

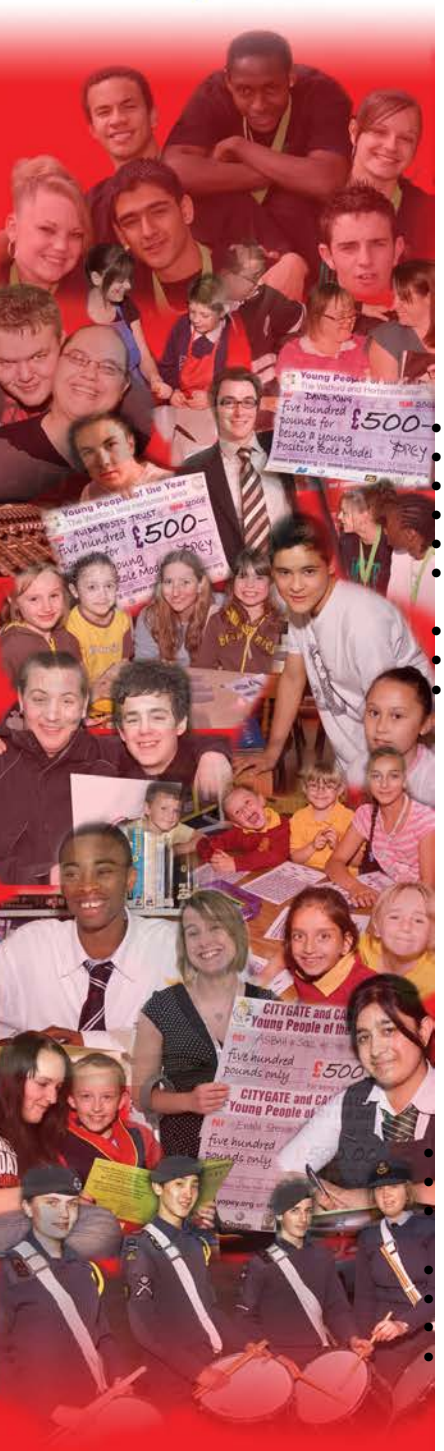
Revealing, Recognising, Rewarding Positive Role Models

YOPEY – the Young People of the Year charity

Woodfarm Cott, Bury Rd, Stradishall, Newmarket CB8 8YN
01440 821654 & 07711 255 675
Websites yopey.org and yopeybefriender.org
Email hello@yopey.org

22 September 2026

Name Surname
YOPEY job title or volunteer role
Address
Address
Town Postcode



To NAME SURNAME – your copy of:

The YOPEY Health and Safety Policy
YOPEY is also known as Young People of the Year

Policy Statement
The YOPEY organisation will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its employees, volunteers, customers and visitors. For staff and volunteers who undertake activity away from the office, YOPEY will implement this Health and Safety policy and the relevant procedures and ensure that staff and volunteers are aware of their responsibilities or follow the Health and Safety policy of the venue, such as a care home or a school.

The YOPEY statement of general policy is:
- to provide adequate control of the health and safety risks arising out of its work activities
- to consult with employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Responsibilities
The Board of Trustees of the YOPEY charity has overall responsibility for all aspects of health and safety at YOPEY places of work and events, and for ensuring appropriate arrangements are made to comply with all statutory requirements.

The Founder Tony Gearing MBE (07711 255675) is responsible for ensuring that the policy is implemented.

Day-to-day responsibility for ensuring the policy is put into practice is his but each professional employed by YOPEY, whether full-time or freelance, will have responsibility for ensuring a healthy and safe environment for staff, volunteers and service users in their area or we pass that responsibility to schools or care homes where we are working.

All employees must:
- co-operate with managers and co-ordinators on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- familiarise themselves and comply with the charity's procedures on health and safety
- work to the highest possible standards of safety with regard to customers
- report all health and safety concerns to the Founder
- report all accidents or injury that are caused by the working environment are reported to the Founder

YOPEY registered with the Charity Commission of England and Wales as charity number 1145573
Registered with the Registrar of Companies for England and Wales as company number 7751145
Registered address: Woodfarm Cottage, Bury Road, Stradishall, Newmarket CB8 8YN



- report to the Founder if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.

YOPEY will ensure

- The provision and maintenance of a working environment for its employees, volunteers, customers and visitors that is safe, without risks to health and with adequate facilities
- A safe means of access to and exit from the workplace
- The provision and maintenance of equipment and systems of work that are safe and without undue risks to health
- Safety in the use, handling, storage and transport of articles and substances
- The provision of information, instruction, training and supervision necessary to ensure the health and safety of its employees, volunteers and service users.

Consultation with employees
Employees will be consulted on health and safety matters. YOPEY will act on any legitimate concerns expressed by any interested party.

Reporting
All hazards in the office should be reported to the Founder. Potential hazards in services should be reported to the Founder. Once notified, action should be taken to clear the hazard. All accidents whilst at work must be recorded by the Founder.

Mr Gearing has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and reporting such incidents to the Health and Safety Executive, as per the 2001 RIDDOR amendments.

Accidents will be investigated by Mr Gearing and the safety systems will be reviewed to try and prevent a recurrence.

Deputy report

If Mr Gearing is unavailable or you do not wish to report to him, please contact:

Joanne Galazka

YOPEY Trustee

joannegalazka@yahoo.com

07594 344173

Policy review This policy will be reviewed every three years or when relevant law changes, whichever is the sooner.

Yours sincerely

Tony Gearing

Tony Gearing, Founder & Trustee
YOPEY charity

