



YAC BRANCH HEALTH & SAFETY FOLDER





Branch name:	
YAC Leader:	
Compiled on:	
Reviewed on:	

CONTENTS

1. Important Contact Details	3
2. Session Registers and Membership/Volunteer Forms	6
3. Activity, Session Plans and Risk Benefit Assessments	11
4. Venue Assessments	19
5. Use of chemicals and exposure to hazardous material	32
6. Food Safety	33
7. Emergency Procedures	36
8. Individual Support Plans	45
10. Medication Logs	46
11. Behavioural Management	50



IMPORTANT CONTACT DETAILS

Branch name	
Main leader	
Branch Contact Details	
Address	
Telephone	
Email	

YAC HQ Contact Details:	
Address:	92 Micklegate, York, YO1 6JX
Telephone:	01904 671417
Email:	yac@yac-uk.org

YAC Designated Safeguarding Lead:	
Name	Joanne Kirton, Delivery and Engagement Manager for the Council for British Archaeology
Telephone:	0773859174
Email:	joannekirton@archaeologyuk.org Use CHILD PROTECTION as the subject heading of an email and mark as RESTRICTED.



Local Safeguarding Board / Children's Services Contact Details:	
---	--

Address:	
----------	--

Telephone:	
------------	--

Email:	
--------	--

Local Police Contact Details:	
-------------------------------	--

Address:	
----------	--

Telephone:	101 /
------------	-------

Email:	
--------	--

Use the space below to provide specific contact details that your branch requires (e.g. venue provider, local GP, etc).

Contact Details for:	
----------------------	--

Address:	
----------	--

Telephone:	
------------	--

Email:	
--------	--

Contact Details for:	
----------------------	--

Address:	
----------	--

Telephone:	
------------	--

Email:	
--------	--

Contact Details for:	
----------------------	--



Address:	
Telephone:	
Email:	

Contact Details for:	
Address:	
Telephone:	
Email:	

Contact Details for:	
Address:	
Telephone:	
Email:	

Contact Details for:	
Address:	
Telephone:	
Email:	



SESSION REGISTERS AND MEMBERSHIP/VOLUNTEER FORMS

Knowing who is attending your branch's activities is essential as it helps you plan your sessions, communicate with those present after an event and provides information in a timely manner to the emergency services if the worst happens.

- 1) Membership and volunteer forms – these provide information about each of your members and volunteers, including emergency contact details, any known allergies or medical conditions, etc. These should be updated annually or as information changes.
- 2) Session registers – these provide information about who is present and are important for emergencies to ensure that everyone is accounted for or for communicating with attendees after an event. These should be kept for three years.



YOUNG ARCHAEOLOGISTS' CLUB SESSION REGISTER

Branch Name:		
Date:		
Volunteers present:		
Any other attendees (e.g. external speakers):		
Members Present:		





ARRIVAL, COLLECTION AND LATE COLLECTION PROCEDURE

ARRIVAL

- A designated YAC leader provides a warm welcome to members.
- A register is taken for the session.
- Check members have any medication that they might need.
- The meeting fee (if you are charging one) should be collected and recorded.
- Parents/carers are asked to ensure that the YAC leader/volunteer is provided with relevant information (e.g., if someone else is to collect the YAC member, if the member has been ill, etc.).
- Parents/carers are reminded what time the session will end.
- Parents/carers are asked to confirm who will collect the member at the end of the session or that the member has permission to leave on their own.
- YAC leaders and volunteers check that members are suitably dressed for the planned session activities. If they're not, parents/carers are involved in deciding whether it's suitable for the member to take part.

