
- The lifting and carrying of equipment, supplies or materials should be done safely. Full advice and guidance on lifting and carrying can be found in reference material in the main YPC office.

#### **Fire procedure & drills**

Staff must sign all young people and visitors in and out of the building, show them the fire exits and be familiar with the following fire procedure.

- On discovering a fire, activate a fire alarm by breaking the glass of the nearest fire point on your location (see maps on walls of each room for positions of the fire points). Once activated the sound of the fire alarm is a continuous ring.



- Dial 999 from nearest phone (see map for telephone points) and ask for 'Fire' giving building address: 69 Ship Street (seafront end, opposite Smuggler's Pub).
- Only attempt to extinguish the fire if it is safe to do so and have been trained/instructed in the safe use of fire equipment.
- On hearing the fire alarm, staff, volunteers, young people and anyone else must proceed to the nearest emergency exit and leave the building (see map positions of the fire exits).
- Keep calm and do not run
- Do not cause delay by picking up personal belongings or coats
- Check no-one is in the room and close the door behind you
- Staff and volunteers are responsible for ensuring young people/visitors with them also leave the building
- On leaving the building, turn left down Ship Street and proceed to the **Assembly Point** located on corner of Ship Street and Kings Road (outside Old Ship Hotel)
- A nominated Allsorts staff member will undertake a roll-call at the assembly point using the *Signing In/Visitors Book* to check that no-one is left in the building. They must also report to Fire Brigade where person/s may be trapped.
- We will be allowed back into the building after the OK is given by Allsorts member of staff following advice from the Fire Brigade Officer-in-Charge.

### **Smoking**

Smoking is not allowed anywhere inside the building. The designated smoking area at the YPC is the courtyard. Under-16s may not smoke. Staff must not smoke in front of young people.