

Health & Safety Policy

Youth Start Limited

Company Number: 16864238

Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

Website: youthstart.co.uk

Effective Date

1 January 2026

Last Updated

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Introduction

This Health & Safety Policy sets out Youth Start Limited's commitment to maintaining a safe and healthy working environment for all staff, mentors, volunteers, and candidates who participate in Youth Start's programmes and activities.

Youth Start recognises that the health, safety, and wellbeing of all individuals involved in its operations is of paramount importance. This policy outlines Youth Start's approach to identifying and managing health and safety risks, ensuring compliance with relevant UK legislation, and promoting a positive health and safety culture.

This policy applies to all staff, mentors, volunteers, and candidates involved in Youth Start's activities. It is the responsibility of all individuals to comply with this policy and to report any health and safety concerns or incidents.

Purpose of This Policy

The purpose of this Health & Safety Policy is to:

- Demonstrate Youth Start's commitment to health and safety
 - Outline Youth Start's legal obligations under UK health and safety legislation
 - Describe the roles and responsibilities of staff, mentors, volunteers, and candidates in maintaining health and safety
 - Establish procedures for identifying, assessing, and managing health and safety risks
 - Outline procedures for reporting and investigating incidents and accidents
 - Describe measures to prevent work-related ill health and injury
 - Ensure compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 2015, and other relevant UK legislation
 - Promote a positive health and safety culture within Youth Start
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Legal Framework

Youth Start operates in compliance with the following UK legislation:

- **Health and Safety at Work etc. Act 1974:** The primary legislation governing health and safety in the workplace
 - **Management of Health and Safety at Work Regulations 2015:** Requires employers to assess risks and implement control measures
 - **Workplace (Health, Safety and Welfare) Regulations 1992:** Covers workplace facilities and conditions
 - **Display Screen Equipment Regulations 1992:** Covers the use of computers and display screen equipment
 - **Manual Handling Operations Regulations 1992:** Covers the safe handling of loads
 - **Personal Protective Equipment at Work Regulations 2002:** Covers the provision and use of protective equipment
 - **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** Requires reporting of certain incidents to the Health and Safety Executive
 - **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Covers the safe handling of hazardous substances
 - **Equality Act 2010:** Requires reasonable adjustments for individuals with disabilities
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Health and Safety Responsibilities

Youth Start's Responsibilities

Youth Start, as the employer and organisation, is responsible for:

- Providing a safe and healthy working environment
- Conducting risk assessments and implementing control measures
- Providing appropriate training and supervision
- Providing personal protective equipment where necessary
- Maintaining health and safety records and documentation
- Reporting incidents and accidents to the Health and Safety Executive where required
- Consulting with staff, mentors, and volunteers on health and safety matters
- Providing adequate resources and support for health and safety management
- Ensuring that contractors and third parties comply with health and safety requirements
- Monitoring and reviewing health and safety performance

Staff Responsibilities

All staff members are responsible for:

- Complying with this policy and all health and safety procedures
- Taking reasonable care of their own health and safety and that of others
- Reporting any hazards, risks, or incidents to their manager or supervisor

- Using personal protective equipment and other safety equipment correctly
- Participating in health and safety training and induction
- Cooperating with health and safety investigations
- Not engaging in behaviour that could endanger themselves or others
- Reporting any work-related ill health or injury

Mentors and Volunteers Responsibilities

All mentors and volunteers are responsible for:

- Complying with this policy and all health and safety procedures
- Taking reasonable care of their own health and safety and that of candidates
- Reporting any hazards, risks, or incidents to Youth Start staff
- Using personal protective equipment and other safety equipment correctly
- Participating in health and safety training and induction
- Cooperating with health and safety investigations
- Not engaging in behaviour that could endanger themselves or candidates
- Reporting any work-related ill health or injury

Candidates' Responsibilities

All candidates are responsible for:

- Complying with this policy and all health and safety procedures
- Taking reasonable care of their own health and safety
- Following instructions from staff, mentors, and employers
- Reporting any hazards, risks, or incidents to their mentor or Youth Start staff
- Using personal protective equipment and other safety equipment correctly
- Not engaging in behaviour that could endanger themselves or others
- Reporting any work-related ill health or injury

Risk Assessment and Management

Risk Assessment Process

Youth Start conducts comprehensive risk assessments to identify potential hazards and risks in the workplace and during candidate placements. The risk assessment process includes:

1. **Identification of hazards:** Identifying potential sources of harm (e.g., manual handling, display screen equipment, hazardous substances, workplace conditions)
2. **Assessment of risks:** Evaluating the likelihood and severity of harm from each hazard
3. **Implementation of control measures:** Implementing measures to eliminate or reduce risks (e.g., engineering controls, administrative controls, personal protective equipment)
4. **Documentation:** Recording the findings of the risk assessment and control measures implemented
5. **Review and monitoring:** Regularly reviewing and updating risk assessments to reflect changes in operations or circumstances

