

Youth Club Young Volunteer Handbook

Task Training



Policies and Health & Safety

This resource may be used free of charge by local authorities and community groups for the benefit of young people; its use for commercial gain is prohibited without the prior consent of Somerset County Council.



Youth Club Young Volunteer - Task Training

Training Plan

Aims: To enable young people to understand the policy framework that SYCS operates within

Learning Outcomes: By the end of the session the participants will:

- ➔ understand the key points of the main county policies
- ➔ have explored confidentiality and their role as an Activ8r
- ➔ understand risk assessments and their role in managing risk

Group size: 4 - 10 participants

Time: 90 mins

Venue: One large room

Materials:

- Flip chart stand, paper, marker pens and biros
- Prepared flip charts (see below)
- County policies handout
- Your building risk assessment (or the sample)
- Your activity risk assessment (or the sample)

TIME	WHAT	WITH
10 mins	Intro: Arrivals and getting a drink. Outline what's happening this evening and briefly go over ground rules about listening and respect.	Prepared flip chart
5 mins	Policies: Tell the group that County Policies give guidance or rules for how youth work is carried out. Ask the group what County Policies they know?	
10 mins	Prepare separate flipcharts headed with the following policies: <ul style="list-style-type: none"> ➔ Safeguarding ➔ Health and safety ➔ Trips and visits ➔ Drugs ➔ Equal Opportunities ➔ Sexual health ➔ Working with disabled young people Split the group into two. Give the first three to group one and the remaining four to group two. Ask the young people to note down on the flipcharts what they think these policies might say.	Prepared flipcharts
10 mins	Swap the flip charts over and ask the groups to add anything that the other group may have missed.	
20 mins	Get alternate feedback from each group, correcting / filling in any gaps using the County Policies Handout. Ensure it is stressed that these policies are longer and you can get copies of any they want (!).	County Policies Handout



TIME	WHAT	WITH
	However, what Youth Club Young Volunteers should do is talk to youth workers if they have any queries when they are working.	
10 mins	Confidentiality: Talk through the importance of trust and confidentiality within youth work. Stress that if there may be a safeguarding issue, confidentiality may not be maintained. When working as an Activ8r, anything they hear that they think means a young person is in danger, must be passed on to the member of staff. Discuss the tensions that exist with this and the importance of telling other young people when, as an Activ8r, they tell you something they want kept secret. Stress the importance of knowing when you are acting as an Activ8r and when you're not. Stress that if there is doubt, it's best to talk to their youth worker about it.	
10 mins	Risk Assessment: Tell the group that health and safety is everyone's responsibility. Explain that, for all the work we do, we operate within a risk assessment. Hand out your building risk assessment (a sample is included in this pack in case the real one isn't to hand, but using the real one is better). Go through the risk assessment, explaining the Activ8r role in managing risk.	Your building risk assessment (or the sample)
10 mins	Go on to explain that, for activities not covered with the building risk assessment, we use activities risk assessments. Hand out an activity risk assessment (a sample is included in this pack in case the real one isn't to hand, but using an actual one is better). Go through the risk assessment, explaining the Activ8r role in managing risk.	Your activity risk assessment (or the sample)
5 mins	Evaluation: Spread out the prepared flipcharts (see below) and ask the young people to comment on each one.	Prepared flipcharts and pens

County Policies:

How much do you feel you understand the policies discussed?

What else do you think you need to know?

Confidentiality:

How much do you feel you understand the guidance about confidentiality?

Is there anything you are still concerned about?

Risk Assessment:

How much do you feel you understand the your role in managing risk?

What else do you think you need to know?

Summary of Main Points of County Policies

Listed below are the main points from the main Somerset County Council Youth and Community Service policies.

Safeguarding

Aim: To protect children who are in some way at risk

Main Points:

- Any information passed to a youth worker which implies that a young person is 'at risk' of abuse, must be passed on to their supervisor and **may** be passed on to Social Services
- If such information is disclosed, the worker should not probe or question, just provide support
- The above also applies if a worker has a strong suspicion that the young person is 'at risk'
- If you have any information about a young person 'at risk', ask them if they want to tell the worker but make them aware of what may happen if they do. Be aware that if you pass on information, the youth worker must act - it is the law

Health and Safety

Aim: To ensure that all Youth and Community Service provision and activities are safe for those involved

Main Points:

- All activities must have a risk assessment carried out and if the risk is unacceptable, safeguards must be put in place or the activity must not take place
- All Youth and Community Service provision must be checked and judged as a safe environment for young people and workers
- Individual workers should always work in pairs unless closing the unit would be more risky
- Each worker has personal responsibility for ensuring that the activity and environment are safe
- If you spot any possible hazards - inform the youth worker immediately
- Also, ensure that you behave safely at all times

Educational Visits

Aim: To ensure all trips, visits and activities are safe for young people to take part in

Main Points:

