



Centre for Young Refugees and Migrants

HEALTH AND SAFETY POLICY

2026 VERSION

Terms, Acronyms

Service Users

To include all children, young people and vulnerable adults who access Dost's services

Staff

To include all staff, self employed freelance workers, coaches, tutors, student placements, volunteers who work/ volunteer at Dost

Trustees

To include all Dost Trustees

Management

To include the Director and Board of Trustees

Visitors

To include all visitors, funders, staff, volunteers and coaches from other organisations

Carers

To include all parents/ extended family/ foster carers, keyworkers, corporate parents, such as Children's Services

The Public

To include members of the public who may come into contact with Dost services or Service Users

Named Leads

Director – Marian Spiers (marian@dostcentre.co.uk/ 07852855711/ www.dostcentre.co.uk)

Designated Safeguarding Lead – DSL

Marian Spiers (updated Nov 2025)

Carl Reyes (completed Dec 2024)

First Aider at Work

Marian Spiers (updated June 2024)

Emergency First Aiders

Emad Hamid (June 2024)

Kelly Williams (July 2024)

Carl Reyes (Dec 2024)

Mental Health First Aider

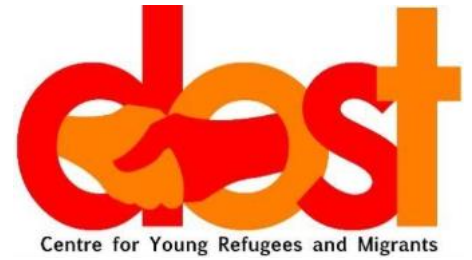
Marian Spiers (Feb 2025)

Data Protection Officer

Marian Spiers

Safety and Safeguarding Trustee

Thomas Edwards (DSL Trained March 2026)



HEALTH AND SAFETY

STATEMENT OF COMMITMENT

Dost Centre is committed to ensuring that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy and comply with all the statutory requirements.

Dost doesn't own its premises and the health and safety for the buildings they access will be covered by the respective providers such as Newham Council or Better.

We believe that the health, safety, and well-being of all our staff, volunteers, and the young people we work with are of paramount importance. We are committed to complying with the Health and Safety at Work Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992 and Management of Health and Safety at Work Regulations 1999.

Dost will, so far as is reasonable and practicable:

- > Provide and maintain equipment and systems of work that are safe and without risk to health
- > Provide such information, training and supervision as is necessary to ensure the health and safety at work of its staff and others
- > Carry out its activities in such a way as to ensure that staff and others are not exposed to risks to their health and safety
- > Carry out the necessary risk assessments
- > Keep and maintain accurate records of accidents, injuries, dangerous occurrences and known exposure to health risks at work and the costs thereof
- > Inform the appropriate enforcement authority of reportable injuries, diseases and dangerous occurrences
- > Provide the services of an external health and safety worker when required
- > Ensure all premises Dost access on a regular basis (Shipman Youth Zone and Newham Leisure Centre) have on display the '*Health and Safety: What you need to Know*' poster
- > Ensure all premises Dost access on a regular basis (Shipman Youth Zone and Newham Leisure Centre) provide Dost with up to date risk assessments and vice versa
- > Ensure all relevant policies are available and accessible for staff, service users and relevant stake holders.

This policy is designed to minimise or control risks to health, safety and welfare of our employees and of others working or visiting our offices.

Roles and Responsibilities

The Board of Trustees: Retain overall legal responsibility for health and safety.

The Charity: As per the Management of Health and Safety (at work) Regulations 1999, an employer has many responsibilities under the laws.

In particular:

- > we must make sure that the working environment is safe
- > provide and maintain equipment, premises and systems of work which are safe and do not endanger health make sure that the handling, storing and transporting of objects and substances are carried out safely
- > provide safety information, instruction, training and supervision as necessary
- > provide and maintain a safe access and exit to any place of work.

The Designated Safeguarding Lead (DSL): Ensures health and safety integrates with child protection and well-being.

First Aiders: first response in case of a first aid emergency, following the key protocol: to preserve life, prevent the situation from worsening, and promote recovery until professional medical help takes over.

Mental Health First Aider: to provide initial non-judgmental support, and safely guiding colleagues and service users to appropriate professional help.

Staff and Volunteers: Must take reasonable care for their own safety and that of the young people they work with.

You have a responsibility for your own safety at work and therefore must take reasonable care of yourself and other people who may be affected by what you do or do not do:

- > perform any necessary duty which is required by law
- > not misuse anything which is required by law
- > not misuse anything which is provided as a health or safety service
- > report to your immediate Manager any hazardous condition which becomes apparent.

Core Procedures

Risk Assessments: will be conducted and documented for all venues, activities, and events involving children. Completed by delivery staff and verified by Health and Safety lead. In the case of the Health and Safety lead completing the risk assessment, verification will be completed by Safeguarding lead Trustee.

Accident and Incident Reporting: Follow Accident and Incident Reporting Policy for details on how to log accidents, first aid administration, and report serious incidents to the Charity Commission. Please refer to the accident and incident policy for more details.

Safeguarding Alignment: Follow Safeguarding and Child Protection Policy for details of how to establish reporting lines for child protection concerns.

Staff Training and Support

Compulsory Safeguarding Training: all core and sessional staff are expected to complete safeguarding training in line with Dost's safeguarding policy, the requires it is renewed every 2 years.

1st Aid Training: At least 3 members of the core and sessional staff team to be 1st Aid trained to accommodate the presence of a 1st Aider for all sessions. In the case that no 1st Aider is available for a session due to unforeseen circumstances, the session will be cancelled.

Online Health and Safety Training: core staff are expected to complete online safety training modules via <https://alison.com/tag/health-and-safety> on Workplace Hazard Safety and Basic Manual Handling training. Staff are required to renew this every 2 years.

London Youth Membership: provides access to free training made available for all core and sessional staff, including a Safe Working programme.

Youth Team Meetings: Regular team meetings for all core and sessional staff, discussing the programme, safeguarding risks, challenges and interventions put in place to continue to provide the safest service both for the young people and staff alike.

Trustee Meetings: Regular trustee meetings in line with Dost charity constitution, with a regular agenda line discussing safeguarding and staffing, providing support to the Director on managing potential risks and offering relevant support.

Named Health and Safety Officer

Marian Spiers - marian@dostcentre.co.uk / 07852855711

Signed: *marian spiers*

| HEALTH AND SAFETY | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|--------------------------------------|--------------------------------|------|------|------|------|------|
| Reviewed and revised (Marian Spiers) | April 2026 | | | | | |
| Agreed by Trustees | April 2026 (Thomas Edwards) | | | | | |

