



HEALTH & SAFETY POLICY

1. Introduction

Our policy is to provide and maintain safe and healthy working conditions, equipment and safe systems of work for all our staff, service users, visitors, contractors and public. Our commitment goes beyond minimum requirements of legislation. Our main health and safety tool for continuous improvement is risk assessments and staff awareness.

The policy is to be kept up to date and should be reviewed on an annual basis and/or as business needs change.

This policy is an general policy, there are other policies that provide further detail on some of the subjects referred to within this document.

The Health and Safety at Work Act 1974 provides the legislation guidelines to all employers and employees.

2. Roles and Responsibilities

The Chief Executive

The Chief executive has overall responsibility to the Board of Management for ensuring that Health and Safety standards, policies and procedures laid down are defined, maintained and implemented. Duties include:

- (a) Implement current Health and Safety legislation and apprise Board of Management of any relevant changes
- (b) Monitor adherence to policy
- (c) Ensure suitable training takes place
- (d) Pass on health and safety information to management, staff and volunteers
- (e) Ensure Association is formally registered with the appropriate local authority
- (f) Liaise with local authority if appropriate
- (g) Investigate all reportable accidents
- (h) Complete annual risk assessments in all areas
- (i) Present an annual health and safety report to the Board of Management

The Health and Safety Officer

The Health and safety officer is responsible for ensuring all employees are informed of changing legislation. The officer has a specific responsibility to ensure that all equipment supplied, including fire and safety equipment, is safe to operate and suitable for its purpose. Other responsibilities include:

- Working closely will all managers and Heads of Department on all matters relating to health and safety

- Reporting to the Chief Executive on key issues of concern identified on risk assessments or concerns that need a financial solution
- Ensuring the effectiveness of all health and safety management systems by overseeing the reviewing of, monitoring of, and updating of, the systems in place;
- Holding regular meetings with the members of the health and safety committee;
- Ensuring that the safety committee meetings are minuted and that the minutes are displayed for all staff to review, i.e. notice board;
- Ensuring that members of the health and safety committee fulfil their responsibilities;
- Ensuring that disciplinary action is taken on those employees who persistently breach the company's health and safety policies and procedures;
- Liaising with our external safety consultants;
- Liaising with enforcing bodies, i.e. Environmental Health Officers (EHO).

Heads of Department

YMCA Milton Keynes has appointed Heads of Department in all areas of the business in order to maintain a structured arrangement whereby key duties and responsibilities can be aligned to certain individuals. Each employee has duties relating to health and safety, however it should be noted that there are additional expectations apportioned to the Heads of Department.

- Working closely with General / Deputy / Health & Safety Officer;
- Ensuring that their team are competent to carry out the activities associated with their role and that training records exist and that they are up to date;
- Reporting any equipment defects and making sure that dangerous items are taken out of service;
- Creation, review and monitoring of risk assessment documents;
- Implementing safety systems and procedures that seek to minimise risk of injury to guests, visitors and employees of the business.

Health and Safety Committee

Each member of the committee will support the Health & Safety Manager in the fulfilment of her health and safety responsibilities. Each member of the committee will be responsible for the health, safety and welfare of employees reporting to him.

- Risk assessments (both general and specific);
- Monitor legislation, review compliance and improve systems as appropriate;
- Risk Management Audit findings;
- Ensure RIDDOR compliance and investigate accidents;
- Testing equipment and emergency procedures;
- Identify employee training needs;
- Disciplinary matters;
- EHO requirements;
- Maintain necessary documentation and records and review these on a regular basis;
- Liaise with Chief Executive Officer

Committee members are:

- | | |
|--------------------|--|
| ▪ Simon Green | Housing Manager |
| ▪ Rhonda Gates | Health & Safety Officer / Facilities Manager |
| ▪ Kelvin Brookbank | Hostel Manager |
| ▪ Sonia Blackett | V Involved Manager |
| ▪ Stephen Munro | Housing Officer |
| ▪ Anita Jones | Macintyre |

