

**Inspire Youth Yorkshire Community Hub**  
**Health and Safety Policy**

The policy will follow the current guidelines as set out by the Inspire Youth Yorkshire Board of Trustee and Chief Executive Officer. The policy will be reviewed on a regular basis to reflect changes in legislation.

**Responsibility**

All persons hiring any part of the centre share an equal responsibility for Health and Safety.

**Policy Statement: Aims & Objectives**

The aim is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises and, in particular, the following:

- To establish and maintain a healthy and safe environment throughout the premises;
- To establish and maintain safe working procedures among everyone;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on and attending the site to avoid hazards and contribute positively to their own safety and health at work and to ensure they have access to health and safety training as and when provided;
- To maintain a safe and healthy place of work and safe access and exits from it;
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises;
- To lay down procedures in case of an accident, and ensure that medical facilities are readily available and that qualified first aid personnel or appointed persons are nominated in accordance with the Health and Safety regulations;
- To provide and maintain adequate welfare facilities;
- To provide and maintain safe plant and systems of work;
- To provide information for hirers on matters affecting health and safety;

**To implement this policy, Inspire Youth Yorkshire will:**

- List health and safety rules for curriculum and work areas. Carry out regular inspections;
- Look into conditions and practices reported to be unsafe and investigate all accidents that are reported;
- Maintain adequate accident reporting, recording and follow up procedures;
- Make adequate provision for fire prevention, firefighting and fire evacuation procedures;
- Ensure that there are official fire evacuation notices and signs indicating exits and assembly points;
- Ensure there is a master evacuation notice in the main entrance area;

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*Reviewed on: 5<sup>th</sup> April 2025 by Jess Ward CEO of Inspire Youth Yorkshire*