COLLECTION

- All YAC members should be collected by a responsible adult who is over 16 years old.
- YAC members should be reminded that they must not leave without notifying the YAC leaders and volunteers and letting you see the person responsible for collecting them.
- All YAC members must be signed out of the register before leaving.
- If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases), written instructions must be provided to the YAC leader by the parents/carers or legal guardians so that all YAC branch volunteers, and HQ is fully informed of the situation and how to proceed if the situation presents itself. The YAC leader may request a photograph of this person. However, we need parents/carers to know that, unless there is an official legal document which states this it, is very difficult for us to uphold, especially if both parents have parental responsibility.
- If YAC leaders and volunteers feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs or that the child does not want to leave with the parent/carer and the safety and wellbeing of the child may be compromised, the YAC leader and/or volunteers will implement YAC's Child Protection Policy (pages 16 & 17).



In essence, this means:

- if the child is in immediate danger, call the police on 999
- otherwise, contact one of the Designated Safeguarding Leads and record the details on an incident form

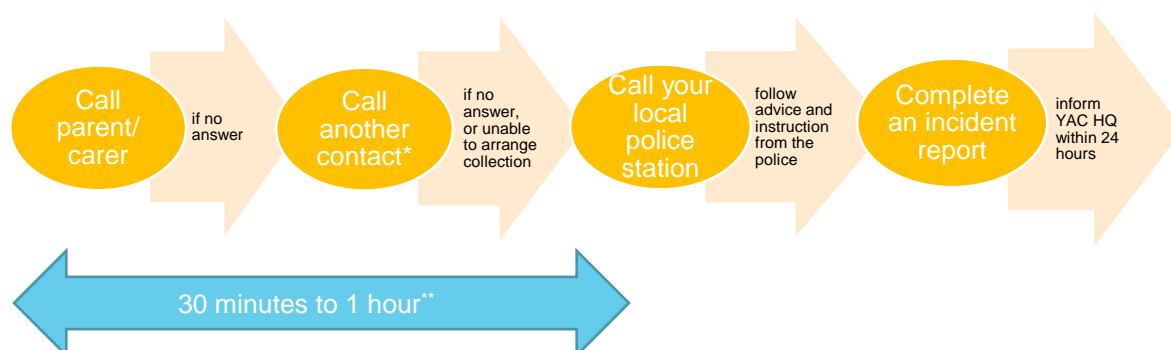
Joanne Kirton: joannekirton@archaeologyuk.org 07738591744, 01904 521233

Neil Redfern: neilredfern@archaeologyuk.org 07437180732, 01904 521233

LATE COLLECTION

If a branch member hasn't been collected at the end of a session, a minimum of 2 YAC volunteers should remain with that child and follow the procedure below:

- If a parent/carer or authorised pick-up person is going to be late, then they should make every attempt to contact the YAC Leader. If they are to be later than 10 minutes, they should make alternative arrangements for the collection of their child.
- If a parent/carer or authorised pick-up person is more than 5–10 minutes late in collecting a branch member, without notification, the YAC leader and volunteers will assume that an emergency exists and will implement the following steps:



* If you have this information or if the member can provide the contact details.

** The **maximum** amount of time that you should wait until you call the police is 1 hour. Leaders should use their discretion based on the number of YAC Leaders and volunteers able to stay with the member, your location, and the age and/or distress of the member.



ACTIVITY, SESSION PLANS AND RISK BENEFIT ASSESSMENTS

Activity and Session plan, combined with risk assessments are an important part of successfully delivering a YAC session. They help us to:

- think through our activities, venues and sessions.
- ensure good communication between all YAC leaders and volunteers so that everyone knows what is planned for during a session.
- protect ourselves and others from harm.
- ensure that our activities and sessions are covered by YAC's insurance.
- ensure that we meet the legal obligations of ourselves and YAC with regard to health and safety.

WHAT SHOULD RISK ASSESSMENTS CONTAIN?

The minimum amount of information that you need in a risk assessment is:

- the hazards (things that may cause harm)
- how they may harm people
- what you are already doing to control the risks

YAC planning and assessments also look at the learning benefits of an activity.

Managing risk within your YAC activities is about finding the balance between **risk** and **benefit**.

Your risk assessment then uses a comparison of the benefits (e.g. teaching a new skill, developing good practice) and the level of risk, to determine if the benefits outweigh the risk.