Staff, service users, visitors, contractors and public

Individuals must take responsibility to co-operate with policies and procedures for identifying and reporting hazards and the signing in and out procedures. They must also take reasonable care of themselves and others whilst performing duties. Visual awareness and responsibility include:

- ensuring areas are free from rubbish
- general cleanliness, ensuring spillages are cleared away
- reporting of any light bulbs not working
- office layout, ensure wires are not causing a potential hazard and filing cabinet drawers are not left open
- reporting any accidents, near misses
- understanding the Health and safety manual
- read and keep up to date with all policies
- attend training courses
- prepare for emergencies
- working safely, efficiently and in accordance with our health and safety management systems

Disciplinary action will be taken against any employee who is found to continuously fail to adhere to **YMCA Milton Keynes** health and safety policies and procedures as lay out by the company's health and safety management systems.

3. Notices to be displayed

It is a legal requirement that an employer has to display the following notices:

- Health and Safety Policy
- Location of the first aid boxes, equipment and facilities
- Names and location of first aiders
- Copy of a certificate of insurance (against liability to employees for injury or disease incurred whilst at work)
- Approved poster giving employees certain information about health and safety law and the local address of the authority which enforces that law and of the Employment Medical Advisory Service.
- Fire and emergency procedures including evacuation procedures, details of assembly points and the name of person(s) in charge of such procedures.

4. Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to use a safety sign whenever there is a risk to health and safety that cannot be avoided or properly controlled by other means. These Regulations require safety signs to contain a pictogram to convey the message instead of relying solely on text. Fire safety signs are also covered by these regulations.

5. Information, Instruction and Training

The YMCA is committed to provide any training and advice to all staff, service users, visitors, contractors and public. Training records are help by HR. Responsibilities include:

- The Health and Safety policy and any revision, including legal changes are brought to the attention of employees.
- Employees should be given comprehensive and relevant information about any risks to their health and safety identified by assessment and the protective and preventative measures required.

- Employees should be informed of the emergency procedures including the identity of staff nominated to assist in the event of evacuation.
- Employees must report any work situation which may present a serious or imminent danger and to report any shortcomings in health and safety arrangements.

6. Communication

The YMCA is committed to ensuring effective communication and advice to all staff, service users, visitors, contractors and public. Examples of such communication include:

- Staff Handbook
- Notice Boards, information points
- In house circulars or publications
- Training Sessions
- Team Meetings
- Supervision Meetings
- Health and safety Committee meetings
- Risk assessments

Employees are required to sign documentation to confirm that they have read and understood policies and the duties this places upon them. All employees have access to a copy of the YMCA health and safety policy and other related policies and any subsequent amendments. All signed records are held by HR.

7. Housekeeping and Premises

YMCA Milton Keynes is committed to the provision of a workplace and a working environment that is safe. We ensure that wherever reasonably practicable, that we maintain arrangements for the safe and adequate heating, ventilation, cleanliness and lighting of workplaces.

- Toilets, wash facilities and drinking areas are provided for your comfort and convenience. Please help to keep them clean and sanitary.
- Keep rooms clean. Do not let debris, food scraps, etc. accumulate.
- Spillages of oil or water etc should be cleaned up immediately.
- All debris and waste must be disposed of safely and as soon as it is practically possible to do so.
- All materials, products, equipment and debris on our premises should be stored in a manner that does not create or cause a hazard.
- Safe passages should not be hampered or hindered, avoid blocking corridors, especially in 'back of house' areas;
- Materials and products etc shall be kept away from doorways and fire exits
- No fire exit doors should be propped open at any time.
- Materials and products, when being stored should not be allowed to build up to great height thereby becoming unstable.
- All exits and passageways are to be kept clear at all times unless there has been prior notification to management and all those affected have been informed for their own safety.
- Floor surfaces, i.e. carpets, tiles, floor boards, etc, will be maintained in a good condition and will not present risk of tripping / slips
- All equipment should be checked before use and set aside for repair if it has any form of defect, fault or problem. Any damage should be reported to maintenance.
- All equipment awaiting repair should be marked as 'do not use' and reported immediately to maintenance
- Smoking in or around any exits or entrances is not permitted, no smoking in any building including the communal areas of the residential flats.
- Extra vigilance should be given to visitors or those new to the site.
- Trained first aiders and fire wardens are on site and first aid provisions are supplied and maintained by the YMCA.

