

Health and Safety Policy

Aim

The policy of Youth@Heart is to provide and maintain a safe and healthy Workplace/Event

Objective

A safe and healthy workplace will be provided by ensuring that work/event equipment is safe and that a safe system of work/practice is provided for all of our employees/volunteers. We will also provide suitable and sufficient information, instruction, training and supervision as is necessary to ensure the health and safety of our employees/volunteers and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

Context

Youth@Heart recognises its duty of care towards others that are not in our employment or volunteering on behalf of Youth@Heart. These people include; visitors, contractors and service users and providers who have reason to come into contact with Youth@Heart's activities/events and/or premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors, contractors will be controlled/instructed in such a way so as not to cause harm to our employees/volunteers or themselves.

To ensure that the Policy is implemented and maintained so that Youth@Heart keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and the **Management of Health and Safety at Work Regulations 1999** and will be subject to a regular review annually or when there are any significant changes.

Overall Responsibility for Health and Safety for Youth@Heart rests with: The Trustees

Individual Responsibilities

The duties of those employees/volunteers with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person/persons responsible for ensuring this Policy is put into practice is/are :
Trustees/Event Organiser

Other duties will include:

- Identifying hazards present within any charity activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace/buildings and event spaces
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by charity activities are reported and investigated.

Identifying and Managing Health and Safety Risks

Risk Assessments

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our business activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

Youth@Heart will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our charities activities that are likely to present a significant risk of injury or ill health to our employees/volunteers or others within our activities.

The person responsible for carrying out the risk assessments is: **Trustees**

The risk assessments will be made available to all our employees/volunteers who will read them. After reading and understanding the content of the risk assessment, the employee in reading the risk assessment confirms they understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The Trustees will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner?

It is all Youth@Hearts Trustees responsibility to assess risk update risk assessment and have risk management as a process within everyone's day to day activities within Youth@Heart

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

The person responsible for carrying out the CoSHH assessments is: **Trustees/Event Organisers**

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The manager / supervisor will monitor the effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner?

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably Practicable then an assessment of the risks to employees/volunteers must be carried out. The manual handling assessments will be made available to all employees/volunteers.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is/are: **Trustees/Event Organisers**

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees/volunteers as required.

Before carrying out any manual-handling task employees/volunteers must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees/volunteers where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees/volunteers must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7.**

The person responsible for the assessment and provision of PPE is/are : **Trustees/Event Organisers**

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **Youth@Heart** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is/are: **Trustees/Event Organisers**

This Health and Safety Policy, and the Procedures detailed above were agreed and minuted at a meeting of the Board of Trustees on:

Name:.....

Signed:.....

Date:.....

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| Review Date | January 2020 |
| Reviewed By | Trustees |