

Health and Safety Policy

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Associated Procedures:

Home Workers

Stress Management

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2. Responsibility for Health and Safety Matters

All YMCA Derbyshire personnel, i.e. Chief Executive, Deputy Chief Executive, Directors, Heads of Service, managers and all other staff must observe the statutory safety regulations and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

In addition, specific health and safety responsibilities are delegated to the Chief Executive, Deputy Chief Executive, Directors and Heads of Service and all staff, each as detailed below.

3. YMCA Derbyshire's Chief Executive

YMCA Derbyshire's Chief Executive has overall responsibility for the health, safety and welfare of YMCA Derbyshire staff which includes:

- a) making all suitable arrangements to ensure the implementation and administration of this Health and Safety Policy;
- b) being responsible for ensuring that suitable and sufficient workplace risk assessments are carried out periodically;
- c) ensuring that at least four meetings of the Health and Safety Forum takes place each calendar year;
- d) ensuring that the Deputy Chief Executive and all Directors, Heads of Service and managers understand and implement this Health and Safety Policy;
- e) ensuring that the Deputy Chief Executive and all Directors, Heads of Service and managers know their duties in respect of health and safety and follow approved procedures where laid down;
- f) ensuring that periodic checks are made to see that procedures are being properly carried out and records kept; and
- g) ensuring that job safety requirements, notices, etc. are established for all jobs and that these and other safety requirements are made known to the Deputy Chief Executive, and all Directors, Heads of Service and managers by effective training.

4. Deputy Chief Executive, Directors, Heads of Service and Managers

YMCA Derbyshire's Deputy Chief Executive, Directors, Heads of Service and managers are responsible for:-

- a) ensuring the implementation of this Health and Safety Policy by all staff under their control;
- b) ensuring that this Health and Safety Policy and any relevant safety regulations are explained to all new staff and Health and Safety training is provided;
- c) ensuring that periodic checks are carried out to determine whether approved procedures are being adhered to;
- d) ensuring that all relevant safety regulations are established, up-to-date, prominently displayed and understood;
- e) ensuring that all staff observe job safety regulations including the wearing of protective clothing and equipment provided;
- f) ensuring that all staff are familiar with the procedures to be adopted during emergencies;
- g) ensuring that all staff know the location of first aid and fire facilities;
- h) ensuring that adequate supervision is available at all times;
- i) developing safe working practices within their sphere of activity;
- j) investigating all accidents to eliminate their recurrence and ensure that accident forms, including 'near misses' and damage to property are completed and copies sent to the responsible person for action; and
- k) maintaining a standard of good housekeeping within their sphere of activity/site.

5. All Staff

All staff employed/engaged by YMCA Derbyshire are responsible for:

- a) familiarising themselves with, and conforming to the YMCA Derbyshire's Health and Safety Policy;
- b) observing safety rules at all times;
- c) wearing the appropriate protective equipment and clothing provided by YMCA Derbyshire whenever it is deemed necessary and in accordance with risk assessments;
- d) having regard to all instructions given by the Deputy Chief Executive, Directors, Heads of Service or other managers and sharing the responsibilities for health and safety;

- e) reporting all accidents, damage to property and 'near misses' to their Head of Service whether persons are injured or not via IAN records;
- f) raising awareness of all hazards and reporting them to their Director/Head of Service and/or manager and taking any immediate actions that are reasonably practicable to mitigate or reduce the potential for harm;
- g) keeping the workplace tidy and free from hazards;
- h) being conversant with emergency procedures;
- i) knowing the location of first aid/fire equipment; and
- j) ensuring that, at all times the means of access and exit ways are available and free from obstruction.

Staff who breach this policy may be subject to disciplinary action up to and including termination of employment.

6. Safety of Visitors and Vulnerable Persons

Every effort must be made to ensure that there is no risk to the health and safety of visitors or members of the public when on property under control of YMCA Derbyshire.

- a) The Chief Executive, Deputy Chief Executive, Directors, Heads of Service and managers should at all times give such assistance to visitors as is necessary. They must be aware of any known hazards and protect accordingly. In the event of any emergency, visitors should be guided to a place of safety.
- b) The Chief Executive, Deputy Chief Executive, Directors, Heads of Service and managers shall undertake a suitable and sufficient risk assessment with regard to all young persons employed by YMCA Derbyshire or engaged in any activity connected with its business. They shall consider factors such as lack of experience, immaturity and absence of awareness of existing or potential risks, and ensure compliance with the Management of Health and Safety at Work Regulations 1999.
- c) The Chief Executive, Deputy Chief Executive, Directors, Heads of Service and managers shall undertake suitable and sufficient risk assessments and make reasonable adjustments, in relation to new or expectant mothers. They shall also undertake risk assessments for female employees of child bearing age.

7. Special Arrangements for Emergencies

7.1 Incidents and Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") require all accidents to be reported. For this purpose accident report forms are available from Heads of Service, managers or the Estates and Maintenance Department.

