



HEALTH & SAFETY POLICY

POLICY & PROCEDURES

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Registered Office: Off Pyle Inn Way, Pyle, Bridgend, Mid Glamorgan CF33 6AB
Tel: 01656 745399 or Tel/Fax: 01656 749219
Charity Company No: 1123339 Company No: 6247822
Email: kpcyouth@hotmail.com



HEALTH & SAFETY POLICY

1	<p>.General statement</p> <p>It is our policy to:</p> <ul style="list-style-type: none"> • Provide adequate control of the health and safety risks arising from our work activities; • Consult with our employees, volunteers & members on matters affecting their health and safety; • Provide information, instruction, training and supervision for employees; • Provide adequate training information, advice & supervision for members when undertaking all activities • Ensure all employees are competent to do their tasks • Maintain systems that minimise the risk of accidents occurring to staff & members and minimise cases of work-related ill health; • Maintain safe and healthy working and activity based conditions; and • Review and revise this policy as necessary at regular intervals
2	<p>Responsibilities</p> <p>Overall and final responsibility for health and safety is that of the Directors of our Charity, with day to day responsibility delegated to the Project Development Manager & Senior Youth Worker (or Deputy on Duty). All employees and volunteers are required to:</p> <ul style="list-style-type: none"> • Co-operate with their supervisor/manager on health and safety matters; • Not interfere with anything provided to safeguard their health and safety; • Follow any system of work implemented to protect their health and safety and generally take reasonable care of their own health and safety; and • Report all health and safety concerns to an appropriate person (as detailed in this policy statement) • To undertake weekly checks of their own delegated areas of responsibility, reporting any potential areas of concern, so that action can be taken • Legionella checks will be undertaken on a weekly basis of the Disabled Toilet, PRU Portakabin Toilet and the Art Room Tap. These are included on the weekly signed areas of responsibility delegated to staff. • COSHH registers will be maintained, under the responsibility of the Project Development Manager



<p>3</p>	<p>Risk assessment</p> <p>The Project Development Manager has been nominated as the person who will oversee the carrying out of risk assessments in our workplace. KPC will adopt a pro-active approach by conducting a systematic and up-to-date risk assessment of all areas and work/learning activities of our organisation (which will be reviewed six-monthly) These risk assessments will establish what needs to happen in each area. The assessment will cover all foreseeable hazards and involve input from all Staff/Volunteers.</p> <p>Risk Assessment is a practical exercise that will lead to the implementation of necessary improvements in the design of our workplace and the way in which we organise work and centre activities. Risk assessments are also essential for off-site sporting activities, trips etc.</p>	
<p>4</p>	<p>Review</p> <p>We will review our health and safety policy annually to ensure that it remains relevant to the needs of our staff, members, organisation and legislative requirements. We recognise that Improving health and safety standards is an ongoing process.</p>	
<p>5</p>	<p>Consultation</p> <p>As part of our risk management process we are committed to consulting and involving all employees, volunteers and members. Staff involvement in this process is seen as essential. An important part of our policy is the commitment to provide staff with appropriate health and safety, fire & first aid training so that they can fulfil competently their health & safety responsibilities - including participating in the risk assessment process.</p>	
<p>6</p>	<p>Monitoring and inspection</p> <p>Constant scrutiny contributes to the development of a healthy and safe workplace. We will undertake regular Inspections and checks to monitor health and safety performance. Staff, volunteer & member involvement and participation in this ongoing exercise is seen as very important. All accidents and incidents are discussed and serious ones are investigated with findings presented at the Board Meetings on a monthly basis.</p>	



