

Health and Safety Policy

Policy Tracking:

Previous Review:	Oct 2013
Previous Review:	Dec 2015 – no changes made
Previous Review:	Dec 2016 – no changes made
Last Review:	Dec 2018 – no changes made
Next Review Due:	

Aylesbury Youth Action recognises and accepts its responsibilities and duties to all its employees, volunteers and visitors that may be affected by its work and volunteering activities (both under its control and elsewhere) in respect of the Health and Safety at work etc Act 1974. It is the policy of Aylesbury Youth Action to provide and maintain safe and healthy working conditions, equipment and systems of work. In order to achieve this aim, Aylesbury Youth Action undertakes to;

- 1) Provide any such information, training and supervision as is necessary.
- 2) Identify the hazards of its activities and assess the resulting risks to the health and safety of employees and non-employees.
- 3) Introduce any preventative and protective measures deemed necessary for the above.
- 4) Seek to prevent accidents and cases of work related ill-health

All staff, volunteers and visitors are responsible for ensuring that they do not endanger the health and safety of others. The AYA Management Committee undertake to co-operate fully with the Environmental Health Department of AVDC and with the Health and Safety Executive. If required they will provide them with facilities and information to enable them to carry out their duties. The implementation of this policy shall be carried out in conjunction with all other Aylesbury Youth Action operational policies.

A copy of this Statement will be issued to all members of staff including volunteers, who must confirm by signature that it has been received, read, understood and complied with. The Health and Safety Policy will be worked through during any induction process. A copy of this Statement will be kept on file in the Aylesbury Youth Action office and will be made available on request.

INTRODUCTION

The Health and Safety at Work etc Act 1974, together with Management of Health and Safety at Work Regulations 1999, and other associated health and safety legislation and Codes of Practice impose duties on employers in respect of Health and Safety. This Policy confirms AYA's commitment to standards of health and safety welfare throughout its activities. The co-operation and full compliance of all employees is an essential part of AYA's successful management of this policy. All Health and Safety matters can be brought to the attention of the Manager and if they cannot be immediately rectified then the details will be logged, and action will be taken as soon as is reasonably possible.

All employees and volunteers will receive a copy of this Policy and it is their responsibility to look after their copy and use it to assist with specific queries etc.

THE MANAGEMENT TEAM has direct and overall responsibility for the health, safety and welfare of employees and volunteers together with any others not in their employment who may enter the premises controlled by them. They shall ensure that each employee/volunteer is capable and competent to perform their duties/work.

SAFETY SIGNS

The appropriate safety signs which are displayed to prohibit certain actions, warn of hazards, state requirements or indicate safe conditions must comply with the Safety Signs and Signals Regulations 1996 and confirm to BS5378 and/or BS5499

ACCIDENTS

The Accident Forms are to be kept with the First Aid box within the office of Aylesbury Youth Action, and completed forms are locked away in the Manager's filing cabinet. All information will be held in the strictest of confidence. Staff members are required to record **IMMEDIATELY** any accidents or dangerous occurrences in the book and to inform the Manager in order that appropriate action can be taken. The First Aid box will be kept in a visible space in the AYA office. The contents are to be maintained as per legislation. Any persons removing items should record in the First Aid Inventory what has been removed and why.

In the event of a serious accident at work, employees, volunteers and visitors have a duty to ensure the well-being of colleagues and in the absence of a supervisor should call in ambulance. Employees and volunteers should be mindful of their own health and should wear disposable gloves to clear up any bodily fluids. A bottle of disinfectant and disposable gloves will be kept with the First Aid box in the AYA office.

At least one member of AYA staff on projects should hold a valid First Aid certificate, to be renewed every three years. It is appropriate for the Manager and Office Administrator to also hold a valid certificate. Volunteers will be issued with names of First Aiders.

ILLNESS

All employees and volunteers have a responsibility to promote good hygiene and cleanliness at the office of Aylesbury Youth Action. Staff unable to attend work because of illness should follow the requirements laid down in their terms and conditions of employment. Staff diagnosed with notifiable diseases should not attend work until clearance to do so has been received from their GP or medical advisor. If in doubt about returning to work please consult the Manager. Any person taking medication, which may affect their ability to carry out their duties safely, should inform the Manager. Confidentiality will be respected.

CLEANLINESS

The Manager will ensure that the office space occupied by Aylesbury Youth Action at Queens Park Centre is regularly cleaned. All staff and volunteers are expected to ensure that they maintain the premises in a tidy condition and, in particular, that any spillages are mopped up and that items of food and drink are properly disposed of.

FIRE SAFETY

Overall responsibility for ensuring that regular checks are carried out on escape routes, fire extinguishers and fire alarms lies with the leaseholder of Queens Park Centre, in this instance, the Queens Park Centre Management Committee. However, it is the responsibility of the Manager to ensure that the fire certificate requirements are met within the areas which Aylesbury Youth Action occupies.

All staff and volunteers working within the office must be made aware of escape routes, fire alarms and fire doors. Any infringement of fire safety requirements should be reported to the designated Fire Safety Officers.

