



Here for young people
Here for communities
Here for you

Clevedon YMCA, Marson Road, Clevedon, BS21 7NN Tel 01275 875261

Email YMCAadmin@clevedon.ymca.org.uk

Registered Charity No. 250972

Health and Safety Policy

Responsibilities

Overall and final responsibility for health and safety is the Chair of YMCA Board of Trustees. The Health and Safety Officer is the Centre Manager.

All staff and volunteers engaged in the activities of YMCA must be aware of their individual responsibility,

- to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts and/or omissions
- to co-operate with Clevedon YMCA in carrying out any duty or requirement imposed on them by statutory measures or by good practice
- not to interfere intentionally or recklessly with, or misuse anything provided, in the interest of health, safety or welfare
- to notify the Centre Manager or Chair of Trustees straight away if they notice a health and safety problem

Staff render themselves liable to disciplinary action if they fail to adhere to the above policy or the health and safety arrangements and instructions which are contained in the policy.

COSHH (Control of Substances Hazardous to Health)

To meet the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1999, Clevedon YMCA is required to ensure that wherever possible the use of any hazardous materials will be eliminated, or substituted with a safer product. If the use of a hazardous material is unavoidable, a COSHH assessment will be carried out and appropriate control measures implemented, all COSHH substances stored and will be accompanied by a COSHH data sheet.

FIRE

Under the Fire Precautions Act 1971, the Fire Precautions (Workplace) (Amendment) Regulations 1999, and the Regulatory Reform (Fire Safety)

The Centre Manager is responsible for ensuring that fire risk assessments are undertaken at each location. He or she is also responsible for ensuring that instructions and information on actions that should be taken in the event of an emergency have been given to employees and have been displayed at each location.

Each member of staff should:

- have a copy of the Health and Safety Policy – this is contained in this section of the staff handbook which is accessible in drop box
- be made aware of the fire drill and emergency evacuation procedure, for when these are undertaken
- be made aware of any risks that may affect their safety, including building works being carried out from time to time
- address any concerns with the Centre Manager

FIRST AID

The Centre Manager will keep a record of trained First Aiders and when they last had First Aid training. A first aid box is provided in the Kitchen. Incident forms need to be completed for all accidents including minor accidents. The incident form must be emailed to the Centre Manager and copied to the Caretaker.

LIFTING AND CARRYING/MANUAL HANDLING

To meet the requirements of the Manual Handling Operations regulations 1992, Clevedon YMCA is responsible for ensuring that staff avoid hazardous manual handling operations so far as is reasonably practicable.

RISK ASSESSMENT

It is the intention of Clevedon YMCA to eliminate and/or reduce risks from hazards or where elimination is not possible to reduce them to an acceptable level.

The Centre Manager is responsible for ensuring that periodic Risk Assessments are undertaken of any risks to the Health and Safety of YMCA employees.

Where hazardous manual handling operations cannot be avoided, the Centre Manager requires a manual handling risk assessment to be completed, to reduce as reasonably as practicable, any risks of injury. The Caretaker can advise on Risk Assessments but they must be completed by the person who is responsible for the activity, for example Youth Workers.

If an employee is concerned about a particular risk in their area of work, then they should contact the Centre Manager.

STANDARDS

The following standards should be applied by staff to all areas of work:

- Floor areas, passageways and corridors should be kept free of obstructions
- Fire exits routes, doors and firefighting equipment are always kept free of obstructions
- The floor around and underneath workstations is kept free of papers, files and personal items, so cleaners can clean thoroughly
- Archiving is carried out on a regular basis
- Papers, files, etc are not stored on top of or around electrical equipment, such as monitors
- The tops of cupboards or filing units are free from stored items
- The height of storage is restricted to about head height wherever possible
- The weight in filing cabinets is evenly distributed
- Rubbish is removed daily this is all employee's responsibility. The Caretaker ensures that the recycling is ready for collection.

Reviewed: 28th January 2019

Reviewed: 7th December 2020

Reviewed: 14th March 2022

Reviewed: 13th March 2023

Reviewed: 13th May 2024