7	<p>Training and information</p> <p>A Director has been nominated as the person who will oversee the delivery of health and safety training in our workplace. A key element to achieving safe work practices is knowledge and information. All staff, including temporary workers, and volunteers will receive health and safety training. This training will include induction training for new staff by the Senior or Deputy Youth Worker, as well as on-going health and safety training for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures you must take to protect your health and safety.</p> <p>If you are required to undertake a task for which you feel you are not competent and where your health or safety might be put at undue risk you are required to report this immediately to either the Project Development Manager, or Senior Youth Worker on duty, so that appropriate remedial steps can be taken.</p>	
8	<p>Accident Reporting & First Aid</p> <p>The reporting of accidents and dangerous occurrences is a statutory requirement. Certain accidents and ill health that result in a workers being absent for seven or more consecutive days must also be reported to enforcing authorities on standard forms like this. In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases. These will be reported within 15 days of the incident. We will still keep a record of the accident if the worker has been incapacitated for more than 3 consecutive days, but less than seven. We will also continue to report any incidents arising with young people where they attend hospital as a result of an on-site incident.</p> <p>Where accidents happen to members of the public or our own members on site, and result in an injury with the individual being taken directly to hospital for treatment/examination, these will be reported, but there is no need for us to report these incidents where people are taken to hospital purely as a precaution and no injury is apparent.</p> <p>All staff are required to report any work related ill health absence or dangerous occurrence. In the event of an accident there will be a formal investigation. This is not to apportion blame but to establish root causes so that we can prevent future accidents.</p>	



	<p>All staff and volunteers will be offered First Aid Training as available. The First Aid box is located in the Café Area. If an accident arises whilst on duty, it is the responsibility of the Senior Youth Worker on duty to ensure that the Accident Book sheet is completed (kept in Staff Office). It is the responsibility of the Project Development Manager for following up on the above and complying with RIDDOR. For minor bumps/scrapes these should be recorded only in the Incident Book</p>																			
<p>9</p>	<p>Fire & Evacuation Procedures</p> <p>It is the responsibility of the Senior Youth Worker on duty to ensure that regular fire drills are completed and details logged in the file</p> <p>Escape routes are to be checked daily by the Youth Workers for their area of responsibility, to ensure these remain clear</p> <p>The Project Development Manager is responsible for ensuring regular servicing of fire extinguishers, with delegated responsibility to Paul Minchington for the weekly checks of emergency lighting and fire alarm points (or in his absence the Senior Youth Worker)</p>																			
<p>10</p>	<p>Public Information</p> <p>Fire Safety Rules/Evacuation Details are displayed beside each fire door</p> <p>The Employer’s Liability Certificate is displayed in the Staff Office</p> <p>Useful Contact Numbers in the Case of Emergency:</p> <table border="1" data-bbox="279 1503 1370 1951"> <thead> <tr> <th>NAME/DEPARTMENT</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>PAULA – CHAIR</td> <td>07850668004</td> </tr> <tr> <td>AL – PROJECT MANAGER</td> <td>01656 646830/07733 180133</td> </tr> <tr> <td>KA</td> <td>07812 791311</td> </tr> <tr> <td>GEM SECURITY RE ALARMS</td> <td>01656 742541</td> </tr> <tr> <td>FIRE ISSUES/ALARMS</td> <td>C/O ORCHARD FIRE SERVICES (MIKE GARDNER – 772147)</td> </tr> <tr> <td>POLICE</td> <td>655555</td> </tr> <tr> <td>PLUMBER/BOILER</td> <td>PAUL (PAS) 07980151618</td> </tr> <tr> <td>ELECTRICIAN</td> <td>CLIVE – 07889338088/07773 910871</td> </tr> </tbody> </table>	NAME/DEPARTMENT	DETAILS	PAULA – CHAIR	07850668004	AL – PROJECT MANAGER	01656 646830/07733 180133	KA	07812 791311	GEM SECURITY RE ALARMS	01656 742541	FIRE ISSUES/ALARMS	C/O ORCHARD FIRE SERVICES (MIKE GARDNER – 772147)	POLICE	655555	PLUMBER/BOILER	PAUL (PAS) 07980151618	ELECTRICIAN	CLIVE – 07889338088/07773 910871	
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