



Walking with young people through  
School, Community and Church life in South East Somerset.

[www.linxproject.com](http://www.linxproject.com)

## HEALTH AND SAFETY POLICY

### A) INTRODUCTION

The Linx Projects treats the Health and Safety of staff, volunteers, young people, trustees and any other clients of the project as of utmost importance. The Linx Project intends to conform to all relevant legislation with regard to health and safety, hygiene and fire regulations in accordance with its obligations

### B) HEALTH AND SAFETY

All employees, volunteers, young people, trustees and other clients of the Linx Project are required to observe all notices, instructions and procedures relating to health and safety regulations.

All persons working with the Linx Project will have the opportunity to discuss health and safety and how it affects their particular job.

The overall responsibility for health and safety within the Linx Project is that of  
Jess Pitman, Chair of Trustees  
Pond Hill  
Pen Selwood  
Somerset  
BA9 8LP

She will be responsible for ensuring that this policy is carried out within the identified premises coming under the control of the Linx Project.

Although the responsibility is delegated to this person, the actual responsibility is still shared between all of the members of the Board of Trustees and the Linx Project Team.

### C) Risk Assessment

The Board of Trustees shall be responsible for ensuring that a risk assessment of the office is carried out annually, or earlier if needed due to changes in circumstances and that action shall be taken to eliminate or reduce the risks identified.

All youth work premises will be risk assessed before use. All risk assessments will be written in accordance with this health and safety policy.

A written record of the assessment shall be kept in the Linx Project Office. The Linx Project administrator shall ensure that this record is kept up to date.



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**D) ACCIDENTS AND FIRST AID**

Tact and calm are necessary when dealing with people who have been in an accident or who are in need of first aid. It is important that staff and volunteers are confident about procedures. Staff and Volunteers must be aware of the location of telephones within the building and be confident in the calling of the emergency services where necessary

All injuries to employees, volunteers, young people, trustees and other Linx Project clients must be recorded in the Accident Book kept in the Linx Project Office. First Aid Boxes are available on the book shelf in the Linx Project Office, and should be taken on all trips and activities away from the Linx Project Office. Near misses should also be recorded.

**E) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

All chemicals and substances presenting a hazard are to be kept in a locked cupboard. The administrator is responsible for ensuring the necessary assessment forms have been completed and filed.

**F) ELECTRICAL EQUIPMENT**

All electrical equipment in the Linx Project Office (and other properties of the Linx Project (e.g. the ReAct bus) shall be checked annually by a qualified electrician and shall be marked with the date of the inspection. Employees and volunteers shall not bring any other electrical equipment into Linx Project premises, unless they have been checked as part of the inspection.

**G) FIRE**

Regular fire drills will be carried out on Linx Project premises and employees, volunteers, trustees and regular clients of the Linx Project will be kept advised as to the fire evacuation procedures. These drills will be recorded and a report made to the trustees. The smoke alarm is to be checked weekly.

Clear signs will inform all users of the Linx Project premises of the actions to be taken in the event of the fire alarm sounding.

All fire exits and fire routes must be kept clear of obstructions.

**H) SECURITY**

The Linx Project Office should only be accessed by designated key holders of Bruton Methodist Church. Enforceable rules are necessary to secure an atmosphere within the Linx Project Office that enables the public, staff, volunteers, young people and trustees to feel safe. Therefore the following will be enforced at all times.

No illegal drugs on the premises.



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#### **H) SECURITY CONTINUED**

No threatening or aggressive language or behaviour, violence or threats of violence.

No racist or sexist language or behaviour

No abuse of the premises or their contents.

Failure to observe any of the above may lead to temporary or permanent exclusion from Linx Project Premises and other Linx Project Activities.

Paid staff may be designated key holders of Bruton Methodist Church upon completion of the key holders declaration form.

In the event of an emergency there is a telephone available in the Linx office on the administrator's desk.

In the event of any staff working alone in the Linx office, the front door of the church should remain locked and only opened if the staff member is confident of who is on the other side.

#### **I) HYGIENE**

All employees, volunteers, young people, trustees and other Linx Project clients are required to observe all notices, instructions and procedures relating to hygiene regulations. All persons working at the Linx Project will have the opportunity to discuss hygiene and how it affects their particular job.

The hire and use of the kitchen for the preparation of high risk food requires a qualification in basic food hygiene.

It is important to encourage and maintain good standards of practice of hygiene for all staff and users. Any special equipment required should be easily accessible and staff and volunteers should know where it is. It should also be maintained to a high standard.

#### **J) MANUAL HANDLING**

The movement of tables and chairs should be completed using the proper lifting techniques and the equipment provided. Training on manual handling will be given to all those involved in the moving of heavy equipment.

#### **K) ROUTINE PRACTICES**

Rubber gloves and disposable cloths should always be used when cleaning the kitchen or toilets. Separate gloves should be used for kitchens and toilets.

Cuts or open lesions on exposed areas of skin should be covered with water proof plasters.

Spillages of any kind should be cleared up as quickly as possible

Linx Project office, Bruton Methodist Church, West End, Bruton, BA10 0BH  
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Registered as a Charity No: 1083407



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**K) ROUTINE PRACTICES CONTINUED**

No Jewellery is to be worn by those working in the kitchen.

**L) VISUAL DISPLAY EQUIPMENT**

The visual display equipment in the Linx Project Office should be regularly assessed for health and safety. Those members of staff who habitually use a workstation shall be entitled to a free annual eyesight test and the provision for corrective glasses (if required) for working with visual display equipment.

**This project is to be reviewed annually as part of the Linx Project Trustees Cycle of Business.**