Meaning that with **good control measures** in place, you might decide to lead an activity that is of higher risk because the learning from the activity is strong.

We cannot create a completely risk-free environment. Indeed, this would stop us from providing meaningful experiences for our YAC members and is not in our members' best interests: learning how to take care of yourself is an important part of growing up.



YOUNG ARCHAEOLOGISTS' CLUB SESSION PLANNING AND RISK ASSESSMENT

Please remember to complete both parts of this form.

PART A: SESSION PLAN

Session Title	
What we will be learning during the session	
Which YAC volunteers will be there	
The maximum number of members that can attend is: <i>(no more than 8 members for every YAC volunteer)</i>	
Other adults present are: <i>(e.g. external partners, parents/carers)</i>	



Activity Plan

When / Time	Activity title	Materials needed	Who's leading the activity	Will any / what extra help be / is needed? Who will provide this?	Adaptations for age / ability / preferences	Any work to take home? / Where will this be stored? / How will it be carried?
						<i>Add more lines if you need them</i>



PART B: RISK BENEFIT ASSESSMENT

Branch Name:		Person undertaking this risk assessment:	
Date of Assessment:		Date to be reviewed:	
Session / Activity Title & Summary Description:			
How will members benefit from this activity?			



Hazard	Who might be harmed?	Consequence	Likelihood	Score (CxL)	Current precautions	Potential additional precautions	Person responsible
<i>What might cause injury and/or harm to someone?</i>	<i>Anyone who might be affected</i>	<i>See accompanying matrix</i>			<i>What have you already put in place to limit the impact and likelihood of it happening?</i>	<i>What else might you do and when? (this might not be necessary if the score is very low.</i>	<i>A named Leader or Volunteer</i>
							<i>Add more lines if you need them</i>



ACTIVITY INSTRUCTIONS - FOR LEADERS

Activity Name

Activity Description

Time

Resources Required



Instructions

Safety Tips

e.g.

when using natural materials for dyeing, consider poisonous plants, irritations if undertaking historic cooking consider allergies if using tools consider safe use instructions/things to look out for





VENUE ASSESSMENTS

Every year, YAC asks that, if you have a regular venue, you write or review a venue risk assessment for that venue and submit it to YAC HQ.



YOUNG ARCHAEOLOGISTS' CLUB REGULAR VENUE ASSESSMENT

Your branch's regular venue should be assessed annually, with a copy of the assessment sent to YAC HQ.

This form, containing different sections, has been created to help you undertake this assessment. It has been designed to cover several different types of venues, therefore there may be sections or questions that are not relevant to your branch's venue.

When answering the questions, there may be times where something is the venue owner's responsibility to implement (e.g. fire alarm servicing and maintenance), although it is up to the YAC leaders and volunteers to check that procedures are in place, the responsibility of the YAC leaders and volunteers (e.g. YAC equipment) or a mixture of both (e.g. venue/session accessibility).

Branch Name:		Person undertaking this risk assessment:	
Date of Assessment:		Date to be reviewed:	
Full Address of Venue:			
What type of venue is it?	Own space <input type="checkbox"/> Indoor <input type="checkbox"/>	Hired space <input type="checkbox"/> Outdoor <input type="checkbox"/>	Sole use <input type="checkbox"/> Shared use <input type="checkbox"/>

ACCESS AND SECURITY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are entrances and exits well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are safe routes available for pedestrians? E.g. pathways in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



Is the venue accessible for all volunteers, members, and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there adequate car parking facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are there named key holders for the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you know who is on the premises at any point in time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Have you got a signing in and out procedure in place for volunteers, members, and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there a system in place to limit access of unknown adults to your YAC session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there good lighting throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is CCTV in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
If CCTV is in use, are good management practices and signage in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are there any parts of the premises that are out of bounds/derelict/hidden away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you have sole use of the venue during YAC sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there places that personal belongings can be stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are YAC owned equipment and materials stored securely in the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