- All accidents or near misses must be reported in the accident book
- Members of the health and safety committee are required to investigate all accidents as soon as possible after the occurrence.

8. Safety Instructions for Contractors and Maintenance staff

The YMCA fully recognises its responsibilities under current Health & Safety legislation and seeks to achieve the highest possible standards of care of staff, service users, visitors, contractors and public.

To achieve the above objectives, it is a condition of contract that contractors and staff shall comply with the requirements of this document which forms part of the association's Safety Policy Statement. Each contractor and in house staff member shall sign an acknowledgement that he/she has read the company safety rules and that he/she agrees to comply with them. These rules include:

- A Safe System of Work shall be agreed with Contractors and in-house staff before any work commences and may not be changed without the permission of the Health and Safety Officer and safety plan produced. All high risk works must be identified as such.
- All Contractors shall have insurance cover for General Third Party Risks to an agreed minimum limit. Evidence of cover is required as is a thirty-day notice of cancellation.
- The Contractor and in-house staff shall not use any equipment such as ladders, compressed air lines or the association's electrical supply without consultation. The Contractor shall adhere to the YMCA's health and safety in addition to their own codes of practice.
- No faulty equipment or tools shall be brought onto site. Evidence of current safety will be required for certain items such as portable and transportable electrical equipment and electrical tools, climbing safety equipment, pressure systems and any other items specified by the contractor at the time of work.
- All equipment brought on to the premises by the Contractor shall be properly maintained and shall conform to all legal requirements as will Association equipment.
- Personal Protective Equipment in accordance with current legislation shall be worn by Contractors and in-house staff where necessary and all such equipment shall be suitable, provide adequate protection and be properly maintained.
- All persons working at Milton Keynes YMCA premises shall be properly trained and/or be under adequate supervision and competent to undertake their duties without causing danger to themselves or others who may be affected by their acts or omissions.
- The Contractor shall ensure that no person is endangered by any action of his/her employees whilst on our premises.
- The Contractor's employees must only use the recognised roads, pathways and entrances to and from their place of work and must not enter any premises that they are not engaged to do work in.
- A safe means of access and egress must be provided by the Contractor or the Association, if work conducted in-house, to every place at which any person has to work at any time. All excavations and temporary openings must, so far as work permits, be covered over, securely fenced or at least roped off. These must be indicated by red lamps at night.
- No work must be done on roofs, above passageways, machines, roads, etc. until every precaution has been taken to ensure the safety of personnel passing or working below.

- All accidents on our premises must be reported immediately to reception.
- Arrangements can be made for the Contractor's employees to use the Association's toilets, water supply, kitchen and any other facility available.
- First aid treatment is available to anyone on the premises at the main reception.
- All Contractors and persons under their control shall ensure they are able to evacuate the building safely and respond to alarms and signs in case of an emergency.

Contractors are not relieved of any of their duties or obligations under Statute or Common Law and any breach of Association Health & Safety Rules, legal requirements or agreed safety Codes of Practice may lead to the suspension or termination of the contract at the Contractor's own expense.

9. Food Safety

The YMCA has a food safety policy that seeks to minimise the risk of disease, contamination and poisoning of any of the dishes served. The head of department within the hostel building is responsible for the food safety policy and is also responsible to ensure hygiene standards are maintained to a high level.