Risk Assessment Frequency

Risk assessments are conducted:

- **Annually:** A comprehensive risk assessment is conducted at least once per year
- **When significant changes occur:** Risk assessments are updated when there are significant changes to operations, premises, equipment, or personnel
- **Following incidents:** Risk assessments are reviewed following any incident or accident to identify whether additional control measures are needed
- **When new hazards are identified:** Risk assessments are updated when new hazards are identified

Control Measures

Youth Start implements a hierarchy of control measures to manage identified risks:

1. **Elimination:** Removing the hazard entirely (e.g., not using hazardous substances where alternatives are available)
2. **Substitution:** Replacing a hazardous substance or process with a safer alternative
3. **Engineering controls:** Implementing physical measures to reduce exposure to hazards (e.g., ventilation systems, guards, barriers)
4. **Administrative controls:** Implementing procedures and practices to reduce exposure to hazards (e.g., safe work procedures, training, supervision)
5. **Personal protective equipment (PPE):** Providing protective equipment as a last resort when other control measures are not sufficient

Workplace Health and Safety

Workplace Conditions

Youth Start maintains a safe and healthy workplace by:

- Ensuring adequate lighting, heating, and ventilation
- Maintaining clean and tidy workspaces
- Providing adequate space for work activities
- Ensuring that floors, stairs, and walkways are kept clear and in good condition
- Providing appropriate furniture and equipment
- Ensuring that toilets and washing facilities are clean and accessible
- Providing drinking water and rest facilities
- Maintaining appropriate temperature and humidity levels
- Ensuring that the workplace is free from hazards

Display Screen Equipment

Staff and mentors who use computers and display screen equipment are entitled to:

- A workstation assessment to ensure that the equipment and furniture are appropriate and ergonomically sound
- Regular breaks from screen work to reduce eye strain and fatigue
- Eye care and eyesight testing (where appropriate)
- Training on the safe use of display screen equipment

Youth Start provides:

- Ergonomic furniture and equipment
- Adjustable monitors and keyboards
- Anti-glare screens where necessary
- Training on safe use of display screen equipment

Manual Handling

Youth Start minimises the need for manual handling of loads. Where manual handling is necessary, Youth Start:

- Conducts manual handling risk assessments
- Implements engineering controls to reduce the need for manual handling (e.g., trolleys, lifting equipment)
- Provides training on safe manual handling techniques
- Ensures that individuals are physically capable of performing manual handling tasks
- Provides personal protective equipment where necessary

Hazardous Substances

Youth Start minimises the use of hazardous substances. Where hazardous substances are used, Youth Start:

- Conducts COSHH assessments
 - Maintains a register of all hazardous substances used
 - Provides safety data sheets for all hazardous substances
 - Implements control measures to minimise exposure
 - Provides appropriate personal protective equipment
 - Provides training on the safe handling of hazardous substances
 - Ensures that hazardous substances are stored safely and securely
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Incident and Accident Reporting

Reporting Procedures

All incidents and accidents, including near misses, must be reported immediately to the individual's manager or supervisor. The person reporting the incident should provide:

- Date and time of the incident
- Location of the incident
- Names of individuals involved
- Description of what happened
- Any injuries sustained
- Any damage to property or equipment
- Names of witnesses
- Any immediate action taken

Incident Investigation

Youth Start investigates all reported incidents and accidents to:

- Establish the cause of the incident
- Identify any failures in control measures
- Determine whether additional control measures are needed
- Identify any training or supervision needs
- Prevent similar incidents occurring in the future

Investigations are conducted by a designated member of staff and documented in writing. Findings and recommendations are communicated to relevant staff and implemented where appropriate.

RIDDOR Reporting

Youth Start reports certain incidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reportable incidents include:

- Work-related deaths
- Serious injuries (e.g., fractures, loss of consciousness, hospitalisation for more than 24 hours)
- Work-related diseases (e.g., occupational dermatitis, asthma)
- Dangerous occurrences (e.g., near misses with potential for serious injury)

RIDDOR reports are submitted to the Health and Safety Executive within the required timeframe (typically within 15 days of the incident).

Incident Records

Youth Start maintains records of all incidents and accidents, including:

- Date and time of the incident
- Location of the incident
- Names of individuals involved
- Description of what happened
- Any injuries sustained
- Any damage to property or equipment
- Names of witnesses
- Investigation findings and recommendations
- Any actions taken

Incident records are retained for a minimum of 3 years.

