

All YHA Hostels demonstrate stringent safety management practice. This document indicates operational methodology and the relevant risk control measures in place. It forms part of the overall Health and Safety Management framework to which the YHA operate. Many of the issues outlined will be supported by further specific risk assessments.

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Operational Area	Risk Control Measures
YHA Health and Safety Management Framework (An integrated approach to health and safety management with reference to the Health and Safety Executive's HS G 65 'Successful Health and Safety Management.')	The YHA is registered under RoSPA's Quality Safety Auditing (QSA) scheme and works to continually improve its Health and Safety Management Systems. This is achieved through performance monitoring, evaluation, review and audit.
Working to DCSF and DfES Guidelines	In recent years, school trips have been the subject of intense scrutiny and, as a result, the DfES and the Health & Safety Executive have issued strict guidelines for the planning of educational visits. The YHA operate to these guidelines and ensure that the needs of young people, group leaders and accommodation standards are met.
YHA Safety Policy	The Safety Policy has been written to secure compliance with the requirements of both legislation and our general duty of care towards members of the public and our employees. In particular, regard has been made to The Health and Safety at Work etc. Act 1974 and the regulations issued under it. Account has also been taken of industry guidance and codes of practice where these are applicable. This policy is available for inspection by all visiting teachers/groups on arrival at any of our locations.
Site inspection carried out to identify statutory maintenance requirements/building related issues	YHA operate an Annual Health and Safety, audit-based Site Inspection. This is a detailed document that helps to identify building related risks and preventative measures as necessary.
Management suite of Risk Assessments. All Hostels	All work-based tasks, at every hostel, are risk assessed. This fulfils our statutory duty under the Management of Health and Safety at Work Regulations 1999. This information, where appropriate or relevant for visiting groups, is available for inspection and review.

Relevant Risk Assessment (activity related, task etc)	All activities whether those specific to adventure activities or low-level activities delivered to fulfil the educational market, are risk assessed. Suitable and sufficient controls are in place and are regularly monitored and reviewed. Visiting groups are encouraged to view this information as part of their pre-visit assessment.
Training and information	All YHA staff undergo a programme of health and safety training including for example, risk assessment, first aid, child protection, activity safety awareness etc. Training is delivered against a core competency requirement and course content is regularly reviewed.
Fire Arrangements	Fire risk assessment is developed and implemented at all sites to comply with the requirements under the Regulatory Reform (Fire Safety) Order 2005. Local preventative fire arrangements are in place to ensure that all staff and guests are aware of their responsibilities during fire evacuation. In addition to this, we maintain active monitoring procedures for fire safety management including fire alarm, smoke detection and extinguisher testing. Staff are required to undertake a fire evacuation drill and test with all visiting groups.
Safeguarding Young People from Harm.	<p>We operate a Child Protection Policy and 'Designated Child Protection Officer' (DCPO) role for child protection. The DCPO is responsible for ensuring the policy reflects current government guidelines and strategic operating practice. The Child Protection Policy is regularly reviewed and written against the criteria required under 'Every Child Matters'</p> <p>All staff are Criminal Records Bureau Checked (CRB) or equivalent and receive child protection training.</p> <p>We operate a strict system for reporting and staff are required to carry a 'Code of Behaviour' card.</p> <p>Group Leaders will be given a copy of a 'Guide for Group Leaders', which sets out what we expect of groups during their stay and what you can expect from YHA.</p>
Accident Reporting Procedures	<p>We operate an in-depth accident reporting system, which includes the requirement to undertake post incident risk assessment.</p> <p>We also operate an internal communication and incident control procedure. This is an Emergency contact and management system, which comes into effect should a significant event occur.</p>

Security Management	YHA maintain a Security Manual, which outlines the arrangements that must be employed at every hostel to ensure our buildings, staff and guests are free from harm. For example, we operate a nightly shut down procedure, which ensures all doors, and windows are locked and secure.
Food Safety Management	YHA operate to The Food Hygiene Regulations 2005 This is achieved through the maintenance of high food safety standards and implementation of systems based on Hazard Analysis and Critical Control Point (HACCP) YHA have adopted use of the Safer Foods Better Business (SFBB) for Caterers, developed by the Food Standards Agency.
First Aid cover	Each site has qualified first aid trained staff member coupled with adequate first aid provision.
Equipment Testing/Maintenance Certificate (if applicable)	All statutory maintenance and inspections are undertaken at each location. Includes lifting equipment, extinguisher servicing etc
Liability Insurance (Public/Employee)	We operate a minimum Public Liability Insurance over £10 million
Special Needs & Disability	We aim to provide a safe and friendly environment that is accessible to all by meeting our requirements under the Disability Discrimination Act.
Site Management and Supervision Standards	YHA staff are available during the site opening hours to answer any queries or concerns. Each site is run by a Manager / Deputy and with their staff, are committed to working very closely with groups during their stay.
Site Transport	A member of staff at each YHA Activity Centre holds a Mini Bus Driver Awareness Scheme Certificate (MIDAS) – Mandatory for all drivers of YHA owned mini buses. The YHA operate a Driving Policy, which sets out an operational management framework. All vehicles carry small bus permits

Activities / Centres	<p>We operate an Activity Safety Manual and have qualified and competent staff. All equipment conforms to approved standards &amp; is stringently checked and maintained.</p> <p>Activity Centres conduct on-going risk assessments of all activities.</p> <p>YHA abide by Activity Centre Advisory Committee code of practice &amp; are registered as required by the Activity Centres Licensing Regs 1996. &amp; Activity Centres (Young People Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004</p> <p>Third parties contracted by YHA must abide by the terms &amp; conditions laid out in the YHA Activity Services Agreement.</p>
Drugs	<p>YHA comply with the Misuse of Drugs Act 1971 and ensure that Drug awareness literature is available to staff.</p> <p>We operate, as part of the YHA Security Manual a procedure on discovery of drugs and misuse</p>
Conflict, Aggression & Violent Situations	<p>All staff will receive training in 'Handling Difficult Situations' The course information is designed to support the YHA's approach to: -</p> <p>Preventing the occurrence of threatening and violent situations within the working environment and to raise awareness and promote principles, which are considered good practice.</p>