EMERGENCY EVACUATION

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are fire exit routes kept clear, accessible and clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there a designated evacuation point that is accessible and clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you have an emergency procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does everyone know what to do in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are personal evacuation plans in place for volunteers, members or visitors who may need additional assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

FIRE SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are fire alarms installed, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are smoke detectors & CO monitors in good working order & tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



Are call points installed, in good working order and a testing procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Do all YAC attendees know how to raise the alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is emergency lighting installed and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are fire extinguishers in place, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are fire blankets in place, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Area of note						
Are fire doors installed, in good working order and not propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are furniture, furnishing and other materials kept clear of heat sources (e.g. radiators)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are open fires used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
If open fires are used:						
• is it in a designated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Is it supervised at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Does everyone know how to behave around the fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Are there no branches or other flammable materials overhanging or close to the open fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



Are flammable materials and fuels stored at the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
If flammable materials and fuels are stored here, are they stored in designated, secure and tidy areas and, where applicable, as regulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

GAS SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Have the gas boilers and gas appliances been serviced within the last 12 months by a gas engineer listed on the 'Gas Safe Register'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are all combustible materials kept clear of gas burning appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

ELECTRICAL SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Has the electrical wiring been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Have the electrical appliances been inspected or PAT tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Do all YAC Leaders and volunteers know what to look for during a visual inspection of electrical equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Have you carried out a visual inspection of the general condition of all electrical equipment, extension leads, plugs and sockets before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are flexible cables (extension leads) kept to a minimum and routed to avoid damage to the cables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

WATER SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Is drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are hand washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is a Legionella management plan in place? If yes, are the following completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Weekly flushing of taps Monthly temperature checks 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			



HOUSEKEEPING / CLEANLINESS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are the stairways, corridors and doorways kept clear of obstructions, combustible materials, tripping and slipping hazards at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are external stairways in good, clean condition i.e. regularly maintained to avoid slipping hazards such as algae, moss, leaves or ice and are fitted with non-slip material to the treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are toilets available, accessible and maintained in a good, clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are food preparation/kitchen areas available, accessible and maintained in a good, clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is the venue kept tidy, clean and free from waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are YAC volunteers aware of waste disposal procedures and where cleaning supplies are stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any concerns over the presence of pests and/or vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are materials and equipment stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Are cleaning chemicals stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any significant risks from equipment, materials, items and/or locations that could cause trips, slips or falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

FURNITURE, EQUIPMENT & MATERIALS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Is there an inventory of YAC equipment & materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is equipment regularly checked /serviced for safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does any of the equipment require external inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does any furniture or heavy equipment and materials require regular moving/setting up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are equipment and materials stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Are there any equipment or materials which contain chemicals? If yes, <ul style="list-style-type: none"> are they stored securely? do volunteers, members and visitors know how to use them safely? do volunteers know what to do in an emergency? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--	--	--

OUTDOOR AREAS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are natural pathways well maintained and clear to prevent slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are the trees in a managed state so as not to encroach or cause risk to roads, pathways or buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there a safety management plan for the site (e.g. tree surveys, pond maintenance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any known areas of contamination (e.g. historic waste dumps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is shelter available in inclement or extreme weather? (e.g. a rain shelter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Is shade available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any open water bodies at your venue? If yes, Is it a:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
• A fountain						
• A pond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• A stream / river	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is it:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Well maintained, with a management plan?						
Does it have:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Clear boundaries and signage?						
• Clear access procedures (e.g. supervision and activity plans) for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Safety equipment (e.g. life rings)?						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



ANY OTHER AREAS OF NOTE RELEVANT TO YOUR BRANCH'S REGULAR VENUE?

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

ANY OTHER COMMENTS / NOTES





USE OF CHEMICALS AND EXPOSURE TO HAZARDOUS MATERIAL

We use chemicals all the time, whether that's washing up liquid, poster paint, PVA glue, disinfectant cleaning spray, etc.

