HEALTH AND SAFETY AND POLICIES AND PROCEDURES

Creating safe, healthy, happy communities for our families and young people

SAFE COMMUNITIES

- As a parent when I am bringing my family or members of my family to be part of a group or activity I expect it to be safe. I will do everything I can to ensure it is safe. If it looks unsafe or if people are being irresponsible I would walk away. Wouldn't every good parent.

- As a Youth Worker and volunteer in my community I want to be safe and confident in my role's.

- Safety and wellbeing is what we want for every person in our community.

- It is our aim and in fact our duty to always make our communities, groups, events and programmes as safe as possible for all who attend, visit or are connected to them in any way.

- This responsibility flows from our moral obligation to love all people through our actions, care and concern for them

- Essential due to the legal requirements that are now in place through Health and Safety legislation and law.

WHAT WE WILL COVER TODAY

- Critical foundations for creating a safe, healthy and happy environment for our young people, youth workers and volunteers.

- Health and Safety

- Policy and procedure

- Not a lot on Safeguarding our Young People check out other video

- Notes of the slides and resources available jbryant@catholic.org.nz to get copies of any of this material or other resources

BISHOP PAUL'S STATEMENT

Health and Safety Statement

We are committed to following Jesus Christ and inviting others to do the same.

Recognising principles of Catholic social teaching in our endeavours we attempt to uphold the value and dignity of life for all peoples. Therefore, we acknowledge in all our work core values such as *manaakitanga (hospitality), aroha (compassion), mana (dignity), tika (justice), pono (truth)* and *tapu (the sacred).*

The Diocese is committed to taking all reasonably practicable steps to provide and maintain a safe and healthy environment for everyone involved in, or potentially impacted by, its work. To achieve this The Diocese will follow the best standards of practice in all our locations to meet our obligations under the Health and Safety at Work Act (2016), and any other relevant legislation.

We require all those who are engaged in the work of the Diocese to be involved in our health and safety practices.

SAFE COMMUNITIES

- It's about creating a strong and sustainable culture, a body of people, a that reflect the values of safety and care in our community.

- Its about underpinning that creating structure for that with policies and procedures and resources that are the skeleton that support that

- Training and resources for our volunteers and workers and community at all levels

- We need systems that make doing this as straightforward as possible.

- Good news is that we are not doing this on our own

SAFE COMMUNITIES

- So if I were to ask you, is your community a safe place particularly for young people? What would you answer?

- Yes / No / Not Sure

- If you said yes what have you based this assumption on?

- Is it because it has lots of caring, lovely people in it, or is it because you have been part of it for a long time and have always felt safe? Or perhaps is it because you know there are a lot of great policies and procedures in place and you have witnessed the effect of these?

- Once again, ideally it is a combination of the above

SAFE COMMUNITIES

- Before we get into the logistics lets do a quick checklist of some heath and safety things that we think every community should have in place or be working towards having in place. You can respond in your head or write down a response.

- Lets go with four possible answers: Yes, No, or unsure

- Don't stress too much if it is the third, we will have a look at least briefly at each of these elements today and if it is something that you need to work on we can help with follow up resources and training if it is needed.

SAFE COMMUNITIES

Thinking about your community, does it have:

- A general health and safety policy and dedicated health and safety officer
- Does it have specific policies and procedures for working with young people that are regularly updated?
- If it does have these, are they easy to access and do they train their staff and volunteers in these policies and procedures?
- Does the community *Police Vet* all people who regularly work with young people, including volunteers?
- Does your community know how to respond if an abuse complaint is made against a member of the community or if a child safety concern is raised?
- Does the community do risk assessments for its programmes and events and create RAMS (Risk Assesment Management Systems) to help workers and volunteers manage and respond to risks at events or programmes?
- Do you know if there is an official way of reporting and recording the details of a moderate to serious incident or accident or near miss in your community?

SAFE COMMUNITIES

- Are you already feeling a little overwhelmed?

- Please don't get swamped by this, we are here for you and are keen to make this as simple as possible for you.

- Lets go ahead and look briefly at key elements for creating creating a strong and sustainable culture of safety and care around the young people, workers and volunteers in our community.

SAFE COMMUNITIES

- Use your ministry teams knowledge of the ministry to work with the PCBU and Health and Safety officer to put together a suggested Risk Assesment for your programmes and events.

- Your policies and procedures will still need to be signed off by the PCBU before it is approved for purpose.

- PCBUs' must, so far as is reasonably practicable, ensure the health and safety of workers and others that could be affected by work.

- The primary way to prevent harm is to identify what could cause the harm, consider the likelihood and potential consequences, and implementing controls to prevent harm. Those controls should be in proportion to the likelihood of harm occurring, and the potential severity of that harm.

