



Health, Safety & Wellbeing Policy

Part One: The Statement

v.5 May 2026

Be aware that a printed copy may not be the most current version. The latest version, which replaces all prior versions, is available in the Youth Moves policy library online. It is the responsibility of all those to whom this policy applies to stay informed of the most current version and always comply with its requirements.

This policy was approved on:	
Date:	19 th May 2026
Next review date:	19 th May 2027
Name (Board Representative):	Heather Frankham (Chair of Trustees)
Name (Operational Representative):	Matt Justice (CEO)

Contents

[Introduction](#)

[Background and Purpose](#)

[Board of Trustees Statement of Commitment](#)

[Board Responsibilities and Commitments](#)

[Leadership and Management Responsibilities](#)

[Involving Staff, Volunteers and Young People](#)

[Monitoring, Reporting and Review](#)

1. Introduction

This document sets out Youth Moves' Health, Safety and Wellbeing Policy Statement, the organisation for managing health and safety, and a summary of the arrangements in place to achieve this.

This policy is issued to meet the requirements of the Health and Safety at Work etc. Act 1974 (HSWA). In particular, it reflects the duties placed on Youth Moves under:

- **Section 2** – to ensure, so far as is reasonably practicable, the health, safety and wellbeing of employees and volunteers; and
- **Section 3** – to ensure that young people, service users, members of the public and others who may be affected by Youth Moves' activities are not exposed to risks to their health or safety.

“Young people and others” include those using Youth Moves services, the public, schools and community venues used by the organisation, partner organisations, and anyone affected by Youth Moves' activities.

This document should be read alongside Document 2, which sets out the detailed organisation, procedures and arrangements for managing health and safety and wellbeing. Together, the two documents form Youth Moves' overarching Health, Safety and Wellbeing Policy.

This policy links closely with other key policies including Safeguarding. All such documents form part of Youth Moves' overall management and governance framework.

2. Background and Purpose

Youth Moves exists to enhance the wellbeing and life chances of young people aged 8–19 in South Bristol through high-quality youth work, including centre-based, detached, school-based, outdoor and targeted activities.

The purpose of this Health, Safety and Wellbeing Policy is to ensure that Youth Moves:

- Meets its legal duties as an employer and service provider
- Protects staff, volunteers, young people and others from harm
- Enables activities to take place with positive, proportionate risk, avoiding serious injury or ill health
- Demonstrates strong governance and leadership in line with HSE and Charity Commission expectations

Good health, safety and wellbeing management supports safe, enriching and challenging youth work and contributes directly to positive outcomes for young people.

3. Board of Trustees Statement of Commitment

The Board of Trustees of Youth Moves is committed to taking all reasonably practicable steps to prevent injury, ill health and harm arising from the organisation's activities.

The Board recognises its responsibilities as the employer of staff, the organisation responsible for volunteers, and the provider of activities and services for young people. This commitment extends across physical safety, mental health, emotional wellbeing and welfare.

The Board acknowledges that health and safety responsibilities intersect with other statutory and moral duties, including safeguarding, equality, mental health, infection control, food safety, transport safety and environmental protection, and will ensure appropriate links are made where relevant.

4. Board Responsibilities and Commitments

To meet its legal and governance responsibilities, the Board of Youth Moves will:

- Maintain a written Health, Safety and Wellbeing Policy that sets out clear responsibilities, organisation and arrangements.
- Ensure that activities and work tasks are risk assessed, appropriately controlled and reviewed, in line with the Management of Health and Safety at Work Regulations 1999, following the principles of prevention and risk reduction.
- Provide and maintain safe equipment, premises and environments for staff, volunteers and young people, in cooperation with venue owners and partners where premises are not directly controlled by Youth Moves.
- Ensure that information, instruction, training and supervision are provided to staff, volunteers and, where appropriate, young people.
- Ensure the safe handling, storage and use of substances and equipment in accordance with recognised good practice.
- Provide personal protective equipment where required.
- Allocate sufficient financial and other resources to manage health, safety and wellbeing effectively.

- Ensure access to competent health and safety advice, either internally or via external advisers, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999
- Recognise that mental health and wellbeing are integral to health and safety, including the management of work-related stress.
- Ensure cooperation and coordination with partner organisations, contractors, schools and community venues.
- Consult with employees and volunteers on health, safety and wellbeing matters.
- Appoint a Trustee with specific responsibility for health, safety and wellbeing, while retaining collective Board responsibility.
- Delegate day-to-day operational management of health, safety and wellbeing to the Chief Executive Officer.
- Receive regular reports on health, safety and wellbeing performance, including an annual review and forward plan.
- Review this policy at least annually, and sooner if significant changes occur.

5. Leadership and Management Responsibilities

The Chief Executive Officer (CEO) is responsible for the effective day-to-day management of health, safety and wellbeing, including:

- Implementing this policy and associated procedures
- Ensuring risk assessments are completed and control measures implemented
- Ensuring staff and volunteers are trained and supervised
- Reporting significant issues, incidents and trends to the Board

Other managers, staff and volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others
- Follow policies, procedures and risk assessments
- Report hazards, incidents and concerns promptly

6. Involving Staff, Volunteers and Young People

Youth Moves recognises that effective health, safety and wellbeing management relies on meaningful consultation and engagement.

- Employees and volunteers will be represented through staff representatives and meetings with senior management and the Trustee responsible for health and safety.
- Staff and volunteers will be involved in the development and review of risk assessments, policies and procedures.
- Young people will be encouraged to contribute their views and experiences in ways appropriate to their age, understanding and role, helping identify risks and promote safer participation.

7. Monitoring, Reporting and Review

The Board will monitor health, safety and wellbeing performance using appropriate information, which may include:

- Accident and incident data, including trends and learning
- Reports of serious incidents and near misses
- Compliance with statutory duties, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Findings from audits, inspections and reviews
- Feedback from staff, volunteers and young people

The Board recognises that some youth work activities involve managed risk and does not expect the elimination of all minor incidents but will seek clear explanations and learning from serious or recurring events.