

Measham and District Youth Club

Health and Safety Policy

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1. The Statement of General Health and Safety at Work

The Trustees of Measham and District Youth Club (MYC) wish to provide adequate control of the Health and Safety risks arising from our work activities. They will consult with our workers and volunteers on matters affecting their Health and Safety, including work related stress. They will provide and maintain safe equipment.

They will provide information, instruction and supervision for workers and volunteers and ensure that they are competent to carry out their tasks and they will provide them with adequate training.

They will maintain safe and healthy working conditions.

they will review and revise this policy as necessary on an annual basis.

2. Responsibilities

The overall and final responsibility for health and safety is that of the Trustees of MYC.

The person with day-to-day responsibility for ensuring this policy is put into practice is Barrie Magill.

All workers must:

Co-operate with the Trustees 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;

Report all health and safety concerns to Barrie Magill, (01530 273469 or 07775558755)

or in his absence, to Martin Vaughan. (01530 412220 or 07970 060 987)

3. Risk Assessments

Risk assessments will be undertaken by Barrie Magill.

The findings of the risk assessment will be reported to the Trustees.

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

The person responsible for ensuring the action required is implemented is Barrie Magill.

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

In order to reduce risks to workers, procedures/guidelines which should be followed by all workers, have been drawn up regarding the following areas:

Working alone

Working with VDUs

Manual handling/lifting Work -
related stress

These procedures/guidelines are issued to all new workers, and copies of the procedures/guidelines are kept in the policies file at the Youth Centre.

4. Consultation

Worker representative is currently: Ian Shaw

In order to encourage and facilitate consultation with workers, there will be an agenda item for health and safety at every bi-monthly meeting with the Trustee representatives.

5. Smoking

MYC is a no-smoking environment. Staff and service users are not allowed to smoke anywhere on MYC's premises, including the toilet areas. MYC will display "No Smoking" signs. Staff of MYC are not allowed to smoke whilst on duty.

6. Safe Equipment

The person responsible for identifying all equipment that needs maintaining is
Barrie Magill

The person responsible for ensuring effective maintenance procedures are drawn
up is Barrie Magill

The person responsible for ensuring the above maintenance procedures are carried
out is Barrie Magill, supervised by the Trustees.

Problems found with any equipment should be reported to Barrie Magill.

The person who is responsible for checking that new equipment meets health and safety standards before it is purchased is Barrie Magill.

7. Information, Instruction & Supervision

Health and Safety Law posters are displayed in the kitchen.

Health and safety advice is available from Mr Dennis Cotterill (0795 2351 573), Health & Safety Executive for Leicestershire PCT, (retired).

Supervision of young workers/trainees will be arranged, undertaken and monitored by Ian Shaw.

8. Health & Safety Training

Induction training will be arranged for all workers by Barrie Magill or Martin Vaughan.

Job specific training will be arranged in consultation with the Trustees.

Jobs and tasks requiring specific training are listed in the risk assessment.

Training needs and refresher training is identified and arranged by the Trustees.

Training records are kept by Barrie Magill.

9. Work-related Stress

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate reduce or control risks from stress in line with the HSE

Management Standards for Work Related Stress (www.hse.gov.uk/stress/standards/index.htm) should be adopted where possible.

The standards encourage attention to factors such as:

Demands - workload, work patterns and the work environment.

Control - how much say the person has in the way they do their work.

Support - the encouragement, sponsorship and resources provided by the organisation and colleagues.

Relationships - promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role - whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change - how organisational change (large or small) is managed and communicated in the organisation.

The Trustees must ensure that no staff work excessively long hours and that allocated rest breaks and holidays are taken as appropriate. They must monitor work loads to ensure that staff are not overloaded. They have a responsibility to be vigilant and offer additional support to a member of staff who is experiencing stress outside work - e.g. bereavement or separation.

Issues of work-related stress should be addressed by the Trustee representatives during their regular meetings.

Rearranging work allocation, flexible working patterns and work related training/mentoring should be considered as health measures where work-related stress is identified. Bullying and harassment must not be tolerated and should be treated as serious disciplinary matters.

10. External Events, Learners, Service users

It is the responsibility of any person booking Measham Youth Centre to clarify the arrangements for obtaining the following information.

Location of fire exits, alarms and extinguishers

Details of the emergency evacuation procedure

Location of first aid box

Information about appointed first aiders

In the event of an accident, details of how to report it All service users are responsible for:

co-operating with MYC's staff on health and safety matters

not interfering with anything provided to safeguard their health and safety

taking reasonable care of their own health and safety

reporting all health and safety concerns to Barrie Magill or Martin Vaughan (see numbers above)

11. Accidents, First Aid and Work-Related Ill-Health

First Aid boxes are kept in the kitchen.

Information about appointed First Aiders is available from Barrie Magill
All accidents and cases of work related health are to be recorded on an accident sheet. These are kept in the kitchen.

Accident sheets completed by staff must be sent to Barrie Magill or Martin Vaughan.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is Barrie Magill.

12. Monitoring

To check our working conditions and ensure safe working practices are being followed, Barrie Magill will make weekly spot checks of specific risk areas which have been identified.

There will be an annual review of the Health and Safety Policy (including risk assessments)

The person responsible for investigating accidents is Barrie Magill.

The person responsible for investigating work related causes of sickness absence is Barrie Magill.

The person responsible for acting on the findings of the investigation to prevent recurrence is Barrie Magill.

