

# Health and Safety Policy

[date]

GENERAL DOCUMENT V1.07

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### APPENDICES: SUPPORTING HEALTH AND SAFETY DOCUMENTATION

This section identifies supporting documentation that is to be read in conjunction with The Health and Safety Policy- General Document [V1.01]

A1	HEALTH AND SAFETY POLICIES AND PROCEDURES [A1.V1.01]
A2	HEALTH AND SAFETY GUIDANCE WORKBOOK [A2.V1.01]
A3	HEALTH AND SAFETY FORMS [A3.V1.01]

## SECTION 1: GENERAL HEALTH & SAFETY POLICY

### 1.1 INTRODUCTION

This policy was issued in [date] and reflects the current requirements of health and safety legislation.

The document is divided into four sections:

- Section 1 – General Health and Safety Policy
- Section 2 - Health and Safety Responsibilities
- Section 3 - Site Information and Contacts
- Section 4 - Health and Safety Monitoring and Audit

The Policy provides the generic framework for setting and reviewing our health and safety policies and procedures, to ensure that they are enforced and implemented by all our Employees, Volunteers and Stakeholders on a day-to-day basis.

The YMCA [name] Policy will be documented, maintained and communicated to all employees and other interested parties, and is also available to all parties upon request.

A review of the Policy will be undertaken as necessary to reflect any changes in legislation, appointments or working methods and materials used.

### 1.2 YMCA [NAME] HEALTH & SAFETY POLICY STATEMENT

Effective Health and Safety management is an integral part of the culture of YMCA [name] (hereafter "We") and represents a key element in all of its operations.

We are committed to the active promotion and implementation of high standards relating to health, safety, training at all levels, welfare and the environment.

## 1.2 YMCA [NAME] HEALTH & SAFETY POLICY STATEMENT

We will comply with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to our operations.

Occupational health and safety policy and arrangements will be proportionate to the level of safety and health risks arising from our activities.

We accept the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by our operations.

This policy will be communicated to all employees and stakeholders who may be affected by YMCA [name] operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health and Safety policies and procedures have been developed for our activities. All relevant information will be available on site from the Nominated Competent Person.

The key health and safety objective is to avoid the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

We are committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and reviewed every year, or when there are changes in the nature and scale of YMCA [name] operations.

The specific arrangements for the implementation of the Health and Safety Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

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***[name], Chief Executive***

***Signed on behalf of YMCA [name]***

***Date [date]***

### 1.3 SCOPE OF THE HEALTH AND SAFETY POLICY.

This policy applies to all YMCA [name], its employees, workers (inclusive of bank, casual, and sessional workers ), agency workers, contractors, apprentices, students, seconders, volunteers, trustees, directors and any other persons supporting, providing or delivering services for or on behalf of YMCA [name] and all of its subsidiaries, hereafter referred to as 'work partners'.