Health and Safety Training

Induction Training

All new staff, mentors, and volunteers receive health and safety induction training before commencing work. The induction covers:

- Youth Start's health and safety policy and procedures
- Identification of hazards and risks in the workplace
- Emergency procedures (evacuation, first aid, emergency contacts)
- Incident reporting procedures
- Personal protective equipment
- Safe working practices
- Roles and responsibilities

Ongoing Training

Staff, mentors, and volunteers receive ongoing health and safety training, including:

- Role-specific training (e.g., manual handling, display screen equipment, hazardous substances)
- Refresher training (at least annually or when procedures change)
- Training on new hazards or risks
- Training on new equipment or processes

Candidate Training

Candidates receive health and safety training from their employer during their placement. Youth Start ensures that:

- Employers provide appropriate health and safety training and induction
 - Candidates understand their health and safety responsibilities
 - Candidates are supervised appropriately during their placement
 - Candidates know how to report health and safety concerns
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First Aid and Medical Support

First Aid Provision

Youth Start ensures that appropriate first aid provision is available, including:

- Designated first aiders trained in first aid
- First aid kits stocked with appropriate supplies
- First aid information displayed prominently
- Procedures for contacting emergency services

Medical Support

Youth Start provides access to medical support for staff, mentors, and candidates, including:

- Occupational health services (where appropriate)
 - Counselling and mental health support
 - Sick leave and return-to-work procedures
 - Reasonable adjustments for individuals with disabilities or health conditions
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Emergency Procedures

Emergency Evacuation

Youth Start maintains emergency evacuation procedures to ensure the safe evacuation of all individuals in the event of an emergency (e.g., fire, flood, chemical spill). Emergency procedures include:

- Identification of emergency exits and assembly points
- Designation of emergency coordinators and wardens
- Regular emergency drills and evacuation practice
- Communication procedures for emergency situations
- Procedures for assisting individuals with disabilities or mobility issues

Emergency Contacts

Youth Start maintains a list of emergency contacts, including:

- Emergency services (police, fire, ambulance)
- Health and Safety Executive
- Occupational health services
- Key staff members and managers

Emergency contact information is displayed prominently and is accessible to all staff, mentors, and volunteers.

Monitoring and Review

Health and Safety Inspections

Youth Start conducts regular health and safety inspections to:

- Identify any hazards or risks
- Check that control measures are in place and effective
- Identify any areas of non-compliance
- Gather information for risk assessments and reviews

Inspections are conducted at least quarterly and are documented in writing.

Performance Monitoring

Youth Start monitors health and safety performance through:

- Incident and accident statistics
- Near miss reporting
- Absence and sickness statistics
- Staff feedback and concerns
- Audit findings

Performance data is reviewed regularly and used to identify trends and areas for improvement.

Policy Review

This Health & Safety Policy is reviewed annually to ensure that it remains current and effective. The review considers:

- Changes to UK legislation or regulations
 - Changes to Youth Start's operations or premises
 - Incident and accident trends
 - Staff feedback and suggestions
 - Industry best practice and guidance
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Consultation and Communication

Staff Consultation

Youth Start consults with staff, mentors, and volunteers on health and safety matters through:

- Regular team meetings
- Health and safety committee meetings (where appropriate)
- One-to-one discussions with managers
- Anonymous feedback mechanisms
- Surveys and questionnaires

Staff are encouraged to raise health and safety concerns and suggestions at any time.

Communication

Youth Start communicates health and safety information through:

- Health and safety policy and procedures documentation
- Induction training
- Ongoing training and briefings
- Notices and posters
- Email communications
- Team meetings
- Website and internal communications

Compliance and Enforcement

Non-Compliance

Failure to comply with this Health & Safety Policy may result in disciplinary action, up to and including dismissal. Youth Start takes health and safety non-compliance seriously and will investigate any breaches of this policy.

Support and Assistance

Youth Start provides support and assistance to staff, mentors, and volunteers to help them comply with this policy, including:

- Training and guidance
 - Resources and equipment
 - Supervision and support
 - Reasonable adjustments for individuals with disabilities
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Contact Information

If you have any questions about this Health & Safety Policy, or if you wish to report a health and safety concern or incident, please contact Youth Start Limited using the following contact details:

Youth Start Limited

Registered Office: 370 Osmaston Park Road, Derby, DE24 8FB

Email: contact@youthstart.co.uk

Telephone: 07470435603

Website: youthstart.co.uk

For emergency situations, contact the emergency services by calling 999.

Relationship with Other Policies

This Health & Safety Policy should be read in conjunction with the following policies:

- Sick Leave Policy
 - Annual Leave Policy
 - Code of Conduct
 - Disciplinary & Grievance Procedures
 - Complaints & Dispute Resolution Policy
 - Candidate Support & Welfare Policy
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Acknowledgment

By working for or volunteering with Youth Start, you acknowledge that you have read this Health & Safety Policy, understand it, and agree to comply with all health and safety procedures and requirements.

Last Updated: 1 January 2026

Next Review Date: 1 January 2027