

## Health & Safety Policy

Policy Number	13
Organisation	YGAM & YGAM Innovation Ltd
Policy owner	Chair of People & Transformation Committee
Date Agreed by Board	May 2019
Review Date	May 2020

### Policy Statement

The policy will be reviewed annually or following a significant incident or change within the organisation. Young Gamblers Education Trust (known as YGAM) and YGAM Innovation Ltd consider the promotion of health & safety measures to be of major importance to all staff, candidates, delegates, apprentices and volunteers. It is therefore the policy of YGAM and YGAM Innovation Ltd to do all that is reasonably practicable to prevent personal injury and to protect all persons from foreseeable hazards.

The Chief Executive (YGAM) and Managing Director (YGAM Innovation Ltd) are responsible to the YGAM or YGAM Innovation Ltd Board of Trustees for all matters relating to health, safety and welfare within the organisations.

All employees, volunteers, candidates, apprentices or delegates are expected to take responsibility for their own safety and the safety of others. The success in maintaining high standards across the organisations depends upon the continued support and co-operation of everyone. In terms of the 1974 Act, all persons have a duty to co-operate by:

- Working safely and efficiently, taking reasonable care for the health & safety of themselves and of other persons who may be affected by their acts at work.
- To bring any hazard to the attention of their line manager, tutor or venue staff.
- Assisting in the investigation of accidents and dangerous occurrences with the object of introducing measures to prevent recurrences.
- Being conversant with the safety orders applicable to their own work locations or at venues which may host training delivery.
- Seeking guidance from the Chief Executive or Managing Director if unsure about any aspect of their work, which could affect their safety, or that of any other person.
- Following all YGAM or YGAM Innovation Ltd policies that relate to Health & Safety or Safeguarding.

### Health & Safety Organisation

The majority of activities within YGAM and YGAM Innovation Ltd take place at host organisations such as schools, colleges, universities, employer provided training rooms or third sector organisations.

All staff, volunteers, candidates, apprentices or delegates will be responsible for familiarising themselves with the policies for that organisation and follow these at all times (i.e. fire evacuations).

For partner universities that host YGAM Peer Education programmes, all staff and volunteers will follow the Health & Safety of the host organisation.

For people on apprenticeships, who undergo a significant part of their training in the workplace, employers will be required to complete a Health & Safety Checklist to confirm

adequate measures are in place to maintain the health and safety of the apprentice whilst in their workplace. The checklist will cover the following areas:

- Health & Safety Policy
- Health & Safety Induction
- First aid Procedures
- Risk Assessments
- Accident Recording
- Employers Liability Insurance

Employers will only be engaged by the organisation if the above areas are deemed to be sufficient and robust. The employer is responsible providing job related inductions and carrying out risk assessments in the workplace.

The YGAM Chief Executive and/or the Managing Director for YGAM Innovation Ltd is responsible to the YGAM and YGAM Innovation Ltd Board of Trustees for all matters relating to health, safety and welfare within the organisation. In particular, they are required to:

- Complete an annual risk assessment for the organisation and ensure work place risk assessments are in place for all home workers (which all YGAM employees are classed as).
- Ensuring that due diligence is applied before any Peer Education programme becomes operational with a prospective partner university.
- Assessing the adequacy and effectiveness of health & safety training for employees within YGAM as required.
- Consider the consequences of staff / volunteers working with young people who are based in the community and / or lone working. Lone working is not permitted within YGAM.
- Ensure all staff and volunteers are adequately trained in the safety precautions to be observed when carrying out their work. Staff and volunteers must be made aware of the risks working with young people who may be exercising gambling-related harm; the role of YGAM and our partner organisation who provides specialist counselling (i.e. GamCare).
- Accident reporting and investigation procedures are adequate and properly implemented.
- Feedback to the Board of Trustees formally at each board meeting with any incidents, accidents or trends.
- Monitor employer health and safety arrangements to ensure apprentices are in suitable work placements.

### Arrangements for Health & Safety

#### At host venues:

Partner and University Risk Assessments: Staff and volunteers are required to follow that host organisations policy with regard to accident / incident reporting.

Staff delivering workshops at host venues (this applies to Education Managers, Education Consultants and Peer Educators) are also required to complete a Venue Health & Safety Checklist and return it to the YGAM Quality Assurance Manager.

Personal Protective Equipment (PPE) / Manual Handling: Staff and volunteers are not exposed to any hazardous materials or heavy lifting, as administration, training and counselling are the normal duties of their work.

Incidents / Accident Reporting (inc. RIDDOR): Staff, volunteers, candidates, apprentices and delegates are required to follow that host organisations policy with regard to accident / incident reporting.

First Aid: All staff and volunteers are required to follow that host organisations policy with regard to first aid. YGAM does not consider it necessary to train staff in first aid.

Fire: All staff, volunteers, candidates, apprentices and delegates are required to follow the host organisation's policy with regard to fire procedures.

Smoking: All staff, volunteers, candidates, apprentices and delegates are required to follow the host organisation's policy with regard to smoking.

#### **Other:**

Vehicles: YGAM does not own or provide any vehicles or company cars.

Electricity: Electrical safety checks (Portable Appliance Testing) is carried out by YGAM for personal property for YGAM staff. Manufacturers guidelines are followed as to the frequency of such checks (i.e. on new hardware a check may not be required for the first one – three years).

Homeworkers: Homeworkers are those people employed by YGAM or YGAM Innovation Ltd who work at home. For the purposes of this policy this would apply to all staff therefore the following extra considerations have been adopted:

- The organisations are not responsible for the safety of electrical sockets or electrical equipment supplied by the employee.
- An appropriately equipped first aid kit must be available for the use of homeworkers and homeworkers must have an YGAM issued smartphone.
- Homeworkers should not do any heavy lifting or handle hazardous materials.

Training: All new staff and volunteers, as part of their induction to the organisations, must read this document and be trained on the health & safety measures and procedures contained in the policy.

Insurance: YGAM and YGAM Innovation Ltd has insurance in place as arranged by QBE Insurance, a business division from within Unity Insurance Services, the UK largest provider of insurance for the charity sector. More specifically the YGAM insurance covers the following risks:

- Public & Products Liability to the value of £5m.
- All risks cover for YGAM Property (laptops, smartphones) to the value of £3k.
- Employers Liability to the value of £5m.
- Trustee & Directors Indemnity to the value of £100k
- Employee / volunteer personal Accident – various.

A copy of the YGAM Certificate of Employers Liability Insurance can be found on the YGAM website.