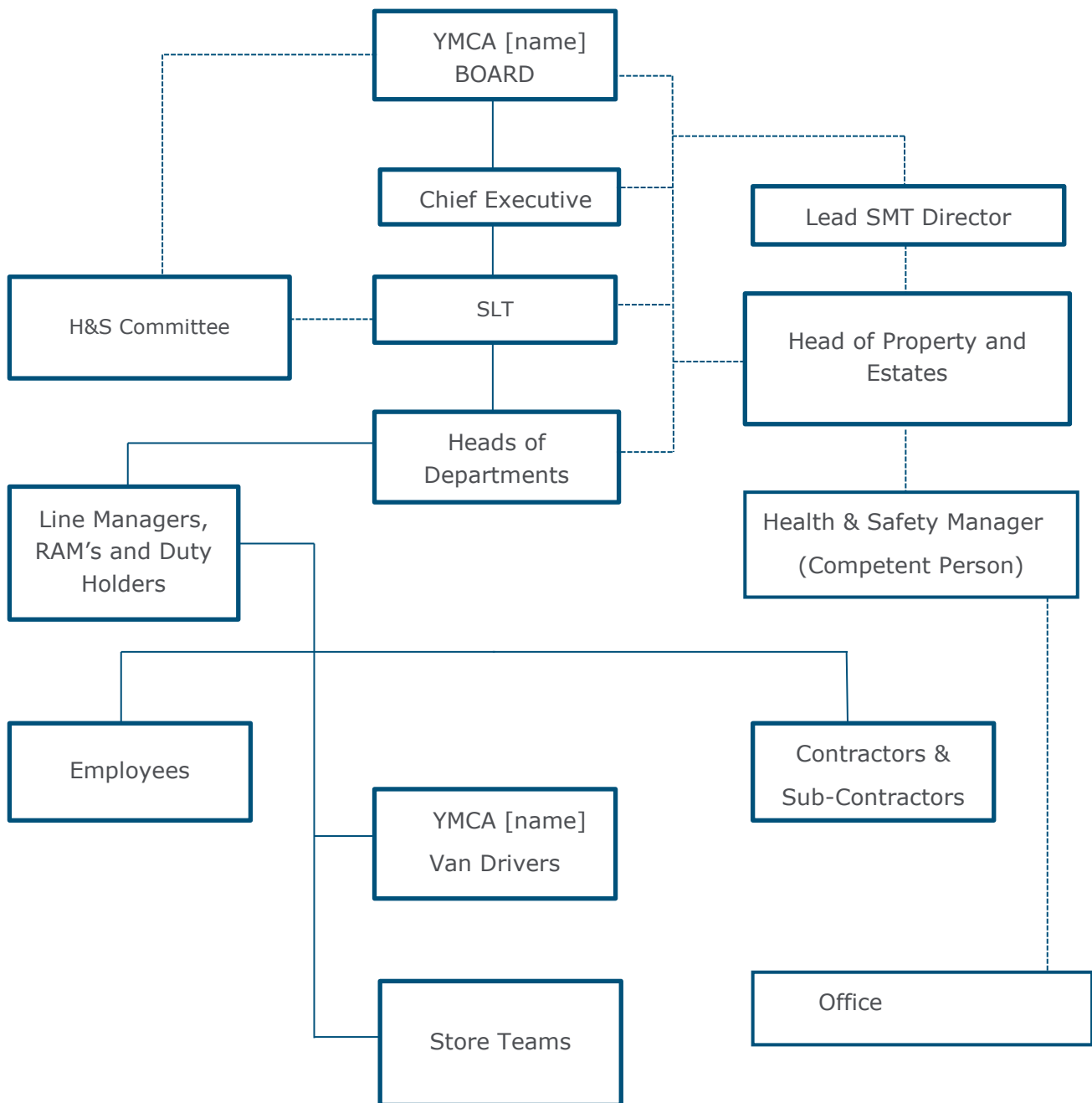
### 1.4 KEY OBJECTIVES OF THE HEALTH AND SAFETY POLICY.

YMCA [name] will seek to:

- (i) Promote the health and safety at work of all of its employees (including temporary and contract staff), trustees, volunteers and all other persons affected by its actions.
- (ii) Provide such health and safety training, specialist advice, information, instruction and supervision as may be necessary.
- (iii) Seek to minimise the occurrence of accidents and injuries so far as is reasonably practicable
- (iv) Monitor its performance in complying with the policy and strive for continual improvement.
- (v) Promote, act upon and evidence a 'lessons learnt' culture in all aspects of monitoring and managing health and safety.

## 1.5 YMCA [NAME] MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY.

The following chart represents the management organisation and responsibilities for health & safety within YMCA [name] [edit the below to organisation structure].



SECTION 2: HEALTH & SAFETY RESPONSIBILITIES.

2.1 OVERVIEW OF ROLES AND RESPONSIBILITIES

ROLE	OVERSEEING RESPONSIBILITIES
Board of Trustees	<ol style="list-style-type: none"> <li>1. Authorise the Health and Safety General Policy</li> <li>2. Ensure sufficient resources are provided to effectively manage Health and Safety and to implement this policy</li> <li>3. Board of Trustees- "Responsibility to Training"</li> </ol>
Chief Executive	<ol style="list-style-type: none"> <li>1. Take overall responsibility for Health and Safety</li> <li>2. Ensure that Health and Safety performance is regularly reviewed at SMT team meetings</li> <li>3. Ensure organisation wide compliance with Health and Safety Legislation</li> <li>4. To monitor the effectiveness of the Health and Safety policy</li> <li>5. Ensure that there is an effective risk management and risk assessment framework in force which is reviewed and audited</li> <li>6. Ensure that the policy is reviewed within two years of implementation</li> <li>7. Authorise priority attention areas relating to Health and Safety and allocate sufficient budgetary resources to achieve any actions or recommendations required</li> </ol>
Health & Safety Committee	<ol style="list-style-type: none"> <li>1. Group Members adhere to 'Terms of Reference'</li> <li>2. Meetings take place every 2 months</li> <li>3. Chaired by a SLT Member</li> <li>4. Board of Trustee Member attends meetings</li> </ol>

ROLE	OVERSEEING RESPONSIBILITIES
Senior Leadership Team and Head of Departments	<ol style="list-style-type: none"> <li>1. Effective day-to-day management of Health and Safety within Departments</li> <li>2. Liaise with line managers to ensure compliance to the policy</li> <li>3. Ensure that all members of team are aware of their responsibilities and have received appropriate training</li> <li>4. Ensure that safe systems of work are implemented</li> <li>5. Ensure that risk assessments are in place that require them and reviewed by the Health &amp; Safety Manager</li> </ol>
Head of Departments, and Health and Safety Manager	<ol style="list-style-type: none"> <li>10. Maintain training records (along with Human Resources) which will be used to demonstrate individual competency in the various activities</li> <li>11. To promote and uphold a positive Health and Safety culture</li> </ol>
Line Managers & Duty Holders <sup>1</sup>	<ol style="list-style-type: none"> <li>1. Ensure that all employees for whom they have direct responsibility for are aware of and fully comply with the Health and Safety Policy</li> <li>2. To ensure that all safe systems of work are implemented at all times</li> <li>3. Establish where specific individual risk assessment are required and complete this under the guidance of the health and Safety Manager</li> <li>4. Enforce the wearing of personal protective equipment as appropriate</li> <li>5. Ensure any premises or equipment faults or new hazards are reported to the responsible person</li> <li>6. Identify and report Health and Safety problems along with proposed solutions</li> <li>7. Ensure employee Health and Safety training needs are identified and met</li> <li>8. Complete, review and maintain training records</li> </ol>



ROLE	OVERSEEING RESPONSIBILITIES
<p>Line Managers &amp; Duty Holders<sup>1</sup> [Cont]</p> <p><sup>1</sup>Duty Holder defined as 'key holder' for a premises at any given period and is considered a competent person.</p>	<p>9. To ensure employees record and report all accidents, incidents and near misses</p> <p>10. Follow and implement all YMCAEW and relevant department Health and Safety procedures and operating including:</p> <ul style="list-style-type: none"> <li>• First aid</li> <li>• Accident and incident reporting</li> <li>• Electrical Safety</li> <li>• Fire safety and evacuation procedures</li> <li>• Manual Handling</li> <li>• COSHH</li> <li>• Asbestos Management Awareness</li> </ul> <p>11. To carry out Health and Safety investigations where required</p>
<p>Retail Area Managers</p>	<ol style="list-style-type: none"> <li>1. Carry out all the duties and responsibilities of a line manager</li> <li>2. Carry out documented Health and Safety compliance checks during all store visits</li> <li>3. Monitor and review health and safety maintenance reports and ensure appropriate and timely actions are taken</li> <li>4. Ensure that Store Managers and duty holders have the information, instruction and training required</li> </ol>
<p>Retail Store Managers</p>	<ol style="list-style-type: none"> <li>1. Carry out all the duties and responsibilities of a line manager</li> <li>2. Report any new property and equipment maintenance issues to Head office</li> <li>3. To be the appointed person in the event of an accident or injury to anyone on the premises</li> <li>4. To ensure that all first aid boxes are effectively managed, stocked and replenished as necessary</li> <li>5. To record and report all accidents, incidents and near misses to Head Office and the Retail Area Manager</li> </ol>

ROLE	OVERSEEING RESPONSIBILITIES
Human Resources [Via Director]	<ol style="list-style-type: none"> <li>1. Ensure that Health and Safety responsibilities and duties are clearly communicated to employees</li> <li>2. Ensure that all job descriptions have appropriate levels of Health and Safety responsibilities and duties incorporated into them</li> <li>3. To inform the Health and Safety Executive of any notifiable or reportable incidents, including RIDDOR.</li> <li>4. Maintain and monitor training and records</li> <li>5. Ensure that an effective and focused based training programme is in force at a competent level</li> <li>6. Ensure that our policies are regularly reviewed and are up to date such as: home workers, lone workers, personal protective equipment, safeguarding etc.</li> </ol>
First Aid	<ol style="list-style-type: none"> <li>1. Provide immediate first aid attention in the event of any accident or incident</li> <li>2. Ensure that all accidents and incidents where first aid treatment is provided is recorded in accident books</li> <li>3. Oversee that all first aid boxes are effectively managed, stocked and replenished as necessary</li> <li>4. Ensure that Line / Site managers are informed if first aid supplies are used so that stocks can be replenished</li> </ol>
Fire Safety Co-ordinators	<ol style="list-style-type: none"> <li>1. Ensure nominated fire Co-ordinators are fully aware and understand their duties and responsibilities.</li> <li>2. Have knowledge of people who work in their area of Responsibility</li> </ol>

ROLE	OVERSEEING RESPONSIBILITIES
<p>Fire Safety Co-ordinators</p>	<ol style="list-style-type: none"> <li>3. To have full understanding of the emergency procedures that apply to their area of duty and responsibility</li> <li>4. Ensure that all employees are familiar with their assembly points and the nearest escape routes</li> <li>5. To undertake recording of fire log records of alarm testing, fire evacuations or test drills.</li> </ol>
<p>Employees and Volunteers</p>	<ol style="list-style-type: none"> <li>1. Carry out their work in accordance with the latest version of the YMCA [name] Health and Safety General Policy</li> <li>2. To promote personal Health and Safety and to others who may be affected by work undertaken</li> <li>3. Not to interfere with or misuse anything provided for the purpose of Health and Safety</li> <li>4. Use equipment in a safe manner and only in accordance with training provided</li> <li>5. Participate in the completion of risk assessments as instructed or required</li> <li>6. To notify their manager of: <ul style="list-style-type: none"> <li>▪ Any equipment which may be damaged or not fit for purpose</li> <li>▪ Any accident or incident, reporting either as the injured party or as a witness to the event</li> <li>▪ Any working practices which may be inappropriate</li> </ul> </li> <li>7. To report any 'near-miss' events, dangerous occurrence that may have caused injury or damage.</li> <li>8. To participate in all H&amp;S training as required</li> <li>9. To follow all H&amp;S training as required</li> </ol>

ROLE	OVERSEEING RESPONSIBILITIES
<p>Members, Clients, Contractors, Visitors</p>	<ol style="list-style-type: none"> <li>1. To carry out their activities in accordance with our Policies and Procedures</li> <li>2. Take effective steps to safeguard the health, safety and wellbeing of themselves and others who may be affected by activities being undertaken</li> <li>3. Use equipment in a safe manner and only when trained in the use of that particular equipment</li> <li>4. Notify the appropriate member of staff of:               <ul style="list-style-type: none"> <li>▪ Any equipment which may be damaged or not fit for purpose</li> <li>▪ Any accident or incident, reporting either as the injured party or as a witness to the event</li> <li>▪ Any working systems which may be inappropriate</li> </ul> </li> <li>5. Any 'near-miss' events or dangerous occurrence which may have caused injury or damage</li> </ol>

## 2.2 COMPETENT PERSON<sup>2</sup>

### HEALTH AND SAFETY MANAGER

As Named; [Name]

The role of The Health and Safety Manager fulfils the role of the Competent Person<sup>2</sup> and is line managed and technically supported in this role by;

### HEAD OF PROPERTY AND ESTATES

As Named; [Name];

<sup>2</sup>As defined in the Management of Health and Safety at Work Regulations 1999

The Competent Person is responsible for co-ordinating Health and Safety activities and for acting as the primary source of Health and Safety advice and guidance.

The role of the Competent Person is detailed in the supporting document YMCA England & Wales Health and Safety Policies and Procedures

SECTION 3: SITE INFORMATION & CONTACTS.

3.1 LONDON HEAD OFFICE

Organisation Name	
Address	
Telephone No.	
Health & Safety Contact	
E-mail address	
No of Locations	
No of employees at this site	
Total number of YMCA England employees	

3.2 HEALTH AND SAFETY CONTACTS

Position	Name	Telephone	E-Mail
Chief Executive			
SLT Health and Safety			
Head of Property and Estates			
Health and Safety Manager			