These products are safe to use unless used or stored incorrectly.

There may also be times where you might use, handle, or come across more hazardous chemicals and materials. This might be uncovering asbestos on an archaeological excavation or within artefacts. If you are planning an activity where this might happen, such as an archaeological excavation, then please contact YAC HQ for further guidance.

If you are planning an activity where this might happen, such as an archaeological excavation, then please contact YAC HQ for further guidance and place relevant information and procedures in this section of the health and safety folder.

The following provides basic guidance for the common use of chemicals.

1. Read the label and follow the instructions, this includes understanding the hazard pictograms.
2. Choose items that are suitable for the job and the age and ability that you are working with. Many arts and crafts products will have a 'suitable for ages .. and above' notice on the label.
3. Use protective clothing if required (e.g. gloves, aprons).
4. Only mix chemicals where it is a clear requirement for the activity e.g. science experiments, cyanotype, dyeing, and where clear instructions and guidance have been provided. Never mix cleaning materials or other chemicals, as mixing chemicals can kill.
5. Store all chemicals safely and, where applicable, out of reach of children e.g. cleaning chemicals.
6. Never put chemicals into unmarked containers or that have other uses, e.g. eating or drinking.
7. Be sure that you know how to deal with spills (including first aid treatment) and the correct disposal of the chemical.
8. Be aware of more hazardous materials that might be found on an archaeological excavation or in a historic artefact and seek support from the partners you are working with.
9. Always follow the safety rules and develop safe working practices at your sessions.
10. Report anything wrong to the YAC Leader.



Where to get information

- Always check the labels.
- Do an internet search for, read, and download the relevant 'Safety Data Sheet' which provides additional information about the chemicals being used and any first aid requirements.
- Ask YAC HQ or an activity partner.

FOOD SAFETY

Think about all the ways that you might use food in your sessions.



Do you:

- Provide snacks?
- Have members who bring a snack or packed lunch?
- Host parties where members or volunteers bring their own food?
- Provide historic food tasting for members?
- Lead historic cooking activities?

If you answered yes to any of these then you need to know about Food Safety.



YOUNG ARCHAEOLOGISTS' CLUB FOOD SAFETY CHECKLIST

Planning	Yes	No	N/A	Notes
Have you chosen the food and/or recipes that you are planning to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you created an activity plan detailing what you are going to do with food during the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered how and where you are going to store the ingredients/food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered how and where you are going to prepare the food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered how and where you are going to present the food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered what facilities may be needed for hand washing, drying, alcohol hand gel and toilet facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered what equipment will be used and the level of supervision required for the members (e.g. use of knives or hot surfaces)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you kept a record of when and where you bought the food/ingredients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you communicated your plans to parents/carers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Allergies and other dietary requirements consultation	Yes	No	N/A	Notes
Do you have information about any known allergies or other dietary requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you discussed concerns and precautions with all leaders and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you discussed concerns and precautions with members and their parents/carers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you discussed concerns and precautions with your venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Opening checks	Yes	No	N/A	Notes
All fridges, chilled equipment and freezers are working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All other equipment (e.g. oven) is working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are fit for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are wearing clean work clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food preparation areas are clean (work surfaces, equipment, utensils, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



There are plenty of handwashing and cleaning materials (soap, paper towels, cloths, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
---	--------------------------	--------------------------	--------------------------	--

Closing checks	Yes	No	N/A	Notes
No food has been left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food past its 'use by' date has been thrown away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food preparation areas are clean (work surfaces, equipment, utensils, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are clear of debris and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dirty cloths have been removed for cleaning and replaced with clean ones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste has been removed, and new bins have been put into the bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment has been turned off and/or stored correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EMERGENCY PROCEDURES



EVACUATION PLANS

Knowing what to do in an emergency is essential, by planning your evacuation plan from your regular venue you will know what to do if the worst happened.