- Approval must be sought for all off-site trips and visits, at least a month before an activity/trip taking place in the UK, two months in advance for residential trips in the UK and three months before residential abroad
- All external activity providers must have submitted an EV4 which has been approved by the Health and Safety Unit – this confirms that they have appropriately qualified staff, have risk assessments in place and have the correct amount of insurance, among other things
- Consent and medical forms must be completed for all off-site activities. These must be completed and signed by either the parent or guardian (under 18's) or the young person themselves (over 18's). These must be given to the organising worker before the trip or activity takes place
- County insurance covers only staff negligence, additional accident insurance should be sought if wanted

Drugs

Aim: To give guidance to workers about how to work with young people and illegal drug use

Main Points:

- Illegal drugs or alcohol are not allowed in any Youth and Community Service premises, grounds or vehicle and ground rules should state this.
- If illegal drugs are found, the young person may be asked to (1) leaving and their parents being informed or (2) give the substance to the workers. If the young person agrees to (2), the workers will either flush any illegal drug down the toilet or hand it in at the police station.
- If a young person brings alcohol into the club, they have a choice between (1) leaving and their parents being informed or (2) giving the alcohol to the worker who will pour it away in front of them and another member of staff.
- If a young person is arrested, a youth worker can act as an 'appropriate adult'
- Youth workers do not have to tell parents / police about a young person's drug taking unless it constitutes 'significant harm'
- If a young person attends the centre whilst 'under the influence' they may (1) be asked to leave, (2) be looked after in a safe area (3) have their parents contacted to collect them or (4) an ambulance be sent for
- The Youth and Community Service will not ban a young person solely because of their illegal drug/alcohol use, although they may be temporarily excluded
- The Youth and Community Service will provide accurate information, harm reduction advice and the opportunity to develop skills so that young people can make informed choices about drugs.

Equal Opportunities

Aim: To ensure that young people are not discriminated against because of their race, gender, sexual preferences, disabilities or religious beliefs

Main Points:

- Workers should ensure that 'open access' provision is just that and make a positive effort to encourage and welcome all young people
- Workers will challenge, explore and work to end oppressive behaviour by young people
- Positive images of all different types of young people are portrayed through the service to encourage young people from disadvantaged groups to utilise the service
- Staff are appointed on their capabilities and through fair interview. Staff are strictly not allowed to discriminate against young people on the grounds listed above and will challenge any young person who does.

Sexual Health

Aim: To give guidance to workers about how to work with young people's sexuality and sexual health

Main Points:

- Contraceptive information and advice is freely available and condoms can be distributed according to relevant guidelines
- There is no discrimination on the grounds of a young person's sexual orientation
- Within the boundaries set by the Safeguarding Policy, workers can keep information disclosed to them confidential
- The Youth and Community Service will provide accurate information, advice and the opportunity to develop skills so that young people can make informed choices about their own sexual health.

Working with Disabled Young People Policy

Aim: To give guidance to workers about how to work with young people and disability

Main Points:

- All Youth and Community Service provision and activities should be accessible to disabled young people
- Youth and Community Service staff should actively encourage young people with disabilities to take advantage of the opportunities on offer.
- The Youth and Community Service should promote inclusive provision for young people, but also provide separate provision where appropriate
- Youth and Community Service staff should work with all young people to promote awareness of disability issues



Policies & Health and Safety

Risk Assessment Record

Risk Assessment of: **Kittenford Youth Centre**

Assessor: **Hengist Brown**

Date: **January 2011**

Overview of activity / location . equipment / conditions being assessed:

Playing pool

Is assessment generic or specific?

(*circle as appropriate)

Context of assessment: planning stage* / 'desk top' exercise* / site visit* / consultation with managers* / other* (please describe):

(*circle as appropriate)

Hazard(s) identified	Persons affected	Existing controls	A	B	A x B	Additional controls required
Balls flying off pool table and hitting someone Accidental damage to table Someone accidentally injured with cue	Staff and young people	<ul style="list-style-type: none"> Table is a safe distance from seating area Table in full view of staff Only players allowed around table No food or drink allowed near or on table 	2	3	6	
Balls being thrown Chalk being thrown Cues being used as weapons	Staff and young people	<ul style="list-style-type: none"> Balls, cues and chalk put away when not in use and kept securely Ground rules understood by young people Table in full view of staff 	2	2	4	

Signed: _____

Date: _____





Risk assessment form (H&S)

Name of assessor(s)	Malachi Brown	Group / Establishment :	SYCS Central
Date	11/06/2011		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:		How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?			Next review date: June 2012			
Using Council Building (for office base and activities with young people)		Annual review			Is the assessment 'generic' or specific to the situation? Generic			
Who could be harmed, and how?	What is already being done to control the risks?	Risk Rating * Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
Water – leak, damage to property and injury to self	Area Youth worker, keyholders and Toy box staff are aware of stopcock location	2	1	2	Guide to building needed so all staff can locate it	AYW/Adm in	October 2011	
Access to toilet facilities – buckets brooms, flipchart stored in accessible toilet		1	3	3	Toybox reminded to close doors at end of day Toybox asked to remove training seats at end of day	AYW/Adm in	October 2011	
Temperature of long radiator – very hot to touch, scalding All users, particularly children as radiator at their height	Has been checked and OK	3	2	6	Need to monitor			

