

Health and Safety Policy

1. Introduction

Purpose and Scope

This Health and Safety Policy outlines Youco's commitment to ensuring a safe and healthy working environment for all employees, contractors, and visitors. It sets out the procedures for identifying and managing workplace risks and aims to prevent accidents, injuries, and ill-health at work.

Legal Framework

This policy complies with the Health and Safety at Work Act 1974 and other relevant UK legislation. It applies to all employees, contractors, and anyone working on behalf of Youco, covering all aspects of workplace health and safety.

2. Health and Safety Responsibilities

Employer Responsibilities

Youco is responsible for ensuring that health and safety measures are in place to protect employees and others from harm. This includes:

- Providing safe equipment and work systems.
- Offering necessary training and supervision.
- Ensuring that risk assessments are carried out and acted upon.
- Complying with all health and safety legislation.

Employee Responsibilities

Employees are responsible for:

- Following health and safety procedures.
- Using equipment and protective gear correctly.
- Reporting any hazards, accidents, or unsafe practices to their supervisor or the Health and Safety Officer.
- Taking reasonable care for their own health and safety and that of others.

Health and Safety Officer

Youco designates a Health and Safety Officer who oversees health and safety compliance. This officer is responsible for:

- Conducting risk assessments.
 - Investigating accidents and incidents.
 - Ensuring that safety policies and procedures are up-to-date and effectively implemented.
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3. Risk Assessments

Identifying Hazards

Youco conducts regular risk assessments to identify potential hazards in the workplace. This includes hazards related to equipment, materials, and working conditions.



Assessing Risks

Once hazards are identified, risks are assessed based on the likelihood and potential severity of harm. Youco prioritises high-risk areas and implements measures to minimise or eliminate risks.

Implementing Controls

Control measures are put in place to manage risks, which may include:

- Implementing safety protocols.
- Providing Personal Protective Equipment (PPE).
- Installing safety equipment and signage.
- Ensuring regular maintenance and inspections.

4. Training and Awareness

Employee Health and Safety Training

All employees receive health and safety training relevant to their role. This training covers workplace hazards, the correct use of equipment, emergency procedures, and the importance of reporting safety concerns.

Induction Training for New Employees

New employees undergo a health and safety induction during their onboarding process. This includes an introduction to Youco's safety policies, procedures, and their specific responsibilities.

Ongoing Health and Safety Awareness

Youco ensures ongoing health and safety awareness through regular updates, refresher training, and safety briefings. Employees are kept informed of any changes to health and safety regulations.

5. Accident Reporting and Investigation

Reporting Procedures

All accidents, incidents, and near misses must be reported immediately to a supervisor or the Health and Safety Officer. Youco provides clear guidance on how to report incidents and ensures that this procedure is followed.

Accident Investigation Process

The Health and Safety Officer will investigate all reported accidents to determine the cause and identify any necessary corrective actions. Investigations are carried out promptly to prevent recurrence.

Recording Incidents and Near Misses

All accidents, incidents, and near misses are recorded in Youco's accident log. This information is used to identify patterns and improve workplace safety.

6. Emergency Procedures

Fire Safety and Evacuation Plan

Youco has a fire safety plan in place, including fire exits, alarms, and evacuation routes. Employees are trained in evacuation procedures, and regular fire drills are conducted to ensure preparedness.



First Aid Arrangements

Youco ensures that trained first-aiders are available, and well-stocked first aid kits are accessible in the workplace. In the event of an injury, employees must notify a first-aider immediately.

Emergency Contact Information

Emergency contact numbers are displayed prominently in the workplace, including local emergency services, first aiders, and the Health and Safety Officer. Employees are encouraged to familiarise themselves with these contacts.

7. Workplace Safety

Safe Use of Equipment

All employees are required to use equipment safely and in accordance with the manufacturer's instructions and company procedures. Regular maintenance and inspections of equipment are carried out to ensure it remains in good working order.

Personal Protective Equipment (PPE)

Where necessary, employees are provided with PPE such as helmets, gloves, and safety glasses. Employees are responsible for using PPE correctly and reporting any defects or issues to their supervisor.

Safe Manual Handling Procedures

Employees must follow proper manual handling techniques to prevent injury, particularly when lifting heavy objects. Manual handling training is provided to all relevant employees, and mechanical aids are available to assist with heavy loads.

8. Health and Wellbeing

Promoting Employee Wellbeing

Youco is committed to promoting the health and wellbeing of its employees. This includes initiatives aimed at improving physical and mental health, such as ergonomic assessments, healthy workspaces, and access to wellbeing resources.

Mental Health Support

Youco recognizes the importance of mental health in the workplace and provides support through employee assistance programs (EAPs) and access to mental health services.

Managing Workplace Stress

Employees are encouraged to speak to their supervisor or the Health and Safety Officer if they are experiencing work-related stress. Youco aims to reduce stress through workload management, clear communication, and supportive practices.

9. Policy Review and Updates

This Health and Safety Policy is reviewed annually or when there are significant changes in legislation or company operations. Youco ensures that all updates are communicated to employees and that safety procedures are continually improved to reflect best practices.