The designated assembly point is the car park at the front of Queens Park Centre to the left of the gate

On Discovering a fire

The following procedure **MUST** be carried out:

- 1) Operate the nearest fire alarm, if this is not possible give a clear loud warning and ensure that this is understood
- 2) If it is possible to instantly and safely isolate the fire – do so. The fire should only be tackled with the appliances provided if they present no personal danger, and preferably by someone who has undertaken appropriate training. **DO NOT PUT YOURSELF AT RISK**
- 3) Telephone the fire service on **999**
- 4) Everyone in the office or danger area should be evacuated immediately. Do not stop to collect personal belongings. Nobody is to return to the building until told by the Fire Service that it is safe to do so.
- 5) Only the proper fire routes should be used unless impassable
- 6) One of the delegated Fire Wardens should make a search of the office, only when safe to do so to ensure no one is left in danger
- 7) A check by the delegated Fire Warden should be carried out at the appointed Assembly Site and formal registration is to take place
- 8) Details of all fire drills and fire accidents **MUST** recorded. The Co-ordinator must be informed.

BOMBBS

All staff should remain vigilant regarding suspicious items, eg unattended bags or packages left in the building or suspicious packages received through the post.

The following standard procedures, in the event of a bomb threat, are to be followed:

- 1) The fire alarm to be activated
- 2) If a suspicious item is identified **DO NOT TOUCH IT and** immediately telephone the Police on **999**, confirm the location of the object, its size, shape and colour
- 3) Clear the area and evacuate all personnel from the building to the bomb assembly point – **the car park at the front of Queens Park Centre**. Formal registration will take place. Re-entry will be prohibited until the building has been declared safe.

BUILDINGS AND OFFICE ENVIRONMENT

As part of its general duty under the Health and Safety at Work Act 1974 (to ensure the health, safety and welfare of its employees and volunteers) Aylesbury Youth Action will provide and maintain a working environment that is, so far as is reasonably practical, safe and without risk to health and with adequate facilities and arrangements for the welfare of employees and volunteers at work.

Aylesbury Youth Action recognises its responsibility to try and make its office within Queens Park Centre as accessible as possible and will actively seek to improve access as well as health and safety in any alteration to its premises or working practices.

BUILDINGS FAULTS AND REPAIRS

Aylesbury Youth Action are required under Health, Safety and Welfare Regulations 1992 to provide a working environment that is in good repair. All staff, volunteers and visitors are required to report any faults to the structure or fittings of the building on an official Queens Park Centre Repair Report Form. This is to be found in the Centre Diary under Maintenance, which is kept at the main Reception Desk.

SPACE

Staff and volunteers habitually employed to work in the office on a part or full-time basis, **MUST** have a minimum space of 3.7 square metres of floor space and 11 cubic metres of air space. The general and overriding consideration is the duty to avoid unhealthy and over crowded working conditions.

ELECTRICAL SAFETY

Arrangements are in place to cover electrical safety for portable equipment, fixed installations, appliances and electrical work activities. Under the Electricity at Work Act, Aylesbury Youth Action expects that all staff will take due care and attention when using electrical apparatus in the office.

TEMPERATURE

The office space at Queens Park Centre, currently occupied by Aylesbury Youth Action will have a thermometer positioned where staff, volunteers and visitors can easily read it. The temperature in the office should **NOT** drop below 16C/62F. If it should do so, the Manager should be informed, and arrangements should be made for supplementary heating to be provided. If unable to provide this, employees should be moved to a warmer part of the office or sent home.

NOISE

Every effort should be made to minimise noise and keep it at a comfortable level

VENTILATION

All work carried out in the office of Aylesbury Youth Action involving fumes, should be carried out in well ventilated areas.

ACCESS

All exits should be clearly marked, free from obstructions and unlocked at all times that the building is in use. Door furniture must be properly maintained and doors which are not fire doors, and which are open must be fastened safely and securely. Access to the offices and other rooms used **MUST** be facilitated by ensuring that there are no trailing wires and that passage ways are kept free of obstructions.

FLOORING

Slips and trips are the most common cause of non-fatal injuries in offices. Under the Health and Safety at Work Act 1974, Aylesbury Youth Action is required to ensure that steps are taken to control slip and trip risks. Floors need to be checked for loose finishes, holes and cracks. Objects **MUST NOT** be left lying around as they may cause a tripping hazard. Work areas should be kept tidy and if obstructions cannot be removed, people should be warned by using a sign.

SAFE STORAGE

All items of equipment, stationary, etc **MUST** be stored in such a way that retrieval is not hazardous. Particular attention should be paid to ensuring that sharp objects and power tools are stored correctly and that items cannot easily be dislodged from racks of storage holders. All chemicals and cleaning products must be kept in clearly marked containers with the lids firmly closed. They should be stored where they cannot easily be reached by children and where they will not easily be knocked over or be likely to cause a fire.

STEP LADDERS OR FOOTSTOOLS

When using step ladders or footstools to reach high shelves they **MUST** be placed on an even floor surface and used with appropriate footwear, that gives good stability whilst standing on them.

