



Health and Safety Policy

This policy is in line with the Mission Statement of the Organisation

Document Control

This policy has been approved for operation within Youth Action.

Date of last review: July 2020
Date of next review: July 2021
Review period: Annually
Policy status: Statutory
Owner: Trustee Body

Youth Action

Health & Safety Policy

Youth Action recognises that effective Health and Safety is vital. The most successful organisations give the same priority to effective management of Health and Safety as they do any other function.

To be successful we must recognise the contribution of effective Health and Safety to future success by minimising accidents.

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. Youth Action fully accepts its responsibilities under the Act.

Commitment

These aims will only be realised provided there is total commitment from all members of the Youth Action.

Your Protection

On reading this policy statement you will realise that it is part of every committee members and officers of the Youth Action roles to protect the health and safety of all members and to see that the health and safety of the public is not adversely affected by the Youth Action's activities

At monthly meetings feedback will be provided to management committee on health and safety issues.

Involvement

It is particularly important that members do not forget own personal safety. Members must regard safety as an integral part of all that they do. It is a condition of membership and is required by law. Each of us has a part to play in safely carrying out the Youth Action's activities. This includes being responsible for taking care - not only of ourselves, by working safely as instructed and trained, but also of others, by making sure that we do not put the health and safety of anyone else at risk.

Seeking Advice

If members/officers of the Youth Action are ever in doubt as to how to carry out duties/activities safely, ask for help or advice from the worker in charge of the session or the or members of the management committee.

The Management Committee

The Management Committee has overall responsibility for implementing and monitoring the Health and Safety Policy .

The Youth Action's Secretary will establish and co-ordinate the Health and Safety Policy which is ultimately approved and authorised by the management committee

Health and Safety Meetings

These will form part of the general monthly meeting. Here the committee will monitor progress in the implementation of Health and Safety. They will consider accident statistics, training proposals and any changes in Health and Safety Policy or Arrangements arising from new legislation, standards, guidance etc.

The Role of the Youth Action Secretary (In terms of Health and Safety)

The role of the Secretary will be to assist in fulfilling the health and safety responsibilities of the Youth Action. This includes advise and assistance to officers/members of the Youth Action on their responsibilities, in ensuring that the Youth Action's activities are undertaken safely, in accordance with policy and in compliance with health and safety law. This includes providing specialist advice, assisting with safety training and monitoring safety performance through inspection and secondary investigation, where appropriate.

The Secretary also initiates and publicises changes in Safety policy necessary as a result of new or amended legislation or developments.

The Secretary is responsible for the independent secondary investigation and reporting of accidents involving Youth Action Officers/members and such other incidents as may be directed by the management committee.

First Aid/Emergency Procedures

The Youth Action requirements for First Aid are met by the provision of a requisite number of trained and qualified personnel.

Provision for dealing with Emergency situations, ie Fire Alarms and Bomb Alerts, has been made by the training of all Officers of the Youth Action and by issuing detailed Emergency Procedures.

Consultation

Consultation on health, safety and welfare matters takes place in various ways. This includes day to day dialogue between members/officers and the committee and also from advice given by health and safety professionals.

Thought for Every Day:

"It shall be the duty of every employee while at work - to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work". Section 7 Health and Safety at Work Act 1974

Youth Action

Health & Safety

Procedures and Policy

HSL = Health and Safety Lead Officer – the Office Manager

Emergency Procedures – Fire and Evacuation

The Office Manager (Health & Safety Lead, HSL) is responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. (This task can only be completed by someone who is a competent person who has attended a course).

Escape routes are checked by the HSL every week.

Fire extinguishers are maintained and checked by the HSL every year.

Alarms are tested by Landlord representative every Wednesday.

Emergency evacuations will be held every six months.

Safe Handling and Use of Substances

- The HSL will be responsible for identifying all substances that need a COSHH assessment.
- The HSL will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary.
- The HSL will be responsible for ensuring that all actions identified in the assessments are implemented.
- The HSL will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The HSL will check that new substances can be used safely before they are purchased.
- The HSL will ensure that assessments are reviewed every year or when the work activity changes, whichever occurs soonest.

Personal Protective Equipment (PPE)

The HSL will be responsible for ensuring that, where the need for PPE is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it.

The HSL will be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary.

The HSL will be responsible for ensuring that PPE is suitably stored when it is not being used.

PPE is stored at: Central Office

The HSL will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. He / she will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

Display Screen Equipment

The HSL and the Information Officer will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained.

Action required to remove or control the risks identified will be approved by the CEO.

The HSL will be responsible for ensuring that any required action is implemented.

The HSL will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year, when the work activity changes, whenever you change location, or whichever is soonest.

The HSL will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is Youth Action's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor and glasses if they are needed for work, if requested by the employee.

Finance Dept will be responsible for reimbursing staff for eye and eyesight tests if requested by staff and for keeping and maintaining records of any requests.

Electrical Equipment

It is Youth Action's policy to ensure that any electrical system at work is safe to use and properly maintained.

The HSL will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined by a qualified electrician.

The electrical installations will be examined every year and records of any examinations or works carried out on the electrical installations will be kept and maintained by the HSL. Testing and inspection carried out by competent person who holds city and guilds certificate covering these two areas or other national standard for inspections.

The electrical appliances and cables will be checked every year by qualified electrician. Competent person who has attended a course and holds a certificate of competency.

Faulty equipment should be reported immediately to The HSL and labelled faulty and not used until it has been repaired. The HSL will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. He/she will also ensure that records of any advice or information given to staff are kept and maintained.

The HSL will be responsible for ensuring that faulty equipment or faults with any electrical system are repaired.

The HSL will be responsible for keeping and maintaining records to show that any faults have been rectified.

Welfare

It is the policy of Youth Action to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.

Youth Action will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water.

Youth Action shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated.

It is Youth Action's policy to provide a working environment where people can work without being irritated by tobacco smoke.

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the Office Manager.

The policy of Youth Action is to maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to the HSL. The HSL will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.

It is the policy of Youth Action to ensure that traffic routes are kept in good repair and are free from obstruction. It is also the policy of Youth Action to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the HSL and be dealt with quickly but employees should not put their own health and safety at risk.

Youth Action will ensure that lighting is suitable and sufficient to allow staff to work and move around safely.

Youth Action and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

Driving at Work

It is the policy of Youth Action to ensure that staff who are required to drive as part of their work activities are competent to drive.

The HR Officer will be responsible for ensuring that staff who are required to drive are competent to drive and will keep and maintain records on checks carried out on their driving licenses.

All staff are responsible for ensuring that any car accident is reported to HR.

It is Youth Action's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for Business Use. HR will be responsible for ensuring that staff required to have insurance that covers them for Business Use and is also responsible for keeping and maintaining records of any such checks.

Lone Workers

It is the policy of Youth Action that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back and should record their visit in their diary or on the office signboard.

It is Youth Action's Policy to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a mobile phone with them where practical.