

## AP02 - Health & Safety, Security Policy. (HSS Policy)

<b>Approved by</b>	Board of trustees	<b>Date</b>	01/12/24
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### Revision History

<b>Revision Number</b>	<b>Revision Date</b>	<b>Key Changes</b>	<b>Approved by</b>
001	01/12/24	Original Author	Board of Trustees

The policy is hereby approved for three years from date signed by the Board of Trustees:

Signature:

Name: Brian Wakley

Position: Chair of Trustees

Date: 01 December 2024

**Latest Review Date: 30 November 2027**

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# Introduction

This document sets out the overall principles for managing Health & Safety, Security (HSS) within Anchor Youth, as set by the Board. It is complemented by Anchor Youth **HSS Procedures**, and by **HSS Plans**. There are three levels of document as follows:

Anchor Youth HSS Policy - overall principles for Anchor Youth's management of HSS. This is established by the Board, and reviewed regularly by the CEO.

Anchor Youth HSS Procedures - HSS procedures applicable throughout the Organisation. These are reviewed regularly by the Programme Director or Chief Executive.

HSS Plan for each location - detailed, context-specific procedures, established by the Programme Director in each context and approved by the Chief Executive.

For the purposes of these documents, Anchor Youth defines Health, Safety and Security as the protecting of staff, volunteers, young people and assets from intimidation, violence and theft.

## Key principles

The protection of all staff, volunteers and young people is of utmost importance to Anchor Youth. Anchor Youth will strive to do all that it reasonably can to ensure that staff volunteers and young people are secure as they go about their work and participate in activities.

People come first: Anchor Youth people are always of higher priority than the security of Anchor Youth's property.

As well as protecting people and property, good HSS enables Anchor Youth to work in more challenging youth environments - which is where Anchor Youth's work is most needed.

Since Anchor Youth prioritises the most marginalised youth, Anchor Youth and its staff accept a certain amount of risk in order to fulfil Anchor Youth's mandate. *"We are sent out as Sheep amongst wolves". (Mt10:16)*

Anchor Youth will exercise wisdom carefully identifying, analysing, equipping and implementing actions that will find a way where there is no way to pursue the vision of "everlasting hope dwelling in neighbourhoods".

Anchor Youth will endeavour to manage the HSS of its people and property in such a way that it does not endanger or act contrary to the interests of the people it serves.

Anchor Youth acknowledges the unique experience and sometimes different

needs of women in relation to security, and will strive to ensure that both are fully taken into account when deciding on HSS measures.

## Definitions

**Duty of care** is the legal responsibility set up to ensure people are not harmed by the services an organisation and its staff provides. The main misconception is that duty of care means protecting the person from themselves and their own choices, but this is not necessarily true. We need to make sure we are not 'over protecting' the person unnecessarily. Each person has the right to make decisions for themselves within their capacity to do so.

**Dignity of risk** Dignity of risk refers to the legal right of every person, including those with a disability, to make choices and take risks. Inherent to the idea of dignity of risk, is the idea that life experiences come with an element of risk, which even the best planning and support cannot eliminate. An individual's free will to make choices for their life is assumed until it is established that assistance is required. Where this line is drawn will be determined by those legally responsible for the individual such as their family or a legally appointed guardian. The bottom line is, if you or I can choose to make this choice, so can those we support.

## Responsibilities

The Chief Executive Officer (CEO) has overall responsibility for the security of Anchor Youth people and property.

The CEO delegates day-to-day HSS management to line managers, at every level. All line managers are responsible for the HSS of themselves, the people reporting to them, and any invited visitors or others for whose HSS Anchor Youth is responsible while they are in the area under their responsibility. HSS management is demanding, and adequate time must be allocated to it.

The Chief Executive will establish a programme of regular review of HSS management standards and will encourage and enable shared learning on HSS matters across Anchor Youth.

The responsibility for monitoring standards lies with the Chief Executive. The Chief Executive is available to provide advice and other help in HSS management.

All Anchor Youth staff, volunteers, trustees, and visitors to Anchor Youth are responsible for:

- Their own security
- Being aware of security risks
- Behaving responsibly and positively as a representative or guest of Anchor Youth
- Understanding and following Anchor Youth HSS policy and all relevant procedures
- Adhering to local laws and customs
- Promoting the HSS of other Anchor Youth staff
- Actively contributing to the maintenance of HSS measures

- The security of Anchor Youth property under their control
- Reporting any action that breaches HSS procedures or jeopardizes HSS

### Threats

There are a number of serious threats to Anchor Youth staff and property. They vary but include:

- Crime, particularly theft.
- Conflict-related violence, either aimed at Anchor Youth or affecting Anchor Youth because of its presence.
- Gang attacks, either aimed at Anchor Youth or affecting Anchor Youth because of its proximity to targets
- Threats or intimidation by individuals, groups, other organisations or government
- Fire
- Sexual violence and sexual harassment - a particular threat for women
- Religious and racial harassment and violence
- Other forms of harassment

All staff should take suitable precautions against current and potential threats against themselves and against Anchor Youth. They should be aware that some of the most serious threats are related to health and safety, rather than security. Line managers should assess the threats, of all kinds, in each context and ensure that all staff are aware of them and what precautions to take. When assessing threats, line managers should take advice from experienced colleagues and other sources of advice, if necessary.

### HSS of partner's

Anchor Youth's partners are responsible for managing their own HSS. Anchor Youth will support them in this, including supporting capacity-building, if they so request and if Anchor Youth is able to do so.

