

YFHS Policy 1: Health and Safety

Agreed On: Date (last updated by) 31/05/2026

To be reviewed by: Final staff meeting before YFHS 2027

Physical Health

Participants' health conditions or disabilities will be identified through the application form and if necessary parents/guardians/participants will be asked for further information to help the staff assess if we can meet their needs. (See Pastoral Care Policy). Those with physical disabilities may be asked to complete a personal emergency evacuation plan if appropriate which will be shared with the venue in advance. YFHS will support parents/guardians in liaising with the venue to ensure it is accessible for the individual.

YFHS will make reasonable adjustments to activities to enable someone to attend but recognise this may not always be possible due to the nature of the event, staffing and limitations of the venue.

Any allergies or dietary requirements are identified through the application process and passed on to the kitchen staff at the venue. All staff and student helpers are briefed in advance in respect of allergies or any other health conditions that may impact on somebody's participation in the week.

We will ensure that all participants are aware of who the First Aiders are and the night time emergency contacts. If a participant experiences any illness we ask them to report it to a first aider in the first instance.

Hand sanitiser is provided throughout the week and participants are prompted to wash their hands regularly to minimise the risk of infection spreading.

If a participant's physical health means that they require time out of timetabled activities, they will be checked on regularly by staff and their health closely monitored. If they have a contagious condition such as diarrhoea and vomiting they will be sent home until 48 hours after their symptoms have stopped or until it becomes clear that the cause for the symptoms is not contagious. The staff will collectively make a decision about whether a person who is unwell needs to leave the event in order to ensure the health and safety of themselves and/or other participants. In the event of a widespread outbreak of illness staff will consider cutting the event short and contacting all parents and guardians.

See First Aid and Medications Policy for further details.

Mental Health

All parents/guardians/participants are asked on the application form to disclose any mental health conditions. If anything is disclosed they may be asked for further information to help the staff assess whether it's appropriate for them to attend the event and if so what support they may need.

Staff will make a decision about whether the participant can attend YFHS based on our Pastoral Care Policy, bearing in mind the needs of the individual and the needs of the whole YFHS community. This will continue to be reviewed during the event.

Not every mental health condition will be disclosed in advance and mental health difficulties can arise during the week. In line with our Pastoral Care Policy, in this event staff may liaise with their parent/guardian/emergency contact and the staff may need to ask them to leave the event. In line with our Pastoral Care policy this will be documented appropriately.

We will provide Mental Health support within the staff body who will be identified to the participants at the start of the week and who will support the training for staff and student helpers.

Information will be provided on site to signpost participants to external mental health support. If somebody's mental health means that they require time out of timetabled activities, they will be checked on regularly by staff and their mental health monitored.

Site safety

In advance of YFHS the staff member who is the 'Warden' will discuss with the venue about our requirements for the week.

Any issues regarding building work on site will be discussed in advance of the residential week and if necessary a staff member will visit the site to assess the impact it may have on planned activities.

Staff will report any problems or concerns with the site during the week to the Warden who will report them to the venue and liaise to find a resolution.

All participants, staff and student helpers wear YFHS name badges to help identify them from any other visitors to the site.

There will always be a minimum of 1 adult volunteer to every 10 participants on site during YFHS. If staff or student helpers need to be off site this will be timetabled to ensure minimum numbers are maintained.

A specific risk assessment is undertaken in regards to the safety of young children who attend with staff members.

Missing person protocol

All of the timetabled activities that take place during YFHS are mandatory, and participants are told at the start of the week that if they cannot attend for any reason they must inform a staff member.

Only student helpers are allowed off site without gaining consent from staff members. 18 year old participants may go off site during Free Time. Anyone leaving site (including staff) must use the signing in/out sheet.

At the start of each day student helpers and staff members do a wake-up call, visiting each bedroom and ensuring all participants are present. This is repeated at

bedtime to make sure all participants are accounted for. Before all timetabled activities staff will carry out a headcount of their nest group or activity group to confirm they are in attendance.

