



COMMUNITY YOUTH LONDON

Health & Safety Policy

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POLICY STATEMENT

CYL recognises the importance of effective Health and Safety management in compliance with the Health and Safety at Work Act 1974 as a key responsibility in ensuring the health, safety and welfare at work of all its employees, visitors to its premises and those it works with, (especially children and young people) during periods when their duties entail attendance at, working in or visiting its premises. CYL will make every possible effort to comply with the requirements of the Act and its subsequent provisions and is therefore committed to:

- Provision of safe and adequate facilities and a good working environment.
- Regular inspection, repair and maintenance of its premises.
- Provision of precise and comprehensive fire precautions and evacuation/close-down procedures, with all members of staff being fully briefed and with specific areas of responsibility allocated to nominated fire officers.
- Ensuring fire-fighting appliances are strategically sited and regularly maintained.
- Ensuring hazards and risks of accidents are minimised by regular inspection and maintenance of office machinery, equipment, fixtures and fittings as part of CYL's Risk Assessment programme.
- Adequate office-cleaning arrangements, with particular emphasis placed on hygiene and cleanliness in canteen and toilets.
- Basic training of all employees in safety procedures and thorough training of those whose duties require it.
- Provision of adequate and regularly replenished first-aid facilities.
- Paying due regard to the potential hazards related to display screen health & safety, including how to recognise the onset of disorders such as repetitive strain injury as part of the CYL Work Space Assessment programme (where users will be expected to play a part in the timely detection and correction of risks).
- Prohibition of smoking in all CYL offices including public and communal areas.
- Regular monitoring and review of this policy in the light of experience and changing legal requirements.
- Communication to all staff of any changes in legislative requirements and CYL Health and Safety procedures as and when they occur.
- Consultation and exchange of ideas with staff members through nominated union representatives.

RESPONSIBILITY

The overall responsibility for Health and Safety at CYL is that of the Managing Director.

Day to day responsibility for ensuring this policy is put into practice is that of the Administration Manager To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:

Named Person(s)	Area of Responsibility
Administration Manager	Day to day monitoring
Administration Manager	Monitoring and solving any problems and potential hazards.
Administration Manager	Ensuring that any Risk Assessments, Surveys, fire extinguishers service, alarm systems, and emergency lighting are carried out, and any recommendations followed up.
Administration Manager	Ensuring any furniture that is current or ordered is in line with various regulatory Standards. Ensuring any works being carried out complies to Health and Safety regulations and CDM regulations.
Administration Manager	Ensuring Portable Appliance Testing and Fixed Wire Testing is Carried out
Administration Manager	Ensuring Training for staff
Administration Manager	Risk Assessments
Administration Manager	Updating, implementing and maintaining Health and Safety Policies
Administration Manager	Office Space Assessment
Administration Manager	Ensuring Training for staff

HEALTH AND SAFETY COMMITTEE

A Health and Safety Committee meets not less frequently than four times a year. Its functions can be briefly summarised as follows:

- To assist in the development of safe working conditions and practices and to promote and publicise them.
- To examine Health and Safety inspection reports, consider what remedial action needs to be taken, make recommendations accordingly and monitor progress.
- To devise and monitor staff training programmes in Health and Safety.
- To analyse and discuss all Reporting of Incidents, Diseases and Dangerous occurrences Regulations (RIDDOR) events.
- To consider any relevant safety aspects prior to the purchase or relocation of furniture and equipment and to make recommendations as appropriate.

STAFF

All employees have a legal responsibility to act in such a way as not to put themselves or their colleagues at risk. This includes:

1. Co-operating with supervisors and managers on health and safety matters;
2. To ensure that they do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
3. Take reasonable care for the Health and Safety of her or himself and of other persons who may be affected by their acts or omissions at work,
4. To cooperate with the H&S Coordinator in the implementation of statutory Health and Safety requirements when required to do so.
5. To report any equipment defects, potential hazards or accidents, which occur in the workplace, either via their line manager or an appropriate person (as detailed in this policy statement).

The importance of maintaining a high level of awareness and interest in Health and Safety requirements throughout CYL allied to the willing cooperation of all staff members and good communication at all levels, cannot be over emphasised.

ARRANGEMENTS FOR HEALTH & SAFETY

HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

The Administration Manager will undertake general risk assessments.

Specific risk assessments such as fire will be undertaken by a suitable organisational service.

The Administration Manager approve action required to manage risks.

The Administration Manager will be responsible for checking that implemented actions have been completed and will check that the actions have met the required standard for the management of the specific risk.

Our assessments will be reviewed:

- Every 18 months for general risk assessments
- Every year for fire risk assessments
- Or when the work activity changes which ever is the soonest.

