

# Biddulph Youth and Community Zone Limited (BYCZ)

## Health and Safety Policy Statement

Biddulph Youth and Community Zone Limited (BYCZ) recognises the requirement to conduct its business and activities in such a way as to ensure so far as is reasonably practicable that:

- Staff, volunteers, trustees, members, users and guests and other people who may be affected by our operations and activities are not exposed to unacceptable risks to their health and safety. We use the term 'staff' to include independent contractors and self-employed persons running activities at the Centre.
- People participating in activities organised by the Centre are not exposed to unnecessary risks to their health and safety.
- Users, visitors or those providing services are not exposed to unnecessary risks.

### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff and volunteers on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of harmful substances;
- To provide information, instruction and supervision for staff and volunteers;
- To ensure all staff and volunteers are competent, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **Responsibilities**

- BYCZ's Board has overall and final responsibility for health and safety.
- Responsibility for day-day management of health and safety at the Centre is delegated to the Centre Manager or, in his absence, the Worker in Charge. The Centre Manager will keep the Board informed of health and safety matters.
- For external activities and events (e.g. fundraising events or trips) the Centre Manager will appoint a named person to be responsible for health and safety or, if no person is so appointed, will himself be responsible.
- Staff and volunteers also have a legal responsibility to take care of the health and safety of themselves and others.

All staff and volunteers must:

- Cooperate with the Centre Manager/Worker in Charge/nominated competent person on health and safety matters;

- Not interfere with anything provided to safeguard their health and safety e.g. fire safety equipment;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to either the Centre Manager, Worker in Charge or a member of the Board.

### **Health and Safety Risks Arising from BYCZ's Activities**

- Risk assessments will be undertaken by the Centre Manager.
- The findings of the risk assessments and any incidents will be documented and reported to the Board as part of a standing item on the Board's agenda.
- Action required to remove/control risks will be approved by the Board.
- The Centre Manager will be responsible for ensuring the required action is implemented.
- The Board will check that the implemented actions have removed/reduced the risk.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is the soonest.

### **Consultation with Staff and Volunteers**

- BYCZ will consult all staff and volunteers on health and safety matters.

### **Safe Equipment**

All equipment will meet health and safety standards and will be effectively maintained. The Centre Manager will be responsible for:

- Identifying equipment needing maintenance;
- Ensuring effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented; and
- Arranging appropriate training on Display Screen Equipment and any necessary adjustments.

Any problems found with equipment should be reported to the Centre Manager. The Centre Manager will be responsible for checking that new equipment meets health and safety standards before it is purchased.

### **Safe Handling and Use of Harmful Substances**

- The Centre Manager will check that new substances can be used safely before they are purchased. If BYCZ uses or stores some substances which need a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment, these will be kept in locked secure storage under the control of the caretaker.

### **Information Instruction, Supervision**

- A copy of the Health and Safety Executive's Health and Safety Law poster will be displayed in the Centre office.
- Health and Safety advice is available from the Centre Manager.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Centre Manager or Worker in Charge.
- The Centre Manager is responsible for ensuring that staff and volunteers working at other locations/activities/events are given relevant health and safety information.

### **Competency for tasks and training**

- All staff and volunteers will be given health and safety induction training which will cover basics such as first aid and fire safety.
- Training will be identified, arranged, and monitored by the Board, through the Centre Manager.

### **Accidents, first-aid and work-related ill health**

- Specific health surveillance is not required in relation to any jobs at BYCZ.
- A first aid box is kept at the Centre.
- The first aider is the Centre Manager or, in their absence, the Worker in Charge.
- All accidents and cases of work-related ill health will be recorded in the accident book. This is kept in the Centre office.
- The Centre Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Board and to the enforcing authority (HSE or local authority) as appropriate.

### **Monitoring**

BYCZ's Board will monitor health and safety. The Board will, as necessary:

- Seek assurances that working conditions and practices are safe;
- Investigate accidents;
- Investigate work-related causes of sickness absences; and
- Act on investigation findings for preventing a recurrence.

**Emergency procedures – fire and evacuation**

- The Centre Manager is the responsible person for ensuring the fire risk assessment is undertaken annually and implemented.
- Escape routes shall be checked by the Centre Manager every week.
- Fire extinguishers and smoke alarms are the responsibility of the Maintenance Contractors whose work will be checked and supervised by the Centre Manager.
- Emergency evacuation will be tested every six months.

Signed:.....

Print Name:..... Melanie Sproston.....

Role:..... Chair.....

Date:..... 29.11.18.....

Next Review: 01.12.20