13. Fire Evacuations and Emergency Procedures

The person responsible for ensuring the fire risk assessment is undertaken is Martin Vaughan

Escape routes are checked by Barrie Magill every week.

Fire extinguishers are maintained and checked by ?????????????? every year.

Fire alarms are the responsibility of Martin Vaughan, who tests them annually.

Emergency evacuation will be tested twice a year - this is coordinated by the CEO. Ian Shaw is responsible for ensuring this is done.

14. Working in an Office Environment

To avoid tripping hazards, all office accommodation and associated store rooms and stairs must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment or other items, for example, umbrellas left open to dry out.

No objects should be stored on the treads of any staircase. Cables must be routed so as to avoid creating tripping hazards or must be protected with suitable cable covers to reduce the tripping hazards and to prevent damage to the cable.

Storage facilities must be organised in such a way that files or other materials can be stored and retrieved without risk. Only lightweight goods should be stored above shoulder height or below knee height. Where goods are stored at high level, means must be provided so that they can be reached safely, that is office steps. Where such equipment is provided it must be maintained in good order.

Filing cabinets can tip if more than one drawer is opened at any one time. Drawers should be kept closed when not in use. Whenever possible, heavy/bulky files should be stored in the lower half of the filing cabinet.

All furniture and equipment should be maintained in a good state of repair. Defective furniture and equipment, particularly sharp edges on metal furniture, can be hazardous. Any such defects must be reported to Barrie Magill or Martin Vaughan without delay.

Many items of electrical equipment are in use in the office environment. No worker should attempt to rectify any electrical defect. All servicing and maintenance of electrical equipment should only be undertaken by a suitable and qualified competent person. Records must be kept of such servicing and maintenance.

15. Working at computer work stations

Working at computer work stations is a necessary part of most workers' duties.

MYC will provide appropriate equipment to reduce the risk of injury, including if necessary wrist rests, footrests, document holders, appropriate seating and work stations.

The following guidelines should be followed by all workers to reduce the risk of injury/damage to health, regardless of the amount of time spent working at computer work stations:

To reduce the risks of visual fatigue and repetitive strain injury: take regular breaks from the screen (at least once an hour): when possible, try to vary the type of work you do on the VDU so that you are not, for example, inputting data for long periods of time. This is to reduce the risks of visual fatigue and repetitive strain injuries.

Adjust your seat or stop working if you feel uncomfortable.

If you develop physical symptoms which could be associated with working at a computer work station (e.g. headaches, problems with vision, sore hands and/or wrists, back pain) you should report these to Barrie Magill or Martin Vaughan.

Follow guidance to ensure your work station is set up correctly and that you are sitting properly.

16.Guidelines on Manual Handling

There is some lifting and handling involved in most workers' tasks [e.g. carrying display boards, boxes of leaflets]. In order to reduce the risk of injury the following guidelines should be followed by all workers:

Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker.

Where possible use mechanical aids, e.g. sack cart.

Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".

Follow the good handling techniques as advised.

If in doubt, don't lift the object and speak to Barrie Magill or Martin Vaughan for guidance.

17.Guidelines on Working Alone

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation they must report it to Barrie Magill or Martin Vaughan.

Home Visits

If you are intending to make a home visit, another worker should be informed of where you are going and when you are expected to have completed your visit. Details of the client's address and telephone number should be easily accessible. When you are carrying out a home visit:

Try to ensure that you have easy access to an unlocked exit at all times (for example, take the seat nearest the door).

If they are causing you concern, ask that any dogs (or other pets) be removed to another room.

Record and report any indication of your client having had a history of violent or abusive behaviour. Record and report any perceived threat of violent or abusive behaviour.

Leave the premises quickly if your client (or any other person present) becomes aggressive or threatening.

Obtain support and guidance after any situation in which you feel threatened.

Carry a mobile phone and/or personal alarm.

Do not give out your personal address or telephone number.

Complete an incidents form and report to Barrie Magill or Martin Vaughan as soon as possible.

Door-to-Door Leafleting Work

If you are intending to do door-to-door leafleting, another worker should be informed of where you are going and when you are expected to have completed your work. Details of the area to be covered should be passed to Barrie Magill or Martin Vaughan

Where possible work in pairs and stay in close contact with your partner.

Carry a mobile phone and/or personal alarm.

Do not enter any premises or area which you perceive may be threatening to you.

Do not work in the dark, or in any areas which are particularly secluded.

Working Alone at MYC and Personal Safety

MYC will try and ensure that the times when people work alone are kept to a minimum.

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation, and employees should use their own judgment about which of the following apply:

If you are intending to work outside club hours, another member of staff (preferably Barrie Magill or Martin Vaughan) should be informed.

Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present, or to use the telephone to communicate with the organisation.

Be aware of your personal safety if you are working alone, particularly in the evening, including leaving MYC premises, and take appropriate action to safeguard this e.g. park your car as close to the centre as possible (if appropriate), if needed, ring for assistance (Barrie Magill or Martin Vaughan or the police) and stay put until help arrives.

Be aware of your personal safety if you are attending external meetings on behalf of MYC in the evening. Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk. In both of these circumstances MYC will pay the cost of the taxi fare.

Further information:

www.hse.gov.uk

www.workstress.net

www.acas.org.uk

www.worksmart.org.uk

www.workpositive.org.uk

(includes a questionnaire around workplace stress and analysis of results)

www.cipd.co.uk (go to link on health, safety and well-being)

www.smokefreeengland.co.uk

Reviewed: November 2017

Signed: J M Vaughan

Date: