



**HEALTH AND SAFETY
POLICY**

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Trustee Signature:

HEALTH AND SAFETY POLICY

1. General Statement of Intent

Aspire Ryde accepts unreservedly the aims and provisions of the Health and Safety at Work Act etc of 1974 and any additions or amendments to it, and seeks to enlist the support of all its employees towards achieving these ends. The Board of Trustees recognise that we have a duty to provide and maintain a safe and healthy environment for our employees, volunteers, guests, contractors and all users of Aspire Ryde.

The Health and Safety at Work Act 1974 places a legal obligation on staff, residents and users to take reasonable care for the health and safety of all the persons using the premises. It must be appreciated, therefore that any act of irresponsibility which causes danger or potential for danger will not be dealt with lightly.

It is also vital to note that the Act makes it a criminal offence if anyone interferes with or misuses articles provided for health and safety, e.g. fire safety, first aid equipment and materials, machine guards, lifts or safety signs.

It is the responsibility of every individual, whether or not employed by Aspire Ryde to immediately report to the Health and Safety Officer any potential or actual danger or any dangerous act.

If we are to identify and assess all the potential hazards and risks to health from substances and equipment used in the variety here, then we need the help of all our staff and volunteers.

To assist the Volunteer Co-ordinator to ensure that all the substances and equipment used in Aspire Ryde are as safe as is reasonable practical, all staff and volunteers are expected to check their equipment and bring to Volunteer Co - ordinator attention any apparent defects or deficiencies.

2. Ryde Aspire

- a) To make all suitable arrangements to ensure the implementation and administration of the Health and Safety Policy.
- b) To be responsible for suitable and sufficient risk assessments as detailed in The Management of Health and Safety at Work Regulations 1999.
- c) To assume overall responsibility for the Health, Safety and Welfare of the staff and volunteers.
- d) To ensure that all everyone understands and implements the Health and Safety Policy.
- e) To ensure that all volunteers know their duties in respect of Health and Safety and follow approved procedures where laid down.
- f) To ensure that periodic checks are made to see that procedures are being properly carried out and records kept.
- g) To ensure that Safety Regulations, notices, etc are established for all jobs and that these and other safety requirements are made known to volunteers by effective training.
- h) To ensure that job safety requirements are established for all jobs and that these and other safety requirements are made known to volunteers by effective training.

3. Health and Safety Officer

- a) To ensure the implementation of Aspire Ryde's Health and Safety Policy
- b) To ensure that all new staff and volunteers have had properly explained to them the Safety Policy, all safety regulations and that they receive safety training.
- c) To ensure that periodic checks are carried out to see that approved procedures are being adhered to.
- d) To ensure that all relevant safety regulations are established, up to date, prominently displayed and understood.
 - e) To ensure that all staff and volunteers observe job safety regulations including the wearing of protective clothing and equipment provided.
- f) To ensure that staff and volunteers are familiar with the procedures to be adopted during emergencies.
- g) To ensure that staff know the location of first aid and fire facilities.
- h) To develop safe working practices.
- i) To investigate all accidents; to eliminate their recurrence and ensure that accident forms, including 'near misses' and damage to property, are completed and copies sent to the Responsible Person for action.

4. Staff and Volunteers.

- a) To make themselves familiar with, and conform to the Ryde Aspire Health and Safety Policy.
- b) To observe safety rules at all times.
- c) To wear the appropriate protective equipment and clothing provided by YMCA Derbyshire whenever it is deemed necessary.
- d) To have regard to all instructions given by Volunteer Co-Ordinators or others and share the responsibilities for Health and Safety.
- e) To report all accidents, damage to property and 'near misses' to the Volunteer Co-Ordinator whether persons are injured or not.
- f) To report all hazards to their Health and Safety Officer.
- g) To keep the workplace tidy and free from hazards.
- h) To be conversant with emergency procedures.
- i) To know the location of first aid/fire equipment.
- j) To ensure that, at all times. Means of access and exit ways are available and free from obstruction.

5. Duties of all Aspire Ryde Trustees, Staff and Volunteers

- a) Aspire Ryde personnel, i.e. Chief Executive, Heads of Departments and all other staff and volunteers must observe the statutory safety regulations.
- b) All Aspire Ryde personnel should be aware that the Health and Safety at Work etc. Act 1974 also imposes duties on them, these duties are contained in clauses 10 and 11, summarised as follows and as it affects.
- c) It will be the duty of all Aspire Ryde staff and volunteers while at work:
 - i) to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by his acts or omissions at work.
 - ii) Aspire Ryde may face prosecution by the Health and Safety Executive if it proved that injuries result from negligence in observing clauses 10 and 11 of this policy. Maximum fines of £2,000 could be imposed.

