



HEALTH AND SAFETY POLICY

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Contents

About Second Wave.....	3
Purpose and scope of policy	3
Policy aims and objectives.....	3
Responsibilities.....	4
Risk assessments.....	4
Accident and First Aid Procedures.....	4
Emergency Response	5
Fire Safety	6
Accident Reporting.....	6
First Aid and Accident/Incident Procedure.....	6



About Second Wave

Second Wave empowers young people's creativity and activism through engaging young people as performers, writers, lyricists and technicians - developing new productions and youth-led creative outreach projects in the community. We run regular workshops for young people aged 11-25 years old from our dedicated studio space in Deptford. We also organise representation at public buildings such as civic suites, MP surgeries, local authority meetings and parliamentary offices. Our staff team often accompany young people to other venues such as youth centres, youth clubs, theatres, cinemas and museums.

Purpose and scope of policy

This document is a statement of the policy and procedures comprising Second Wave's active commitment to health and safety.

The policy describes how Second Wave manages health and safety issues as an organisation in the delivery of its programme and the management of its facilities for young people.

In addition to the statement of policy, this document also provides information and guidelines for staff on the procedures to be followed in the safe supervision of Second Wave's activities.

Policy aims and objectives

We aim to:

- provide adequate control of health & safety risks relating to our work and activities;
- consult with staff, volunteers and participants on matters affecting their health & safety;
- provide and maintain a safe environment & facilities for all our work;
- ensure safe handling of equipment;
- provide information, instruction & supervision for staff & volunteers;
- ensure that members of staff are competent, properly trained & supported in their work;
- prevent accidents and identify risks to the safety & well-being of staff, volunteers and participants;
- maintain safe and healthy working conditions;
- protect children and young people from avoidable harm in all their activities at Second Wave
- review our policies and procedures as necessary at regular intervals.

Responsibilities

- Overall and final responsibility for health and safety lies with Ann Considine (Director)
- Day-to-day responsibility for ensuring this policy is put into practice: Hena Chowdhury (Projects Manager)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Ann Considine and Phil Turner – Policy reviews, members, volunteers and staff consultations, work-related ill health management
- Phil Turner – Safety assessments, fire evacuations
- Hena Chowdhury – Risk assessments, first aid, equipment, supervision and training
- Janay Mwanza – First Aid Appointed Person, manager of accident book and first aid kit, communicating with emergency services and families.

All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Risk assessments

- Risk assessments will be undertaken on a regular basis by Phil Turner.
- The findings of all risk assessments will be reported to Ann Considine.
- Action required to reduce risks will be agreed by the Director in consultation with the relevant senior member of staff or tutor.
- The Risk Assessment Officer will ensure that appropriate action has been taken to remove or control the risk.
- Risk Assessments will be reviewed every 6 months or earlier if there are significant changes to the conditions of work or activities being undertaken.

Accident and First Aid Procedures

The following steps should be taken to ensure the safety of all those who use Second Wave's premises:

- Up to date emergency contact details for all staff, volunteers and participants is held (respectively) in personnel files, volunteer folder and programme registers
- At least 2 adults should be present at all sessions
- Access to the Second Wave office will be made available to tutors at every session.

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- All staff, tutors and volunteers will have access to this policy at all times.
- At least one staff member/tutor with up to date First Aid training should be present during working times, including evenings and weekends.
- Relevant staff members should receive updated basic first aid training every 3 years.
- All staff and tutors must ensure the space (both indoor and outdoor) used for sessions, rehearsals and performances are safe and that risk is mitigated in line with the relevant risk assessment(s). This includes checking for slip, trip and fall hazards and manual handling issues.
- All staff and tutors must ensure that activity undertaken on Second Wave's premises is safe and that risk is mitigated in line with relevant risk assessment(s).
- Use of hazardous chemicals (eg spray paints) will be assessed in line with Control of Substances Hazardous to Health (COSHH) Regulations 2002 by the supervising staff member. The supervising staff member will put in place plans for appropriate ventilation and protective covering provided for anyone coming into contact with these materials, and will report these plans to the Director.

Emergency Response

In the event of an injury that requires emergency medical attention, the Programme Administrator or appropriate staff member should:

- dial 999 immediately
- Give the address as: "Second Wave, 1st Floor Methodist Mission Building, 1 Creek Road, Deptford SE8 3BT" (or appropriate address is off-site)
- Ensure the injured person is not left alone
- Meet Emergency Services in front of the building, or delegate a responsible adult to do so
- Brief Emergency Services on any communication needs or disability of person involved (e.g. autism, mental health issues, etc.) as well as injuries.

These instructions will be displayed prominently in working areas.

Staff, tutors and volunteers are reminded that emergency situations may include mental health emergencies, including threats of suicide, as well as physical injury. Mental health emergencies should be handled as described above in the same way as any other medical emergency.

In the event of an injury or incident that requires medical attention quickly, but is not an emergency, the Programme Administrator can dial 111 to speak to a medical professional who will provide the relevant support.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 governs all matters of fire safety. Second Wave's activities mainly take place within the offices and rehearsal room on the first floor of the Deptford Mission Building on 1 Creek Road, Deptford SE8 3BT. The Mission manages the building, including inspections of fire safety equipment, producing a fire risk assessment and running fire drills.

Second Wave runs our own fire drills to familiarise our staff and participants with the procedures.

Our Development officer, Phil Turner has received training as a Fire Evacuation Warden.

All workers are given fire safety training as part of their induction, including location of fire exits, fire alarm points, evacuation procedures and assembly point.

In the case of a fire, the fire warden (or lead staff, when appropriate) will ensure:

- All workers and participants exit the building quickly and calmly through the nearest fire exit, assembling at Watergate Street
- Sessional registers and a sign-in book are taken with the group to the assembly point
- Any Fire doors that are propped for ventilation are closed
- The alarm is raised if not already sounding, or the fire brigade is called

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire fighting equipment, such as fire extinguishers.

Accident Reporting

Any accidents or incidents involving Second Wave staff, tutors, participants or volunteers should be recorded in the Accident Book and reported to the Director.

Information in the Accident Book will include:

- Date, Time and Place of the incident and outcome.
- Name of injured or ill person
- Details of the injury/illness and the action taken
- What happened to the person immediately afterwards (e.g. went home, went back to session, went to the hospital)
- Name and signature of the person writing the report

First Aid and Accident/Incident Procedure

In the event of an emergency, the Programme Administrator should always call 999 before following the steps below.

Any accidents or incidents involving those involved in Second Wave sessions should also be reported in the first instance to the Lead Tutor.

The Lead Tutor should ensure:

- Continued risk is removed or mitigated in line with the appropriate written risk assessment(s);
- The participant does not engage in any activity that may constitute further risk;
- The parent/carer or emergency contact of the young person is informed of the accident as soon as possible;
- If necessary, an action plan for treating or managing any injury is developed and agreed with the parent/carer.

Lead Tutors should continue to communicate the results and progress of this plan with parents/carers;

- If the accident has involved a head injury, encourage parents/carers to monitor injured party for 48 hours for signs of concussion (headache, dizziness/confusion, slurred speech, nausea/vomiting, loss of consciousness, etc.)
- The accident/incident is recorded in the accident book, located in the Second Wave Office.
- The Director is notified of the accident/incident on the next working day, or immediately in an emergency.
- If hospital treatment is required and parents/carers do not get to Second Wave before the ambulance, a tutor will accompany the young person.