The actions of Anchor Youth staff may have an impact on the HSS of partners, and *vice versa*. It is therefore important that there is a close liaison between Anchor Youth staff and partners on HSS matters.

### Security of visitors, trustees and consultants on contract to Anchor Youth

Anchor Youth is responsible for communicating the HSS policy and procedures to invited visitors, trustees, to Anchor Youth who are being hosted by Anchor Youth. In locations where there are high security risks, all such visitors, on arrival, on the security situation and any precautions they should take. Such visitors are expected to respect and follow the policies and procedures of Anchor Youth.

### Anchor Youth HSS Procedures

The document "Anchor Youth HSS Procedures" contains procedures which are mandatory for all Anchor Youth staff. It is reviewed regularly by the Chief Executive /Programme Director.

For issues on which no Anchor Youth HSS procedure exists, staff, trustees, and visitors should use their own judgment, consulting Anchor Youth managers if necessary. The following resources are recommended:

For Health and Safety: The UK Youth Health and Safety Guide is recommended

For Safeguarding: NSPCC <https://learning.nspcc.org.uk/research-resources/resources>

For security: UK Youth Safe Spaces Framework.

### HSS plans

The Chief Executive, or the appropriate manager, is required to produce a HSS plan, giving HSS procedures specific to that context. For new programmes, an outline version of the security plan, based on best judgment, should be produced before the programme begins.

The HSS plan should be reviewed as often as necessary, and at least annually. All staff, and all invited visitors, trustees of Anchor Youth are required to follow the procedures in the HSS plan for their area.

### Training, briefing and equipping

Before starting work, all Anchor Youth staff and volunteers receive:

- Briefing on the HSS situation in their location, and appropriate precautions to take
- Any equipment necessary for their HSS.

It will not normally be necessary to provide visitors with security-related equipment, but if it is necessary, Anchor Youth will provide it.

From 1 January 2025, Anchor Youth intends that, before starting work, all new staff working in high-risk contexts will receive HSS training. Appropriate security training will also be provided to existing staff in this category, unless their experience is assessed by their line manager to justify a waiver.

The duration and type of HSS training may vary according to the background and expertise of staff members. This will be decided by the Chief Executive, Programme Director and if necessary in consultation with the trustees and those with HSS management responsibilities.

### Incident Reporting

It is vital that all security incidents, and all near-misses, should be properly reported to the immediate line manager. This includes threats, such as a threat of sexual violence or harassment. The line manager and affected staff should think through each incident and consider whether there are any lessons to learn or procedures to adjust.

Serious incidents, including death, serious injury, kidnap or violence (including sexual violence), and any incident likely to attract media attention

should be reported immediately to the Chief Executive. The Chief Executive shall report to the chair of trustees as soon as practical in responding to serious incidents.

### Crisis management

If a serious incident occurs, the Chief Executive will decide whether to set up a Crisis Management Team. This Team will include the necessary managers and support staff to manage Anchor Youth's response to the incident for the whole of its duration.

For any crisis which may have implications for *Anchor Youth* as a whole, the Crisis Management Team should normally include the CEO and One trustee (if available); and the most senior manager.

### Evacuation and suspension

The Anchor Youth policy on evacuation is stated in the Anchor Youth Security Procedures. In case of doubt, the policy stated there takes precedence over this document.

Authorisation to evacuate from an area, to suspend operations or to close an office temporarily for security reasons, can be given by the local manager with immediate effect and is binding on all staff. The local manager should always consult his or her line manager before doing so, unless the urgency of the situation makes that impossible.

Senior management may direct a team to evacuate, suspend or close an office and may override a local manager's decision to continue the programme, but cannot override a local manager's decision to leave, suspend or temporarily close.

Anchor Youth staff have no right to remain in a location, if they have been directed to withdraw by management. If, nevertheless, they do remain, Anchor Youth may no longer be able to take any responsibility for their security.

In an evacuation, Anchor Youth's aim is to return staff to their homes or to a place of safety. Anchor Youth will endeavour to move any staff, and their immediate family, to a place of safety if they are the target of a serious threat.

Any staff member may decide to leave a location for security reasons, irrespective of Anchor Youth's assessment of risks at that location. He or she should inform their line manager, who will arrange for them to leave as soon as possible. A decision will then be taken as to whether the staff member can be assigned to another location.

All staff will be made aware of their and Anchor Youth's responsibilities during an evacuation, when they begin work.

## Weapons

Under no circumstances are Anchor Youth staff to be in possession of or handle, weapons, explosives or ammunition when representing Anchor Youth.

## Insurance

All Anchor Youth staff, interns, volunteers, trustees to Anchor Youth are insured.

## Funding

Anchor Youth is committed to ensuring that there is sufficient funding for the HSS measures necessary to enable its staff to do their work. Where sufficient funding for necessary HSS measures is not available, Anchor Youth will not allow staff to work. Where appropriate Anchor Youth will issue staff with a HSS float for use in emergencies only. Any such funds should only be used in an emergency and will need to be returned to Anchor Youth and any expenditure accounted for.

## Discipline

Failure by any staff member to follow Anchor Youth HSS procedures, or to obey a HSS related instruction, will result in disciplinary action and could lead to immediate dismissal.

## Interpretation and Amendment

In case of any dispute about the provisions of this policy, the interpretation of the Chief Executive of Anchor Youth will be final and binding. The Chief Executive also retains the right to waive or modify the provisions of this policy in particular situations or contexts in consultation with the Chairperson of the Board. This security policy will be reviewed by the Chief Executive every three years. It may be reviewed more frequently if necessary.