

Health & Safety Policy

General Statement for Health & Safety

This is a statement of policy by YMCA Taunton about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors and contractors. Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing in detail health and safety provisions in each part of the organisation.

It is the policy of YMCA Taunton to:

1. At all times, will comply with the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992
2. Provide and maintain so far as is reasonably practicable, safe and healthy conditions, equipment and systems of work.
3. Use, so far as reasonably practicable, those substances and equipment from the range available which present the least hazard and minimum risk.
4. Provide such information, training and supervision necessary to enable employees to recognise potential dangers so that they might take precautions and carry out their duties in a safe manner and contribute positively to health and safety at work.
5. Ensure so far as reasonably practicable that the health and safety of other people will not be adversely affected by its activities.
6. Meet the requirements of current relevant legislation and ensure that employees and others who are involved with the activities of the Charity are consulted about matters that could affect their health and safety.
7. Assess all activities so that hazards can be identified and controls put in place to minimise risk.
8. Carry out health surveillance where required.
9. Review and update this policy periodically and bring it to the notice of all employees.
10. Ensure that all employees with specific responsibilities for the maintenance of health and safety adequately delegate these responsibilities in their absence.



.....
Antony White, Chair
YMCA Taunton

Responsibilities

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established.

1. Overall and final responsibility for health, safety and welfare in the Charity is that of:

Antony White, Chair YMCA Taunton

2. Without detracting from the primary responsibilities of managers and supervisors for ensuring safe and healthy conditions of work, the responsibility for ensuring that the requirements of the Health and Safety Policy are carried out within the Charity is that of : **Clare Langley, General Manager**

3. The following are responsible for ensuring the implementation of the Health and Safety Policy in the various departments of the Charity :

a) Pre-School

Sarah Milton, Early Years & Young People Manager

Zoe Shattock Deputy Pre-School Manager

4. **ALL EMPLOYEES** have a legal responsibility to :
 - a) Co-operate fully with the Charity in implementing the requirements of all Health and Safety legislation, related codes of practice, safety instructions and safety signs in order to achieve a safe and healthy workplace.
 - b) Take care of themselves and others who might be affected by their activities at work and refrain from doing anything which constitutes a danger to themselves or others.
 - c) Immediately bring to the attention of their line manager/supervisor any situations or practices which may lead to injuries or ill health.
 - d) Ensure that any equipment issued to them or for which they are responsible is correctly used and properly stored.
 - e) Be responsible for good housekeeping in the area in which they are working.
 - f) Report all accidents, in accordance with YMCA Taunton guidance.

- g) Not interfere with anything provided in the interests of health, safety or welfare.

Anyone who becomes aware of a health and safety problem that they cannot put right must inform the responsible person named above immediately

General Arrangements

Accidents

Any accident, incidents, dangerous occurrences or near-misses however small, which occurs on the Charity premises, must be entered in the accident book and reported using the forms provided for this purpose. Accident books may be found in the following locations :

- a) Main Office, Preschool Office

Accidents/incidents that have caused injury or may do so in the future involving fatalities, major injuries, physical violence, absence from work for more than three days or members of the public being taken to hospital from the premises will be reported to the Enforcing Authority by the General Manager.

The General Manager will examine Accident Records as part of general management procedures and investigate all reportable accidents.

First Aid

First aid facilities are provided for employees should they become ill or injured at work at the following locations :

- a) Main Office
- b) Kitchen
- c) Preschool kitchen

Numerous personnel have achieved the required standard and are designated First Aiders.

Fire Safety

ALL EMPLOYEES MUST BECOME FAMILIAR WITH THE ACTION THEY MUST TAKE IN CASE OF FIRE

ALL FIRE ESCAPE ROUTES and FIRE EXITS will be kept clear of obstruction at all times. Fire fighting equipment is provided and regularly maintained. Department Managers are

to ensure daily, that extinguishers are in their correct locations and routes are obstruction free.

Fire extinguishers must only be used for small fires where there is no risk of danger or injury and to assist with escape from a burning building. Fire extinguishers will be tested annually.

Fire alarms are sited in most areas and will be tested monthly.

Trial evacuations will be carried out at least termly.

Responsibility for checking fire procedures, equipment and maintaining fire records is that of the General Manager.

Fire Action

On discovering a fire, raise the alarm. If the fire is in or close to a building immediately operate the fire alarm call point to evacuate the building. If the fire is located in an open area of the site, evacuate the immediate area. Report the fire to Reception (if they have safe access to a telephone) who will call the Fire Brigade by dialling 999. Reception will detail to the operator clearly the exact address and location of the fire.

After alerting the Fire Service and only if safe to do so, attack the fire using the appliances provided. Be aware that there are different types of extinguisher for different types of fire. If unsure about the type of extinguisher required, DO NOT ATTEMPT TO FIGHT THE FIRE.

Staff will assemble at their designated area and will not leave the area or re-enter the building until instructed to do so.

Appointed personnel who have received specific training are to check all personnel on duty and visitors are present at the assembly point in the event of a fire.

Assembly Points

- a) Far parking bay furthest from the road

Dealing with threats

If any member of staff is suspicious about any parcel or object, receives a telephone threat or is threatened with violence, it must be brought to the immediate attention of the relevant Department Manager.