6. Safety of Visitors and Vulnerable Persons

Every effort must be made to ensure that there is no risk to the Health and Safety of visitors or members of the public when on property under control of Aspire Ryde.

- a) The Board of Trustees, Project Leader/CEO, staff and volunteers should at all times give such assistance to visitors as is necessary. They must be aware of any known hazards and protect accordingly. In the event of any emergency, visitors should be guided to place of safety.
- b) The Chief Executive and Heads of Departments shall undertake suitable and sufficient risk assessments and make reasonable adjustments, in relation to new or expectant mothers. They shall also undertake risk assessments for female employees of child bearing age.

7. Special Arrangements of Emergencies

ACCIDENT

- a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) require all accidents to be reported. For this purpose an accident book is kept in the volunteer's office.
- b) All accidents, however minor they may seem, should be reported to the Volunteer Co – Ordinator an accident form filled in and entry made in the accident book.
- c) It is a requirement that all fatal and specified injuries only are reported immediately by phone to the Health and Safety Executive by the Responsible Person. All incidents must be reported online, within a period of ten days. The responsible person for ensuring this is carried out is the Health & Safety Representative.

FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

- a) Aspire Ryde will provide adequate equipment to enable first aid to be rendered to all staff and volunteers if they receive injuries at work.

- b) First aid boxes, fully equipped to the recommended standard are available under the control of the Health and Safety Officer who will take whatever action is necessary regarding injuries.

Location of First Aid Equipment

First Aid boxes are located in the tea and coffee stations, the kitchen and the café areas.

Responsibility for maintaining First Aid supplies: Operations Support

Please report use of supplies to Operations Support

FIRE

- a) Aspire Ryde is fitted with a range of emergency fire equipment to suit all types of fires. It is important that operations on these appliances are read and fully understood.
- b) In a fire emergency, priority must be given to the evacuation of the buildings and on no account should persons be allowed to re-enter the buildings until it is safe.
- c) Project Leader/CEO or Volunteer Co-ordinator are responsible for taking roll calls to account for all workers under their control.
- d) Fire extinguishers are only to be used by persons who have specific training in their use. Fire fighting with the emergency equipment should only be attempted within the limits of safety. Always ensure you are using the correct appliances for that particular fire.

8. Working Conditions

In all aspects Aspire Ryde will attempt, whenever possible, to remove or reduce hazards as and when they become apparent.

PROTECTIVE

- a) On some tasks, inherent hazards are impossible to avoid, in these cases Aspire Ryde must allow for the provision of personal protective equipment in an attempt to guard against injury.
- b) In the interests of personal health, safety and welfare, all staff, volunteers and service users are reminded that this equipment is issued for their own protection and that they have a duty to wear it when the situation demands.

INSPECTIONS

- a) A safe and healthy working environment is best achieved by the full co-operation of all concerned in the day to day activities. In order to foster this co-operation, all staff and volunteers are expected to be constantly alert when inspecting equipment and systems of work.

9. Hazardous Substances

All staff and volunteers are asked to acquaint themselves with the COSHH & Material Safety Data Sheets

- a) Where they are stored.
- b) How they are stored.
- c) How they are labelled.
- d) How they are used.
- e) How they are moved from storage to use.

10. Electrical and Mechanical Equipment

The Electricity at Work Regulations 1989 require that any electrical equipment that has the

potential to cause injury is maintained in a safe condition

All electrical equipment will be PAT tested (Portable Appliance Testing) at varied intervals as recommended by HSE

Wherever practical and before switching on (if possible first disconnect the plug) check for:-

- a) Damage to the electric cable, e.g. cuts, abrasions, fraying.
- b) Damage to the plug, e.g. the casing is cracked or the pins are bent.
- c) The outer covering of the cable is not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wire is showing.
- d) Damage to the outer cover of the equipment or obvious loose parts or screws or sharp edges.
- e) Overheating (burn marks).

11. Display Screen Equipment

- a) Aspire Ryde will ensure that all users of display screen equipment (DSE) will have their workstations assessed in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- b) Display screen equipment (DSE) is any work equipment having a screen that displays information. Typical examples are computer screens often called monitors or VDUs.
- c). Regulations 5(1) and 5(2) require employers to provide users who so request it with an appropriate eye and eyesight test

12. Issue and Revision of this Policy

- a) Copies of this Health and Safety Policy will be made available to all staff and volunteers. Copies will also be made available at all workplaces for the attention of trainees.
- b) The contents of the Health and Safety Policy, as it affects trainees, will be brought to their attention during their induction into the programme.
- c) This Health and Safety Policy will be reviewed, added to or modified as circumstances require.
- d) The success of this Safety Policy depends on the co-operation of all concerned in order to achieve the highest possible standards of Health, Safety and Welfare. The final level of responsibility is that of each and every individual.