All accidents, however minor they may seem, should be reported to the Head of Service, an accident form filled in and entry made in the accident book.

The data provided to the Operations Manager will be recorded and logged for auditing purposes and relevant Managers will be informed of any potential reviews relating to changing levels of risk as a result or frequency, hazards or changes to legislation or technology.

It is a requirement that all fatal and reportable work related injuries are reported immediately by phone to the Health and Safety Executive by the responsible person or their nominated deputy (Operations Manager). All reportable incidents must be submitted online within a period of ten days. Any RIDDOR reportable accidents involving learners should also be reported to the Education and Skills Funding Agency (EFSA). The responsible person for ensuring this is carried out is the Health & Safety Representative.

7.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

- a) Adequate equipment is provided at all premises used by YMCA Derbyshire to enable first aid to be rendered to staff or visitors if they receive injuries at work/whilst on the premises.
- b) First aid boxes which are fully equipped to the recommended standard are available and are under the control of Heads of Service, who will take whatever action is necessary regarding injuries.

7.3 Location of First Aiders and Equipment

The holders of current full First Aid at Work certificates are displayed at each site.

First Aid boxes are located in the reception office at each site.

The Estates and Maintenance Department has responsibility for maintaining First Aid supplies. The use of supplies should be reported to the Operations Manager

8. Fire

All YMCA Derbyshire premises have the necessary fire arrangements in place to mitigate the impact from fire. These arrangements are established following findings from Fire Risk Assessments.

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- b) In a fire emergency, priority must be given to the evacuation of the buildings and on no account should persons be allowed to re-enter the buildings until it is safe.

In the event of an evacuation, trained Fire Marshals will identify the nature of the fire/alarm, they will ensure that all occupants have been accounted for from the appropriate register and the emergency services are given all necessary cooperation/information for them to carry out their work.

- d) Fire extinguishers should only be used by trained operators always ensuring the appropriate extinguisher is used for the correct type of fire.

9. Working Conditions

In all aspects YMCA Derbyshire will attempt, whenever possible, to remove or reduce hazards as and when they become apparent.

9.1 Protective

- a) On some tasks, inherent hazards are impossible to avoid. In these cases YMCA Derbyshire must allow for the provision of personal protective equipment in an attempt to guard against injury.
- b) In the interests of personal health, safety and welfare, all staff are reminded that this equipment is issued for their own protection and that they have a duty to wear it when the situation demands.

9.2 Inspections

- a) A safe and healthy working environment is best achieved by the full co-operation of all concerned in the day to day activities. In order to foster this co-operation, Directors, Heads of Service and managers are expected to be constantly alert when inspecting plant, equipment and systems of work.
- b) Periodic monitoring will take place as required by the HSE.

10. Hazardous Substances

All staff who may come into contact with YMCA provided chemicals and substances carrying hazard warning labels are required to read and follow the requirements outlined within the relevant COSHH Risk Assessments. These will be made available along with the Safety Data Sheets, which include:

- a) where they are stored;
- b) how they are stored;
- c) how they are labelled;
- d) how they are used; and
- e) how they are moved from storage to use.

11. Electrical and Mechanical Equipment

The Electricity at Work Regulations 1989 (as amended) requires that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

All electrical equipment will be PAT tested (Portable Appliance Testing) at varied intervals as recommended by the Health and Safety Executive.

Wherever practical and before switching on (if possible first disconnect the plug) check for:-

- a) damage to the electric cable, e.g. cuts, abrasions, fraying;
- b) damage to the plug, e.g. the casing is cracked or the pins are bent;
- c) the outer covering of the cable is not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wire is showing;
- d) damage to the outer cover of the equipment or obvious loose parts or screws or sharp edges; and
- e) overheating (burn marks).

12. Display Screen Equipment

YMCA Derbyshire will ensure that all users of display screen equipment ("DSE") are sufficiently trained to conduct their own workstation assessment in order to ensure that they are compliant with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

DSE is any work equipment having a screen that displays information. Typical examples are computer screens, often called monitors or VDUs.

If you use a computer screen or other DSE habitually as a significant part of your work:

- a) you should try to organise your activity so that you take frequent short breaks from looking at the screen;
- b) you are entitled to a workstation assessment; and
- c) you are entitled to an eyesight test by an optician at our expense.

You should contact HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

13. Issue and Revision of this Policy

Copies of this Health and Safety Policy are available at Induction to all YMCA Derbyshire staff. Copies will also be made available at all workplaces.

The contents of the Health and Safety Policy, as it affects students will be brought to their attention during their induction into the programme.

The success of this Health and Safety Policy depends on the co-operation of all concerned in order to achieve the highest possible standards of health, safety and welfare. The final level of responsibility is that of each and every individual.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

This policy will be reviewed annually or earlier in the event there is a change in legislation or for reasons of good practice.