SAFE COMMUNITIES

The steps involved in preparing a risk management system are as follows:

- Hazard identification
- Risk Management
- Development and implementation of controls (including producing RAMS Forms and Policies and procedures)
- Review

Hazard identification

- Some helpful steps we suggest that can assist you in creating a RAMS for an event or programme

- You can start by looking at CYT's sample RAMS forms to identify generic hazards that will affect all or most events or programmes and consider how you might respond to these.

- Considering registration/medical information of young people when it is available to identify hazards specific to the group or individuals that members of the leadership team should be aware of. Following up with participants or guardians to confirm appropriate responses if you are unsure e.g. Epilepsy or Severe allergies. (remember respect peoples privacy)

SAFE COMMUNITIES

Hazard identification

- Site walk around the venue or space ideally before an event and then on arrival and have some ongoing monitoring by team or staff during event to identify any new Health and Safety concerns or hazards.

- Workers (Volunteers) should be consulted as part of the process of hazard identification

- All hazards identified must be entered onto a Hazard/Risk Register

Risk Assessment

- Once the hazard has been identified it will be assessed so that appropriate controls may be implemented.

- This assessment will take into account the likelihood of harm occurring, and the degree of harm that may occur.

- If a hazard is deemed significant in that it could imminently cause harm then it must be addressed immediately, possibly with interim controls if it is not possible to address with a more permanent solution immediately.

- An initial assessment and response to a risk may need to be adjusted due to experience during an event. It may involve cancelling or stopping an activity

Review controls

• Regular checks are to take place to ensure the controls implemented are effective.

• How regular these checks are will be based on how high the residual risk rating of the controls implemented. A hazard with a higher risk rating will need to be checked more regularly than one with a lower rating.

• The intended review dates are to be entered on the Hazard/Risk Register, and updated after each review.

• New hazards should be reported as they are identified, then managed and added to the RAMs form.

RAMS FORMS

- Our Risk Assessment and Management System (RAMS) Form

- Allows us to bring together all the identified risk or hazards for an activity or event and the discerned responses along with any briefing topics that need to be shared with team members and /or participants.

- We use these to make our team and others aware of these hazards as appropriate and give guidelines for how we might address these hazards and risks to eliminate, minimise them or respond to them is they arise.

- It is essential for our duty of care that we as team must be constantly aware of the risks and appropriately briefed and equipped to respond to them.

- CYT has created a draft RAMS Template for Parish Youth Programmes and Events that can be used to help prepare your own community RAMS forms.

Procedures and Policies

- Procedures and policies ensure every community and organisation has clearly defined ways of to help them guide the actions of all individuals involved in their ministry events and programmes.

- They ensure and endorse the well-being of all families, children, staff, volunteers and everyone who is connected to them.

- When policies and procedures are well thought out and, most importantly, implemented they provide common understanding and agreement on how things should be done in a certain situation.

- Procedures provide clear instructions and guidelines on what should/must be done in a particular set of circumstances or with regard to a particular issue.

- What are some of the things that you can think of that you might need a defined policy or procedure for?

Procedures and Policies

- Sometimes Policies and procedures might be created as response to identified risks or hazards in our RAMS forms. Sometimes they might be about how to be related to other concerns such as being good stewards with the resources the community gives the ministry to use.

- Some very broad examples would be:

  - If someone needs to buy resources for an event what do they do?
  - If a child is not picked up after an event what is the correct response?
  - What is the acceptable ratio of adult carers to Young people at an event and what do we do if there are not enough adults?
  - What sort of movies should we show at a movie night?

- You or someone else more experienced might know instinctively what to do but what if you are not there. How do others know what to do.

- Often policies are created as a ministry develops however CYT is creating a template of policies and prodedures for youth ministry that communities can use to get a head start on developing their policies.

Safeguarding and Police Vetting

- Pope Francis and our Bishops and community leaders have made it clear they expects the Church on every level to implement whatever steps are necessary to ensure the protection of minors and vulnerable adults and to respond to their needs with fairness and mercy.

- For more on this vital area of care check out our safegaurding video by Clodagh and Sam

INCIDENT AND ACCIDENT REPORTING

- Despite our best efforts and even with the most comprehensive plan, culture and resources there will be accidents and incidents in our communities. They are unavoidable.

- One of the most important things is how do we respond to them. We have already mentioned the importance of updating and reviewing policy and procedure and risk assements as we go.

- A clearly defined reporting system is another key part of an effective health and safety system. If we have a moderate to serious accident or even near miss how is this recorded and how do we know that it will be responded to appropriately to minimise the impact or eliminate the possibility of similar incidents in the future.

- Once again we can provide you with a template of an accident and incident reporting form. But as an organisation you will need to know what process, what channels or response to follow in passing on the report and ensuring the appropriate persons know about the accident and can decide what appropriate response should be made both in the short and long term.