### 3.3 SITE GENERIC AND SPECIFIC HEALTH AND SAFETY DOCUMENTATION

RMAT= Retail Maintenance Administration Team

Document	Location	Responsible Person[s]
Accident book		Administration or Shop Manager
Accident reporting procedures/records		HR & Organisational Development
Asbestos records		Head of Property and Estates H&S Manager
Audit reports		HR & Organisational Development
Building maintenance records		Head of Property and Estates
Certified waste carrier records		Retail Administration Team
Claims experience – E.L./Property Damage/ Motor		Motor – RMAT, Property – Company Secretary
Cleaning schedule records		CR Team and Office Managers
COSHH Assessments/Material Safety		H&S Manager
Display screen equipment workstation assessments		RMAT; H&S Manager
Electrical maintenance/PAT records		RMAT; H&S Manager
Emergency lighting records		RMAT; H&S Manager
Employee handbook		RMAT
Employer’s Liability Certificate		RMAT
Enforcement/Improvement notices		RMAT; H&S Manager
Environmental policy/procedures		RMAT; Head of Property & Estates
Fire alarm service records		Landlords; RMAT; H&S Manager
Fire alarm test records		
Fire evacuation records		
Fire extinguisher records		

Document	Location	Person Responsible
Fire Risk Assessment		H&S Manager
Fire Co-Ordinators list		HR & H&S Manager
Fire/emergency evacuation procedure/training		RMAT; HR; H&S Manager
First aid procedure/facilities		HR & Organisational Development
H&S at Work Act poster		RMAT; HR & Organisational Development
H&S inspection reports		H&S Manager
H&S organisation/chart		RMAT
H&S policy/procedures		Head of Property & Estates H&S Manager
H&S Representatives/Committee list		SLT
H&S training records		HR
Historical data – Accidents		RMAT
Incident/near miss reporting procedures/records		RMAT
Lift maintenance testing/records		RMAT/Landlord
Lighting maintenance records		Landlords and RMAT
Procedure for Reporting Safety Concerns		HR; RMAT
RIDDOR		HR; RMAT; H&S Manager
Risk Assessment procedure and records		Head of Property & Estates H&S Manager
Statutory Inspection Records		Landlords and RMAT
Vehicle & Property records		Company Secretary; RMAT



## SECTION 4: PERFORMANCE OF THE HEALTH AND SAFETY POLICY

### 4.1 MONITORING, AUDIT AND REVIEW

The control of our Health and Safety documents and monitoring will be primarily undertaken to ensure that the YMCA [name] Health and Safety Policy has achieved and maintained our legal compliances.

The YMCA [name] Health and Safety Policy will be formally reviewed at least every 24 months, or following major incidents and when legislation dictates.

Our Health and Safety Advisors will Co-ordinate or amend Health and Safety policies to ensure ongoing compliance with legislation and best practice standards.

A robust Health and Safety Management System will be implemented to measure the performance of the processes which turns uncontrolled hazards to controlled risks.

The aim of the Health and Safety Management System is to achieve, demonstrate and evidence a culture of 'Safety Excellence' within YMCA [name].

Our Health and Safety Manager will ensure that an audit of the YMCA [name] Health and Safety Management System is undertaken annually and the findings reported to the SLT and Board of Trustees.

Our Health and Safety Manager will visit and audit all YMCA [name] offices, [stores/sites] at regular intervals and shall report on hazards, defects or breaches of regulations observed during the visit with a view to both the safety of our employees and public safety.

A report of the inspections will be sent to the responsible manager as well as to the Head of Property and Estates.

The Health and Safety Committee will recommend to the SLT and Board the annual health and safety targets. These are subject to ongoing monitoring and review at subsequent quarterly meetings.

The Head of Property and Estates, with support from the Health and Safety Manager, will regularly report on the management of Health and Safety within YMCA [name], including the progress in achieving our objectives and performance against Health and Safety key performance indicators, to the Board of Directors.

The General Health and safety policy and performance will be a regular item for discussion at board and divisional meetings.

The objective of YMCA [name] at all times will be to learn by the mistakes of others and be aware of potential hazards and deal with them proactively.

All accidents, incidents or near misses will be reviewed by the Health and Safety Manager, Head of Property and Estates and Human Resources.

All employees are encouraged to bring to the notice of their line management any areas where our Health and Safety policy appears to be inadequate or failing.

Where appropriate the suggestions will be passed to the Health and Safety Committee for consideration.

#### 4.2 DISTRIBUTION OF THE HEALTH AND SAFETY POLICY

The YMCA [name] Health and Safety Policy will be accessible via [the intranet, H&S folders, induction, training, team meetings - edit as appropriate] or upon request.