



**Patrons:**

**Baroness Helena Kennedy; Dr Paul Stephenson OBE; Leyla Hussein; Lord Herman Ouseley; Sir Geoffrey Bindman QC, Jean Stallings**

**JOURNEY TO JUSTICE HEALTH AND SAFETY POLICY**

**This is still an aspirational policy as there are no official JtoJ premises. Any place used for Journey to Justice activities will be risk assessed. The local Memorandum of Understanding (MOU) will require local groups to risk assess all local Journey to Justice activities.**

**Introduction**

Journey to Justice complies with local authorities’ Health and Safety guidelines and the Health and Safety Executive’s guidance. Journey to Justice expects all staff, whether paid or voluntary, to take “reasonable care for the health and safety of themselves and others”.

The Journey to Justice Director is additionally expected to “fulfil her responsibilities for health, safety and welfare” of those they manage as well as those who use or visit Journey to Justice’s provision.

**Objectives**

The objectives of this policy are to ensure that all staff and volunteers know their legal and professional responsibilities for the health and safety of young people, themselves and colleagues and visitors.

**Responsibilities**

The Journey to Justice Director has overall responsibility for the effective implementation of the health and safety policy whilst specific areas are delegated to local JtoJ co-ordinators. Journey to Justice must ensure that:

* Specific legal requirements are adhered to and steps taken to comply with all changes in these requirements;
* Health and safety factors are taken into account when new methods of working or processes, or changes in the existing ones, are being planned or are under consideration;
* The identification and provision of training and instruction for staff and volunteers, ensuring that it is adequate to achieve safe methods of operation and the prevention of accidents;

Areas of responsibility in relation to specific aspects of health and safety arrangements are as follows.

**Risk Assessments**

The Journey to Justice Director is responsible for ensuring that:

* risk assessments are undertaken for Journey to Justice’s work;
* employees and volunteers are involved, informed and consulted about the results of risk assessments;
* risk assessments are readily available to employees and volunteers;
* written records of all risk assessments are kept and reviewed and updated as necessary;
* procedures are in place for specific risk assessments to be conducted in relation to young workers;
* procedures are in place to ensure young people receive adequate induction training and are fully supervised by competent persons.

**First Aid**

The Journey to Justice Director is responsible for ensuring that:

* There is a qualified first aider on duty for each session of JtoJ activities with young people;
* An assessment of first-aid needs appropriate to the circumstances has been carried out;
* Equipment (first-aid box) and facilities are provided which enable first-aid to be administered to those who are injured or become ill during JtoJ activities;
* A portable first aid kit is available to take on offsite visits and trips;
* All employees and volunteers are informed of the arrangements that have been made in connection with the provision of First Aid, including the location of equipment, facilities and First Aid personnel.

**Accident reporting**

The Journey to Justice Director must ensure that:

* all employees and volunteers know what to do in the event of an accident arising out of, or in connection with, JtoJ activities.
* Journey to Justice’s Accident/Incident Report and reporting procedures are available to all employees/volunteers;
* all accidents are investigated and analysed for the purposes of identifying any trends and causes in order to prevent recurrence;
* in the event of an employee or volunteer or any member of the public suffering death, major injury, disease, or in the event of a dangerous occurrence arising out of or in connection with work as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995, that such incidents are reported to the Council’s Health and Safety Team, Trade Union and Safety Representative, as soon as possible, in accordance with Council requirements.

**Fire and emergency evacuation procedures**

The Journey to Justice Director must ensure:

* that adequate fire procedures are in place in the buildings that are occupied by staff and volunteers under their control;
* that they provide and maintain appropriate firefighting measures to fight, detect and give warning of fire;
* the safe evacuation of employees, volunteers and others via emergency routes and exits;
* written fire risk assessments are undertaken in all youth projects;
* these risk assessments are brought to the attention of the appropriate fire officer of the premises, to ensure appropriate control measures are in place.

**Extreme temperatures in the workplace**

The Journey to Justice Director is responsible for:

* receiving requests for supplementary heating and/or ventilation;
* ensuring that if workers or volunteers wish to use flexi-leave or annual leave in cases of extreme temperature, they can negotiate this.