Visitors

All visitors must report to Reception on arrival and enter their details in the Visitors Book in the main office or Preschool if visiting the Early Years Dept. Members of staff are

responsible for anyone visiting them whilst they are on charity premises. As far as possible, visitors will be accompanied by an employee and must not wander freely around working areas. Unaccompanied visitors must report to their original point of contact prior to leaving and then be escorted to reception or to an appropriate exit.

Contractors

In order to ensure that work undertaken on the charity's behalf is carried out without risk to the charity's employees and members of the public who may be affected by those operations, the competence and safety arrangements of contractors must be established prior to work commencing. THE GENERAL MANAGER MUST BE INFORMED PRIOR TO A CONTRACTOR CARRYING OUT ANY WORK WHICH MAY BE DEEMED HAZARDOUS E.G. CONSTRUCTION OR HOT WORK ETC.

Contractors must have adequate insurance cover, be made aware of the requirements of this Health and Safety Policy and where appropriate submit a 'method statement' detailing how the work will be carried out in a safe manner whilst on charity premises prior to the work commencing. If appropriate, the General Manager must be informed when the contractor arrives on site to enable the monitoring of the work to ensure it is being carried out safely. The Safeguarding of children, young people and adults must be maintained and work will be carried out in accordance with our Safeguarding Policy & Procedures.

Working alone

Managers must ensure that regular communication is maintained with members of staff who are required to work alone. Refer the Lone Worker Policy. People working alone must not carry out certain activities; advice in this respect can be obtained from the General Manager.

Transport

Access to vehicles is restricted to persons permitted to do so, drivers are responsible for making sure that any vehicle used for charity business is taxed, road-worthy, that they hold a valid driving licence for the type of vehicle being used and that the vehicle is driven according to statutory law and Road Traffic Acts. Nominated personnel are to ensure that the vehicle is inspected for cleanliness, damage and that it carries a first aid kit, fire extinguisher.

All vehicles owned by it's employees must comply with all Road Traffic Acts.

Hazards

Premises

The Charity recognises the importance of having clean and well-ventilated facilities in the workplace. The charity engages personnel to ensure that the workplace is cleaned on a

regular basis and expects all employees to help keep the workplace clean, tidy and hazard free.

To that end, all access routes, corridors and staircases must be kept clean and free of obstruction. Work areas must be kept clean and tidy and all waste must be properly disposed of. Lighting must be maintained at an adequate level for the activity being carried out. The smoking policy must be strictly adhered to.

All employees must bring to the attention of their Supervisor any problem with workplace safety or cleanliness.

Display Screen Equipment

All workstations will be assessed to ensure that they are suitable for use by individual operators. Where any discrepancy is apparent and adjustments need to be made, the matter must be reported to the relevant manager.

Manual Handling

Manual handling must be avoided whenever it is possible to use other methods for transporting loads. When lifting or handling heavy or awkward objects, extreme care must be exercised and assistance must be obtained if there is any risk of strain or injury. Access to high-level storage areas must only be achieved by using suitable steps or ladders provided.

Hazardous Substances

Where a suitable non-hazardous alternative is available it must be used.

Where the use of a hazardous substance cannot be avoided, it must only be used for its intended purpose and the manufacturer's instructions must be followed.

All hazardous substances must be kept secure in their designated store. Only small quantities are permitted in the workplace.

All lids and caps must be replaced immediately after use and waste must be properly disposed of.

An assessment is made of all substances used by the Charity and where hazards have been identified, data sheets have been prepared which must be consulted so that users can familiarise themselves with the precautions they must take to minimise the risk. The General Manager holds all data sheets on file, with copies being held by the Early Years & Young People Manager for substances which may be used by the early years staff. All new hazardous substances brought into the Charity must be stored in the correct manner and notified to the General Manager who will see that the hazard documentation supplied by the manufacturer/supplier is distributed to those persons to whom they apply.

NO SUBSTANCES, WHETHER HAZARDOUS OR NOT, SHOULD BE KEPT IN UNMARKED CONTAINERS.

Electricity

A competent person regularly checks electrical installations and equipment for electrical safety. The General Manager is responsible for organising such inspections.

Under no circumstances should anyone interfere with or attempt to repair electrical installations or equipment unless they have sufficient technical knowledge or experience to avoid risk of danger or injury.

No electrical equipment will be connected to the charity supply unless it is electrically safe. No personal electrical equipment of any type is to be used within the Charity by any employees without the specific, written authorisation of the General Manager.

Electrical appliances must be checked prior to use to ensure that the supply voltage is correct.

Care must be taken to ensure that leads and cables do not cause tripping hazards.

Machinery and Work Equipment

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work including hammers, knives, photocopiers, ladders etc.

Machines and equipment will be properly maintained and must only be used for their intended purpose by people who have received adequate training and have been authorised to do so.

The Department Manager is responsible for ensuring all machinery and equipment is regularly serviced, inspected and maintained where appropriate and complies with all current legislation.

Restricted Access

Cleaning Cupboard to be kept locked shut when not in use

Only authorised persons allowed within the Preschool

Personal Protective Equipment

Where there is a requirement for personal protective equipment to be used it will be supplied and maintained free of charge by the Charity.

It is the responsibility of employees to use any equipment issued and to report any fault or defect in the equipment to the appropriate person.

Personal protective equipment should only be used after other controls have been put into effect and for risks that are of a temporary or residual nature.