The food safety policy should include:

- Temperature monitoring – chillers, freezers, cooked and reheated foods
- Storage – lidded containers, date logging, hygiene, use by controls
- Stock rotation/ cleaning arrangements
- Equipment maintenance and guarding
- Specific risks - gas, cross contamination
- Pest Controls – inspection records, hygiene controls
- Qualification of the workforce – personal hygiene controls
- General training and record keeping

10. Risk Assessments

The YMCA has a statutory duty to complete risk assessments and:

- Record the significant findings
- Involve employees in the process of assessment, so far as reasonably practicable
- Inform employees of the risks identified and the precautions they should take to ensure the risk remain adequately controlled
- Assess any additional risks which may arise in relation to young persons, disabled persons, pregnant women/ nursing mothers, or those carrying out tasks in a lone working situation
- Ensure that the risks are adequately controlled or to identify and implement control improvements with appropriate priority
- Routinely review risk assessments whenever there is a reason to do so such as a new method of working or after an accident

Records of completed risk assessments are kept on the YMCA shared electronic drive available to all employees and are retained by the Chief Executive.

10. Monitoring, Review and Audits

Reviews of all policies are completed annually and/ or as and when current control measures are deemed inadequate. The Chief Executive is overall responsible for ensuring all risk

assessments are completed and implemented and that staff are fully trained and following the YMCA's policies and that all contractors are competent to be working on site.

Employees are reminded of their duty to report any defect or safety concern to their head of department of which they become aware.

11. Electricity at work

All portable electrical equipment will undergo a visual and electrical inspection every year in accordance with the PAT testing policy. This policy is enforced by all heads of department. All employees wishing to bring in new or personal items onto the site must have permission from their supervisor before using the item. The item will be subject to the same electrical test and inspection regime as if owned by the YMCA.

All electrical and equipment must be subjected to effective and regular maintenance with adequate records to enable monitoring of maintenance history. Equipment must be checked and serviced to the manufacturers recommendations.

All electrical contractors must be registered with the National Council for Electrical Installation Contractors (NICEIC) or equivalent and comply with the YMCA's health and safety policy.

No employee is permitted to attempt to install, repair, service or alter any electrical appliance, plug, wiring, configuration etc unless they are both competent and authorised.

12. Office Activities, use of Display Screen Equipment

Use of display screen equipment is subject to assessment under the Display Screen equipment Regulations. The use of such equipment may present a risk of injury or ill health as a result to repetitive movements and continuous reading of data on screen.

The YMCA is committed to reducing risk through suitable control measures including provision of instruction and training and the provision of appropriate display screen equipment, lighting, furniture and general working environment. Employees have a responsibility to report any aches, pains, headaches or any other symptoms which may be attributed to their use of display screen equipment at work.

Eye tests are available to all users of display screen equipment, vouchers are available from HR.

13. Legionella

In accordance with current legislation and the 'L8 – Approved Code of Practice' the YMCA is required to carry out a detailed risk assessment relating to any legionella risk within the business.

Legionella can be dangerous if there is an exposure to water droplets. Each head of department is responsible for ensuring weekly water temperature are taken and recorded. In addition the YMCA may appoint a specialist contractor to undertake a more detailed assessment on water quality and to identify any abnormalities.

The YMCA risk assessment considers the following:

- Are the conditions right for bacteria, is the water temperature between 20°C and 45°C?
- Are there areas where stagnant water occurs (dead legs)?
- Are there infrequently used outlets e.g taps?
- Frequency of de-scaling showerheads

- Is there debris in the water system?
- What type of thermostatic controls are in place?
- Cleaning and chlorination of water tanks
- Are any staff, service users or visitors more susceptible to the virus e.g those already ill?

Signed
Ian Revell

Date

Chief Executive

Signed
Cheryl Montgomery

Date

Chair of Milton Keynes YMCA