SAFE PLANT & EQUIPMENT

- IT will be responsible for identifying all IT equipment needing maintenance
- Facilities will be responsible for identifying all other equipment needing maintenance.
- H&S will ensure that all electrical equipment are PAT tested yearly.
- Administration Manager will ensure that Fixed Wire testing is completed once every 5 years.
- Any problems with IT equipment should be reported to the IT Division.
- Any problems with other equipment should be reported to Facilities Division.
- H&S will check that any new specialist equipment meets Health and Safety standards before it is purchased.

SAFE HANDLING AND USE OF SUBSTANCES

<http://www.hse.gov.uk/coshh/index.htm>

- H&S will be responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment.
- Will be responsible for undertaking COSHH assessment
- Will be responsible for ensuring that all actions identified in the assessments are implemented.
- Will be responsible for ensuring that all relevant workers are informed about the COSHH assessments
- Will check that new substances can be used safely before purchasing.
- Assessments will be reviewed every 18 months or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

- Supervision of young workers and trainees will be arranged/undertaken by their managers and Administration Manager will do an induction with them.

COMPETENCY FOR TASKS AND TRAINING

- The Administration Manager will provide induction training for all new employees, and refresher training for current employees.
- The Administration Manager will provide Fire Awareness workshops for all staff.
- The Administration Manager will ensure that workspace assessors are adequately trained.
- Line Managers will provide Job specific training and a walk round of their office and building area. Fire wardens will also provide walk rounds of fire exits for their area.
- Specific jobs require special training are: those that require manual handling, dealing with dangerous substances and health and hygiene (catering), Fire Officers Training.
- Training records are to be kept by HR.
- Training will be identified, arranged by Administration Manager, and monitored by Human Resources.

FIRST AID AND REPORTING OF ACCIDENTS

There are adequately stocked first aid boxes throughout the CYL buildings. It is emphasised that this facility is intended for use in the treatment of very minor injuries only (for example, a shallow cut) and that anything more serious must be referred to one of the First Aiders (a list of CYL qualified First Aiders is available from the Administration Manager). The First Aiders apply the principles and practice of first aid set out in the authorized manual of The Red Cross services, which clearly defines the First Aiders' responsibilities.

In cases where urgent medical attention is required, the Receptionist (or a member of staff in Angel Gate) contact the Ambulance Service. Pending arrival of the ambulance, the First Aider at the scene will tend to the patient in accordance with recommended guidelines.

The First Aid and Accident policy highlights the importance of accident reporting, and gives guidance as to the steps taken.

FIRE & EMERGENCY

A regularly updated list of CYL Fire Officers for each department. Detailed instructions are issued to Fire Officers separately, along with training sessions relating to their roles.

All CYL fire extinguishers are under a maintenance contract and the fire alarm systems are thoroughly checked twice a year by a qualified engineer.

Regular fire drills are carried out by the Administration Manager

REPORTING OF DEFECTS

The Administration Manager maintains effective liaison with contractors.

Nevertheless, it is imperative that all defects, breakages or other safety hazards are reported to the administration manager immediately they occur, so that the appropriate action can be taken as quickly as possible. Staff should not assume that someone else may already have done so.

A management inspection of CYL premises is carried out annually, when individual staff members are also invited to comment on any aspects of Health and Safety, which may be of concern to them, either in their own offices/work areas or elsewhere. On completion of the inspection, a joint report is submitted to the Health and Safety Committee for consideration and necessary action.

ELECTRICAL EQUIPMENT

It is particularly important that all electrical installations, maintenance and repairs are carried out by a qualified electrical contractor except for routine replacement of tubes, fitting of plugs and so on, which will normally be done by the Facilities team. All electrical defects must be referred to the Administration Manager who will ascertain, where appropriate, why the defect occurred and will arrange to have the fault rectified.

Staff must ensure that all cables (electrical or otherwise) are positioned in such a way that no one is likely to trip over them. Good housekeeping guidelines are highlighted in the Fire Policy.

If the number of power points in a particular room or areas becomes insufficient to meet a staff member's needs, they should consult Facilities and Administration who will arrange to have additional facilities installed. Heavy power consumption appliances such as electric fires or kettles must always be connected directly to a mains socket and never an adaptor.

HEATING AND VENTILATION

A limited number of fan and convector heaters are available for use in problem areas if and when required, but this facility should be used as sparingly as possible. When they are used, they must be carefully positioned to avoid creating fire and accident hazards.

SMOKING

Smoking is strictly prohibited in all parts of CYL.

CANTEEN

The requirements of legislation covering food and hygiene are strictly adhered to at all times in the Kitchen.