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Gas – faulty equipment; affects all users if breakdown	Visual inspection routine maintained	4	1	4	Service history of appliances, need to be accessible and checked	AYW		
Use of electrical equipment – electrocution, fire, injury through faulty equipment (inc fan systems etc.)	Visual inspection routine maintained PAT Testing Up to date	3	2	6	Staff need to know location of shut off points – Guide to be produced	AYW/Adm in	October 2011	
Manual Handling – (chairs in hall, shelves in cupboard, pool table Staff carrying material to and from venue Moving furniture Young people attempting to lift heavy items of equipment/ furniture) – back injury, dropped items, fall	Table trolley Ensure that loads are evenly distributed throughout vehicles Young People discouraged from doing this and are informed of the risks by staff Ensure staff and volunteers are aware of the risks and reminded of precautions Although shelving in games room cupboard is a little insecure and not stable – things are now stored appropriately to minimize any risk	4	2	8	Staff need instruction on moving equipment such as table tennis table etc. Pool table trolley needed	AYW	October 2011 Ongoing	

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Use of step ladder – injury caused by falling, dropping items, back injury	Bulky and heavy equipment not stored above shoulder height Step - ladder inspected on regular basis Wherever possible step ladders not used by a lone worker	3	2	6	Key Staff to update manual handling training & training to use step ladder		March 2012	

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Behaviour that may be challenging Physical or verbal abuse from children and young people attending Risk of injury from direct physical contact and through things getting thrown or broken; psychological harm; damage to property.	Ensure staff are capable and confident in dealing with young people (ensure appropriate skills, knowledge and experience of staff). Ensure staff are aware of SCC guidelines to ensure safety of staff, young people and other people. Staff and volunteers and will be observant of possible triggers for behaviour and where possible avoid them	1	4	4	Key Staff to have appropriate Training		Ongoing	

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Anti-social behaviour - All, members of public	Promote positive behaviour and try to divert young people to positive activities and groups. If young people are involved in anti-social behaviour depending on the seriousness of this, use good judgement to assess the situation and act on the correct course of action. This could be talking to the young people involved and discouraging them. All worries must be talked through with line manager before action with other agencies are involved Young people informed that they cannot bring or use alcohol/non-prescriptive drugs Appropriate staff levels	3	3	9	Young people will be removed from site and returned home if there behaviour is serious (or if they bring alcohol/drugs etc. to centre)		Ongoing	

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Playing pool - personal injury from cues and flying balls	Staff monitor the use of the pool table and its equipment and to inform the young people of safe use of it Accident/Incident procedure and recording in place	1	3	3				
Drug (including alcohol) use staff, young people, members of the public	Create awareness of the dangers of alcohol and drugs. If worker suspects child/young has been using drugs or alcohol they should treat young person with sensitivity Follow SCC policy and inform line management as necessary	3	2	6				

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Emergency – accident, incident, illness	Young people and their parents/ carers informed of contact numbers of staff on premises and SCC number SCC staff try to ensure they have a record of emergency contact numbers for parents/carers of all young people SCC need fully charged mobile telephones SCC staff are first-aid trained and have first-aid kit with them Letting procedures inform user groups of own responsibility for guests	3	2	6				
Noise (From karaoke, stereo, general talking and playing etc)	SCC staff to monitor the volume of the stereo and karaoke and reduce it when necessary and to ensure that the young people know what is acceptable and are encouraged to keep within that limit	2	3	6				

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Art & Craft Activities – Damage to clothing Injury to skin/allergic reaction	Materials selected are where possible washable Appropriate supervision from staff and volunteers Young People made aware of risks Where possible – materials are washable and non-irritant Safety Scissors provided First aid provision on site All members complete registration forms to attend the club	2	3	6				
Damage to building not being repaired – unsafe working practices for staff and other users	Numbers for maintenance and repair available for staff Toybox contact Morley House	4	1	4	2 regular users who use out of hours given information on what to do in case of emergency	AYW Admin	October 2010	

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Damage to property/ equipment – financial risk, risk of injury through using damaged equipment or equipment malfunctioning	SCC staff to inform young people of appropriate and safe use of equipment, consequences of wilful damage and are encouraged to report to staff if they notice anything is broken Accident/incident procedure and recording in place SCC staff check safety of equipment before each session and repair/dispose of any damaged equipment	2	3	6				

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Lone Working – Area Youth Worker Intruder, child protections	Worker does not work with young people alone when building is empty apart from in coordination with school Internal front door has lock and keypad on it Morley house knows whereabouts of Area youth worker through diary sheet Area Youth Worker does not put self at danger through risky practice – climbing ladders etc. when working alone Area worker has personal support plan when working at night	4	1	4	Ensure that contact maintained between Morley House and area youth worker/Swainson Building At end of sessions at night other staff wait until building is locked and secure			

* Click [here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:		Date:		Manager's comments
Signature:				