

DRUGS AND ALCOHOL GUIDANCE DOCUMENT

The Escape Youth Group recognises the importance of maintaining a healthy and productive space through the highest standards of safety, and the reduction of risk in all its areas of activity.

This guidance document is a declaration of The Escape Youth Group Trustee Committee Members intent to provide a safe and healthy environment free from the inappropriate use of alcohol and drugs in all of our undertakings.

We recognise that the use of illegal drugs, misuse of legal drugs (including solvents) and the abuse of alcohol can impair job performance at work and can be a serious threat to safety, health, productivity and the environment.

All staff, and volunteers are required to comply with this guidance when providing services at The Escape Youth Group location or on any associated business, The Escape Youth Group will ensure that they are made aware of this guidance as part of its induction and communication procedures. In addition, we will ensure that any person who voluntarily declares a drug, alcohol or substance abuse related addiction or habit is provided with appropriate advice and support.

No member of The Escape Youth Group (Committee Member or volunteer) or any sub-contractor shall:

- Report for duty under the influence of alcohol or illegal drugs, or the misuse of legal drugs;

Report for duty in an unfit state due to the use of alcohol and/or illegal drugs, or *the* misuse of legal drugs;
- Consume alcohol or illegal drugs, or misuse legal drugs whilst on duty.

All of The Escape Youth Group activities will be carried out with proper regard for this guidance document and any associated procedures.

Any person who refuses to undertake a test or receives a positive test result will be considered to be in breach of this policy and will be excluded from their place of work. Any person so excluded may be refused access to any of The Escape locations in the future.

In regard to the young people attending the youth group:-

Should a young person be seen or deemed to be under the influence of alcohol or drugs;

- Their responsible adult will be contacted and requested to collect them from the premises
- They may face exclusion from The Escape Youth Group temporarily or permanently.

The Escape Youth Group recognises that some of its activities are associated with major accident or process safety risks to people, the environment and its business; we are committed to managing our activities in operation and maintenance of facilities such that all reasonably practicable measures are taken to prevent major accidents and to limit their consequences to people and the environment. Our approach has four focus areas:

1. Process Safety Leadership (mindful leadership)

We will ensure that sufficient resources and personnel are in place to manage the potential major hazards of our operations effectively, allocating roles and responsibilities. We will identify competence requirements, then train or recruit suitable personnel and monitor their performance.

2. Risk Identification and Assessment

We will systematically identify and evaluate risk and limit the consequences of major hazards associated with our activities, or the equipment, in both normal and abnormal conditions. This will also cover data and physical security.

We will adopt a hierarchical approach to risk reduction, starting with inherent safety, ensuring that measures are put in place to render the risks as low as reasonably practicable, and that these are recorded so that the risks are clearly understood by all.

3. Risk Management

We will develop systems and procedures of work which allow safe and sufficiently secure design, construction, operation and maintenance of assets. This includes identifying and operating within safe limits.

We will apply a systematic process to identify foreseeable major emergencies and prepare, test, review and update emergency plans.

4. Review and Improvement

We will monitor the effectiveness of the Health and Safety Management System in achieving the objectives of this policy, this will include reporting, investigating and learning from major accidents, near-misses and non-compliances and ensuring that any identified improvements are suitably prioritised, scheduled and progressed.

HEALTH AND WELLBEING GUIDANCE DOCUMENT

The Escape Youth Group are committed to providing an environment which promotes and maintains the wellbeing and good health of its staff, volunteers and all other persons engaged in work with them, or who may be affected by our activities. The Escape Youth Group recognises that people are its most valued resource, and that their health and wellbeing is essential to effective work performance. This policy is a declaration of the intent to ensure that ill-health is neither caused, nor exacerbated by work, and to adopt a proactive approach to employee wellbeing by actively promoting good health in the workplace.

The objectives of the guidance document will be achieved by:

- Implementing a management process and health surveillance programme to ensure that the health and wellbeing of all workers is protected and maintained, irrespective of their existing health status;
- Ensuring that workers are fit to carry out their designated roles through the provision of health questionnaires as a minimum;
- Identifying and implementing mitigation measures to address any risks to health and safety that are associated with fatigue;
- Acknowledge that work related stress can also affect the health and wellbeing of our people and managing, so far as is reasonably practicable, the risks which are within the scope of our control, with the aim of helping to prevent workers from suffering the effects of foreseeable work-related stress;
- Encouraging our workforce to take responsibility for all aspects of their own health and wellbeing which are within their own control. This would include taking regular visits to their GPs to ensure that their health is monitored, and taking steps to minimise their own stress levels where practicable;

Responsibility for the implementation of this guidance document lies with all of the Trustee Committee Members.

This guidance document covers all of The Escape Youth Group activities and will be reviewed annually to ensure that the health and wellbeing management system is effective, consistently implemented and continually improved.

HEALTH & SAFETY GUIDANCE DOCUMENT

The Escape Youth Group recognises the importance of occupational health, safety, and welfare in the . successful operation of its activities. This policy is a declaration of The Escape Youth Group Trustee Committee Members to establish and maintain a safe and healthy working environment for all of undertakings of The Escape Youth Group.

In order to achieve our Health and Safety objectives we will:

- Expect every Trustee Committee Member and volunteer to support and develop The Escape Youth Group's ethos with regard to health & safety procedures;
- Develop and implement a safe working system and practices to reduce the likelihood of accidents, incidents and cases of occupational ill-health and harm to people or the environment;
- Conduct all undertakings in such a way as to ensure, so far as is reasonably, that all persons will not be exposed to risk as a result of The Escape Youth Group's activities;
- Carry out all activities with proper regard for the relevant statutory requirements. Where specific provisions apply, all activities will comply with such specific requirements;
- Ensure that all persons understand their responsibility to work safely in line with statutory requirements, other appropriate standards, and with the knowledge that they are required to identify and report unsafe work situations. In any such case where a concern is raised, activities will cease until the situation is investigated and rectified if necessary;
- Ensure there is a commitment to consult with, train and ensure that our members and volunteers are competent to carry out the activities safely;
- Ensure that sufficient resources are provided to achieve compliance with this policy.

We aim to achieve standards of occupational health, safety and welfare which exceed those solely necessary to meet our legal requirements.

Responsibility for the management of health and safety lies with all Trustee Committee Members.