ACCIDENTS

Accidents happen, and with proper planning and risk management, YAC has a very good track record in limiting the number and severity of accidents. However, all children get occasional bumps and scrapes, and parent/carers generally expect this.

If an accident does occur, there are a few important points to remember:

1. Make sure you keep parents/carers fully informed, giving them accurate, factual information, especially if a child receives a bump to the head.
2. Keep a written, accurate record of any and all accidents using the Accident Form.

If there is a 'Near Miss' (a potential accident that was narrowly missed/stopped) then it's important that you record this on an Incident Form and discuss any required changes in the planning of the relevant activity for the future.

FIRST AID

Every branch should have a minimum of two registered First Aiders, with at least one present at each branch meeting. Without this your session is not covered by YAC insurance.

OTHER INCIDENTS (NOT SAFEGUARDING)

There are other types of incidents that you may be required to manage and record. These include:

- **Significant damage to YAC or venue property** (e.g. broken large equipment)
- **Criminal activity** (e.g. theft, vandalism, violence)
- **Severe or extreme weather** (e.g. heat wave, flooding)
- **Public health incidents** (e.g. covid-19 pandemic, measles, food poisoning)

LOST CHILDREN



Planning your sessions, especially when working outdoors or on walks, to include actions such as working/walking in pairs, wearing hi-vis vests and other actions identified on your risk assessment, will reduce the likelihood of a child going missing. However, planning, in advance, what you would do in such an instance will help you to manage the situation and record the incident.



EMERGENCY EVACUATION PROCEDURE

Amend as per your venue and branch requirements (delete this sentence when document is updated).

In the event of a fire or any other emergency situation requiring the evacuation of people from an YAC branch session:



- Move people away from the affected area.
- Activate the Fire alarm via a break glass point or at the main panel.
- Assist people in leaving the building, proceeding to the assembly point. Be aware of stepped exits & routes easier for those with mobility issues.
- Report to _____ (e.g. YAC Leader / Venue Provider).
- _____ will call 999, or direct someone else to do so.
- Only use firefighting equipment if you are trained and it is safe to do so. Do not put yourself or others in danger.
- _____ is the designated person in charge during any incident, their instructions must be followed.
- Do not leave the site or re-enter the buildings until you are told to do so by _____.
- Undertake a register check and report any missing members, volunteers or visitors to _____.

- Please do support _____ in managing the situation and ensure that any affected people are kept calm and looked after.

Please follow guidance provided by your venue operators.



LOST CHILD PROCEDURE

If a YAC member goes missing during a session, the YAC leaders and volunteers will implement the following procedure.

YAC leader or other person notices a child is missing.



YAC leaders and volunteers ensure that the other children are supervised (if you are in a shared venue or are visiting a museum/site/other venue, ensure that any other organisation's staff/volunteers are informed).



Organise any available adults to conduct a search of the surrounding area, allocating each adult to a specific area. Request all those searching to report back within a specific time (dependent on size of venue/site).



If you are in a shared venue or attending a museum/other venue, ensure that other staff/volunteers are informed.



Make a note of the circumstances relating to the child going missing, where they were last seen and prepare a detailed physical description of the child, including hair and eye colour, approx. height and build, and clothing that they were wearing. This will be needed for those looking for the child.

(Remember do not share personal details such as the child's name with others).



If the child is FOUND



Call off the search



Inform the parent/carer of the incident when they collect their child.



Write an incident report and inform YAC HQ within 24 hours.



If the child CAN'T be found after a search of the local area.



Contact the child's parent/carer to advise them of the situation and assure them that everything is being done to find their child.



If, after 30 minutes, the search is still unsuccessful then telephone the police.



Follow police guidance and maintain close contact with everyone involved.



Report the incident to YAC HQ immediately.



OUTBREAK MANAGEMENT PLAN

Branch name:	
Main leader:	
Person responsible for attendance register:	

The following outlines what to do in the case of someone showing symptoms during or testing positive for Covid-19 after a session:

Attendance Registers

- Contact details for all attendees at a session should be collected and held for a minimum of 21 days.