CONFERENCE ROOM

When organising events or arranging equipment in the Conference room, care must be taken to ensure the following:

- Seating arrangements and the positioning of audio-visual equipment and leads do not create safety hazards.
- Access to the nearest fire exit must not be impeded in any way.
- Adequate ventilation must be provided.

SECURITY OF PREMISES

Please be aware of strangers wandering the building and do not be afraid to ask them for identification. Remember to keep your belongings securely locked away.

All members of staff are responsible for ensuring that windows are closed and all electrical appliances are switched off and isolated in their offices before vacating them. All doors are also to be closed.

Spot checks will be made from time to time to ensure that the above routines are being adhered to.

Please do not answer the front door without checking that the visitor has an appointment and/or necessary reason for gaining entry.

DISPLAY SCREEN EQUIPMENT (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 came into force on 1 January 1993. These regulations implement a European Directive on minimum safety and health requirements for work with display screen equipments.

CYL will ensure that staff members are provided with the following training before they become users or whenever existing users are required to work with new hardware, software or work stations:

- Appropriate Health and Safety training in the use of all computer-based equipment.
- Appropriate training in the software they will be expected to use.
- Information about the Health and Safety risks associated with display screen equipment. This will include information on how to recognise the onset of disorders such as repetitive strain injury (RSI). Users will be expected to play a part in the timely detection and correction of risks.

CYL aims to minimise Health and Safety risks to the greatest extent possible. To this end, CYL periodically assesses the use of new technology within the organization. The assessment is designed to ensure that existing and new equipment and practice conform to the standards set out below.

Users will be involved in any assessment of their equipment and workstation and a record will be kept of any proposed improvements or modifications. In cases where particular difficulties are experienced, a review will be undertaken of the user's workload and, in particular, of the amount of time they spend working with CYL. The Line Manager will be required to ensure that the user's workload is properly planned to ensure that breaks are taken and that the user is not put under unreasonable pressure.

It is generally accepted that the main risks associated with display screen equipment are: visual disorders, fatigue and mental stress, and muscular-skeletal problems. The Health and Safety Inductions highlights the ways in which to minimize these risks.

PREGNANT CYL USERS

Scientific research has concluded that no adverse health effects have been found to arise from the use of CYL services. Therefore, there should be no reason why staff who are pregnant should cease to work with DSE. To minimize the risk, H.R perform a separate induction with pregnant workers, to ensure that they are adequately supported.

EQUIPMENT

CYL undertakes to ensure that all new equipment meets the requirements of the European Directive 90/270/EEC.

THE WORKING ENVIRONMENT

CYL aims to ensure that environmental conditions are in line with our high environmental standards.

CYL HEALTH AND SAFETY CONCERNS

Users have a responsibility to ensure that Health and Safety concerns are brought to the attention of Administration Manager, so that they can be dealt with appropriately. A user who has a Health and Safety concern, whether or not covered above, should in the first instance raise it with her/his line manager who will agree a course of action to be taken to rectify the problem. This course of action will include looking at the user's job description and workload to ensure that work is properly planned and that breaks are taken. Discussion of repetitive CYL work/workload and the effect on the user's job, should also be an integral part of the annual review process.

If the steps taken do not result in improvement, either the line manager or the member of staff will raise the matter with the Human Resources Manager. The staff member may be required to see a CYL nominated doctor and/or physiotherapist and, depending on the hazard, may be advised to stop working with CYL while the situation is being resolved.

Every reasonable effort will be made to ensure that the staff member can continue to work at CYL, either in the existing job or in suitable alternative employment.

GRIEVANCES

Should any grievance or dispute arise out of the use of any CYL services, all possible steps will be taken to resolve the problem informally. Failing this, the grievance will be dealt with through the existing Grievance Procedure (see handbook).

OFF SITE / HOME BASED STAFF

Off site staff should adhere to the above Health and Safety regulations when visiting of site.

Staff should also adhere to the Health and Safety regulations and evacuation procedures of the offices in which they are based and should contact the appropriate Human Resources in those premises for details. Staffs that have an employment contract that stipulates their home, as their place of work will have the same rights and responsibilities as colleagues based at the main office.

YOUNG PEOPLE AT WORK

In line with the European Directive on the protection of young people at work, which came into force on 3 March 1997, CYL will ensure that:

- The Risk Assessment programme incorporates an assessment of risks to under 18s in advance of anyone in this age bracket working on CYL premises.
- Information is provided to parents of school-age children and young people visiting CYL about any potential risks and the control measures introduced.
- Account is taken of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over the minimum school leaving age (MSLA) and it is necessary for their training and:
 - > Where risks are reduced so far as is reasonably practicable; and
 - > Where proper supervision is provided by a competent person.