If any participant is missing from a timetabled activity, 2 staff members will go to their dorm room and any common areas to try and locate them. If they cannot be located on site the staff members will call their mobile number, if available, to try to locate them, and check with other participants who may know their whereabouts.

If the missing participant doesn't answer their phone and no other participant knows of their whereabouts we would contact the police and call the participant's emergency contact.

On their return we would liaise with their emergency contacts and have a discussion with them about their reasons for leaving the site. We would then determine if it was appropriate and safe for them to remain at YFHS for the remainder of the week.

Risk Assessments

Risk Assessments for activities which take place each year are stored centrally. The risk assessments are reviewed annually to make sure they are up to date.

Template risk assessments are printed and kept in the staff room for staff members or student helpers to complete for any ad hoc activities or events taking place during the week. A staff member signs off all risk assessments to make sure risks are minimised.

Fire Evacuation

Fire Evacuation procedures are managed by the venue and their staff. Fire marshals are allocated for each accommodation block to ensure everyone is safely out of the building in the instance of a fire alarm.

On arrival participants are told about where to gather in the case of a fire alarm and how to safely leave the building. Towards the start of the week a fire drill is arranged, with all participants returning to their bedrooms to practise safely exiting the building.

Any individuals with personal evacuation plans will be known to the staff and the venue.

Participants gather in nest groups and are accounted for by staff members.

Any staff or student helpers who have gone off site will have used the signing in/out sheets.

Night time emergency contact

A night time emergency contact is allocated in each of the sleeping areas and signage is displayed on the outside of the door. Participants are told who their night time emergency contact is at the start of the week.

These staff members will help with any pastoral needs or contact the First Aider if it is a medical emergency.

Off-site activities

Parents/Guardians are asked to give their permission in the event that participants are allowed off site unsupervised during free time. Without parental permission we would not allow anybody under 18 off site. Any off-site activities will have their own risk assessment.

When taking participants off site, there will be a ratio of 1 staff member to every 10 participants, and at least 2 staff members/student helpers with the group. If a large group is leaving site they will be split into smaller groups to enable staff to keep the group together and minimise disruption to other pedestrians.

A headcount will be done when leaving site, arriving and on return.

Participants will only ever travel in a staff member/student helper's car if it is an emergency e.g. travelling to hospital, and another adult is present.

Smoking and e-cigarettes (rules apply to both smoking and vaping)

YFHS aims to ensure the health and safety of staff and participants by preventing passive smoking and vaping and as far as is reasonably possible prevent participants from taking up smoking during the week.

Smoking is not allowed on site and the event is non-smoking for anyone under 18. In accordance with the school's policies, anyone wishing to smoke or vape must leave site and not loiter near entrances to the school

Recreational drugs and alcohol

All recreational drugs and alcohol are prohibited from YFHS as outlined in the guidance provided to participants. This also applies to staff and student helpers when off site.

If, as a result of drugs or alcohol, a participant is at immediate risk of harm then medical assistance will be called. In this instance they will be kept under observation until medical assistance arrives and 2 staff members will go with the participant to hospital.

If a person is under the influence of drugs or alcohol but is not at immediate risk of harm they will first be spoken to individually to ascertain what they have taken and how much. Staff will then stay with the participant until they sober up.

Any recreational drugs or alcohol found will be confiscated by staff with at least 2 staff members present. Illegal substances should be given to the police to be destroyed. Staff are not required by law to divulge the name of young people from whom drugs were taken to the police.

Staff will consider informing a participant's parent/guardian unless to do so would put the young person in harm.

YFHS has a no tolerance policy to recreational drugs and alcohol. Anybody found in possession of or under the influence of recreational drugs or alcohol will be asked to leave and further action may be taken.

An incident form will be completed for any participant found in possession of or under the influence of recreational drugs or alcohol.

Further guidance can be found in the Quakers In Britain 'Drugs and prohibited substance' guidelines.

Insurance

YFHS and the activities taking place during the week are covered by Quakers in Yorkshire's Public Liability Insurance.