Someone shows symptoms before a session

- The person showing symptoms should not attend the session.
- In the case of a volunteer, if the adult to child ratio is compromised then cancel the session.

Someone shows symptoms while at a session

- If a child:
 - keep the child separate from others
 - call their parent, carer to collect them
 - Provide the volunteer waiting with the child with PPE
- If an adult:
 - ask them to go home
 - do you have enough volunteers to continue with the session? If **no** contact all parents, carers to ask them to collect their children
- Thoroughly clean the area and resources
- (England only) Consider if you should ask volunteers and members to wear masks inside
- Record details and make volunteers aware of the situation
- When other child members are collected, ensure that their parents/carers are made aware that someone went home due to showing symptoms



Someone tests positive within a few days of attending a session

- Record details
- Inform other members and volunteers present at the session.
- Inform YAC HQ

If more than 14 people attending a session test positive within a week

- This is classed as an outbreak and the local health service should be informed.

FIRST AID PROCEDURES

Every branch should have a minimum of two registered first aiders, with at least one present at each branch meeting. Without this, your session is not covered by YAC insurance.



Every branch should have at least one First Aid Kit at every meeting.

Procedure for minor accidents

1. A qualified first aider should deal with the accident with the assistance of another leader or assistant leader.
2. The rest of the group must not be left unsupervised.
3. Always explain clearly to a young person where you need to place your hands and check that they understand this.
4. In cases of bumps to the head, monitor the person carefully for the rest of the session. If there is any sign of swelling or bruising, then you should call their parents/carers to collect them. If there is any sign of concussion, then you should call 999 for an ambulance. If you are unsure, call 111 for advice.
5. Inform parents what has happened, and the treatment provided.
6. If in doubt, call 999 for an ambulance.
7. Remember to complete an Accident Form and store it securely with the branch records.

Procedure for more serious accidents

1. A qualified first aider should deal with the accident with the assistance of another leader or assistant leader.
2. Ensure that the rest of the group is safe, supervised and kept calm.
3. Call for an ambulance and give precise details of your location.
4. Check the area is safe, give first aid as required and stay with the member until the ambulance arrives.
5. Contact the member's parents/carers and give a clear, simple, and factual account of the accident, what is happening and what you need them to do.
6. Hand the member's medical information to the ambulance crew.
7. If the member wishes, a branch volunteer should travel in the ambulance with them (remember to sort out return travel arrangements). This should not be the first aider, who should remain with the group in case of any further incidents requiring first aid, such as delayed shock.
8. Once the member is being cared for by others, complete an Accident Form.



9. Any accident that involves attendance at hospital should be reported to YAC HQ. Call 01904 671 417 during office hours. Outside office hours, call Joanne Kirton (Delivery and Engagement Manager) on 07738591744. We will ask you to send us a copy of your Accident Form.
10. Under no circumstances should anyone at your branch speak to the press about an accident. If you are contacted by the press, please direct them to YAC HQ.



INDIVIDUAL SUPPORT PLANS

Where members or volunteers have a known allergy, medical condition or any other support needs, you should have a conversation about how you might and will support them when attending any of your sessions.

The Individual Support Plans provide information that is used to support members and volunteers during YAC sessions, help plan for activities to avoid allergens or to provide additional support, and to help them in an emergency.

This should be put in writing and signed by the leader and the volunteer or parent/carer of the member. Individual Support Plans should be updated at least once a year, or when additional activities (e.g. visiting another venue) may require a review.

Individual support plans may be temporary (e.g. a broken leg / pregnancy) or longer term (e.g. allergies or asthma)



MEDICATION LOGS

Medication, both prescribed and non-prescribed, should be logged in and out of the session.

If a member or volunteer provides you with medication for storage, you should identify a safe, secure and, in an emergency, accessible storage solution.