LIGHTING

Adequate lighting will be provided, with supplementary lighting being made available for close work. Anyone finding lights out of order should report the fault to the administration staff who will immediately log the complaint in the faults book and report the fault to the Queens Park Manager.

OFFICE EQUIPMENT/WORKSTATIONS

All staff, volunteers and visitors are expected to pay due care and attention when using any office equipment. Under the Workplace Health and Safety Regulations 1992, Aylesbury Youth Action has a duty to maintain office equipment, devices and systems in efficient working order. Such maintenance is required for all equipment which would cause a risk to health, safety or welfare if a fault should occur. All staff, volunteers and visitors should be familiar with any piece of office equipment before using for the first time. AYA will ensure that arrangements to identify and assess office workstations, including display screen equipment and their users. Arrangements will include eyesight tests for those using display screen equipment.

ELECTRICAL SAFETY

Under the Electricity at Work Act 1989, Aylesbury Youth Action expects that all staff will take due care and attention when using electrical apparatus in the office. Loose clothing and long hair should be secure at all times when operating machinery that contains exposed moving parts. All staff, volunteers and visitors should be familiar with any electrical apparatus before using for the first time. **NO ONE** is allowed to work on or near live electrical equipment that has been labelled faulty. All electrical equipment **MUST** be disconnected from the power supply before cleaning or making adjustments.

FAULTS AND REPAIRS (ELECTRICAL)

When not in use, all electrical equipment, except that marked to the contrary (eg fax, file server) should be switched off. All electrical equipment should be checked before use and if there are any worn cables, broken plugs or damage, the equipment should not be used, and the fault reported to the Health and Safety Office. Any reported faulty equipment must be tested and recorded as satisfactory by a qualified electrician every year (PAT testing)

SERVICES

The Manager must ensure that a contact number is held for the Queens Park Centre Manager. Telephone 01296 424332 who will be able to make arrangements for turning off the services in an emergency. In the case of an emergency, either electricity, gas or water, supply companies **MUST ALSO** be contacted directly.

CONTRACTORS

It is the responsibility of Aylesbury Youth Action to establish the competence, with special attention taken towards their compliance to health and safety matters, of any contractor **BEFORE** they start any programme of work. Under the Health and Safety at Work Act 1977, Aylesbury Youth Action is legally responsible for the safety of all contracting staff while they are working on behalf of Aylesbury Youth Action.

NOISE AT WORK

Arrangements to be in place for the measurement and control of noise exposure to employees and volunteers, whilst work activities are undertaken.

VIOLENT SITUATIONS

(to include dealing with people with disturbed or challenging behaviour)

Prevention of the development of violence must be the prime concern of all staff. A range of measures could be appropriate, but the precise action taken will depend on the individual's

judgement of the circumstances. In choosing appropriate action the following principles must be followed:

- 1) Staff must consider the safety of others. They must protect themselves before protecting the property of Aylesbury Youth Action
- 2) It is recognised that when situations like this occur, the immediate priorities of staff may need to be cancelled to spend time calming down the individual
- 3) The police must be called if appropriate
- 4) After a violent, or potentially violent incident, staff and/or volunteers should meet with the Manager to review the incident and agree courses of action including any further support or counselling. Any such review will be treated by the Manager as a priority
- 5) A full and written report of any incident, including any support given to the person affected will be compiled. This will be kept in confidence, however, the Chairman of the Management Committee will be informed
- 6) Staff and volunteers have a right to discuss with the Manager any situations they feel are leading towards violent incidents.

TRAINING

Suitable and adequate health and safety training will be provided for employees if deemed necessary to ensure that they can carry out their responsibilities and work activities in a safe manner.

COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Aylesbury Youth Action will ensure that a systematic approach is carried out to identify and control hazardous substances that are used from time to time as part of a project and to reduce the risk of injury or ill health to employees and volunteers.

MANUAL HANDLING

Aylesbury Youth Action Manual Handling Operations will be kept as low as possible and will do all possible to avoid injury to staff or volunteers from lifting and carrying operations.

SMOKING POLICY

Aylesbury Youth Action operates a 'No Smoking' Policy on all its projects and in the office.

IMPLEMENTATION

- 1) All employees and volunteers will be issued with a Health and Safety Policy and a signed acknowledgement will be required
 - 2) A copy of the Health and Safety Policy will be permanently posted within the AYA office
- The Health and Safety Policy will be reviewed and updated as and when considered necessary by The Management Team. Any amendments will be drawn to the attention of all employees and volunteers.

SAFETY RULES

(For your benefit)

- 1) Observe safety rules and established procedures
- 2) Understand the hazards and precautions required for specific procedures
- 3) Not use equipment that is not working correctly
- 4) Check with Manager if you are concerned about any tasks you are undertaking
- 5) Report any incidents or unsafe conditions immediately to the Manager
- 6) Keep working areas tidy
- 7) Know what to do in an emergency

Policy Revision

The Manager carries ultimate responsibility to revise and re-issue the Health and Safety Policy whenever changes in circumstances make this necessary, or at a yearly interval (whichever is sooner) in order to comply with the requirements of the Health and Safety at Work Act 1974.