**Display screen equipment – Workstation assessments**

The Journey to Justice Director is responsible for ensuring that workstation assessments are undertaken for identified display screen equipment users.

**Violence at work**

The Journey to Justice Director is responsible for ensuring that:

* Journey to Justice projects have adequate staffing for the nature of the work undertaken, the number of young people to be worked with and the layout of the building;
* where incidents of violence occur, they are investigated and a report made to the Journey to Justice board;
* s/he monitors and reviews the arrangements on a regular basis and take any necessary remedial action.

**AGREED: 15/07/17**

**JOURNEY TO JUSTICE (JtoJ) EVENT RISK ASSESSMENT** *(JtoJ can share an example of a completed form)*

It is important to take into consideration the types of person who may be affected by the hazards of the activity/area/process. e.g**. young people, older people, those with special requirements and expectant mothers.**

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| **OPERATION AND LOCATION** |  |  |  |
| **ASSESSOR(S)** |  | **DATE** |  |

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| Describe the hazard/area/activity being assessed giving **as much information** as possible such as persons affected (number/pupils/employees), location, building, work being carried out, tools used, chemicals, work equipment and history or **number** and **describe** each individual process in **chronological** **order** below. |

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| **KEYS/SCALE** | | | | | | | | | | | |
| **Hazard/Severity Rating** | | | **x** | **Likelihood/Probability Rating** | | | | **=** | | **Risk Rating** | |
| 5 | | Death | | 5 | Inevitable | | | | 1 – 8 | | Low Risk |
| 4 | | Severe Injury, Long absence | | 4 | Likely | | | | 9 – 11 | | Medium Risk |
| 3 | | Moderate injury, more than 3 days off | | 3 | Occasional | | | | 12 – 25 | | Unacceptably High |
| 2 | | Minor Injury, time off | | 2 | Possible | | | | Remember, key to an effective risk assessment is looking at likelihood of injury. The hazard remains the same, it is the **risk** which changes. | | |
| 1 | | Trivial Injury, no time off | | 1 | Improbable | | | |
| **ASSESSMENT REVIEW DATES**  (**Only** to be completed when risk assessment has been reviewed, e.g. 1 yr after original assessment carried out.) | | | | | | | | | | | |
| **Date** | **Assessors** | | | | | **Date** | **Assessor** | | | | |
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| **Main HAZARDS and PERSONS affected e.g.** | **Severity of Hazard**  **(1-5)** | **Control Measures to Reduce the Risk of Injury** | **Likelihood/ Probability Rating**  **(1-5)** | **Risk Rating &action required/by?** | **Further Action Required and Date by** |
| Broken glass (wine bottles) |  |  |  |  |  |
| Food poisoning |  |  |  |  |  |
| Spillage |  |  |  |  |  |
| Speakers/performers falling off stage |  |  |  |  |  |
| Performers/guests fall down stairs |  |  |  |  |  |
| Fire |  |  |  |  |  |
| Trip hazards (cables) |  |  |  |  |  |
| A guest/speaker being taken ill |  |  |  |  |  |
| A young person (performer/guest) going missing |  |  |  |  |  |

VOLUNTEERING RISK ASSESSMENT

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| Activity being risk assessed |  |
| Name of person doing assessment |  |
| Date of assessment |  |

The risks posed to volunteers or beneficiaries

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|  | Step 1: What are the significant hazards? | Step 2: Which groups of people are at risk from the hazards you identified? | Step 3 What control measures are or need to be put in place to reduce risk? |
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| Under 18s? |  |  |  |

The risk posed by volunteers or beneficiaries

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| Risk Factors | Control Measures |
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Consent and Insurance

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| Are consent forms required? | YES |  | NO |  |
| Do you need to check insurance cover? | YES |  | NO |  |

Summary of risk reduction measure

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| Measure | By When? | By Who? |
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Supervision

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| Who is the suitably qualified supervisor for the activity? |  | | | |
| Have they been involved in the risk assessment? | YES |  | NO |  |

Other Risk Assessments

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