Medication, both prescribed and non-prescribed, can **only** be stored and/or administered where an Individual Support Plan is provided.



MEDICATION LOG

Branch Name:	
YAC Leader:	

Medication being held during the YAC session by the leaders:

Please complete whenever a medication (prescription and non-prescription) is provided for a session.

When the medication is collected at the end of a session, the volunteer or parent/carer should sign to show that they have received the items.

Date	Name of member/volunteer	Name of medication	Amount supplied	Individual Support Plan held & up to date*	Signature upon collection
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	
/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	

**If no, please ensure that this is completed prior to medication being held and/or administered.*

Medication administered during the YAC session:

Medication will only be administered as described in the member or volunteer's Individual Support Plan. Medication will be administered by those who they have been trained to do so.

Date	Time	Name of member/volunteer	Name of medication	Dose given	Any reactions?	Signature of YAC leader/volunteer.	Print name
/ /	:						
/ /	:						
/ /	:						
/ /	:						
/ /	:						



BEHAVIOURAL MANAGEMENT

At some point all YAC volunteers will have to manage difficult behaviour. This can be caused by a wide variety of things, including tiredness, boredom, prolonged concentration, inability to do a task, low self-esteem and worries about problems outside of YAC.

Good session planning and management and having clear expectations of acceptable behaviour will help ensure that your sessions run smoothly. Managing groups of young people is not easy, but it is something you and your team will get better at with practice.

TOP TIPS

1. Remember that the whole team is responsible for maintaining good behaviour.
2. Volunteers should model the behaviour they expect from children.
3. Draw up a set of behaviour guidelines that all members and volunteers sign up to. You should involve your members in deciding what these will be, and perhaps write them up on a large poster which each volunteer and member can sign, and which you can display at your sessions.
4. Decide on a strategy for gaining attention without raising your voice. Make sure you explain any strategy clearly to your members so they know what is expected of them. Once you have decided upon a strategy, use it consistently.
5. Plan your sessions to be varied and interesting, and have back-up activities ready: poor behaviour is more likely to occur when young people are at a loose end.



DEALING WITH POOR BEHAVIOUR

Poor behaviour can be very frustrating, not only for volunteers but for other members of the club.

1. Try to make sure you consider any additional needs or extenuating circumstances that may be contributing to the behaviour and think about strategies for dealing with them.
2. Please remember that under no circumstances may you hit or physically harm a young person who is misbehaving.
3. If there are difficulties, speak to the member in the first instance, explaining factually the impact their behaviour has on the group. YAC is an inclusive club and members should be given every opportunity to correct their behaviour. They must also be given a clean slate if their behaviour does improve.
4. If the situation does not improve, approaching parents/guardians at an early stage and in a friendly manner will help to gain their support. Discuss factually the problem/s you have encountered and how you have attempted to deal with them. Contact YAC HQ at an early stage too: keeping us fully informed means we can offer you support and advice.
5. If a member's behaviour is consistently bad and talking with parents/guardians has not helped, it is reasonable to ask parents/guardians to stay with the young person or to discuss whether the child really wants to be a member of the group.

You should record all incidents of poor behaviour and keep these with your club files. In cases of extreme behaviour, a copy of this should be sent to YAC HQ.



BEHAVIOUR INCIDENT REPORT FORM

This form should be used to record occasions when particularly bad behaviour has occurred. Be careful to record the events as they occurred and try not to include personal opinions.

Branch Name:	
YAC Leader:	

Where did the incident take place?
When did the incident take place? (date and time)
Summarise the incident factually:
Who witnessed the incident?
What steps were taken and by whom?
Were parents/carers spoken to? Record who was spoken to, when, and by whom.



Are any further steps to be taken?

Details of the person completing this form	
Name of the person completing this form:	
Contact details:	
Signature:	Date:
Please ask another Leader or Assistant at your Branch to review this form and countersign here to confirm that they agree with your account of the incident.	
Name:	
Contact details:	
Signature:	Date: