

# YMCA

## EDINBURGH

### HEALTH & SAFETY POLICY

#### 1.0 HEALTH AND SAFETY POLICY STATEMENT

1.1 It is the policy of YMCA Edinburgh in all its premises and programmes that, so far as is reasonably practicable, all activity will be carried out in such a manner as to ensure the health, safety and welfare of staff and participants.

1.2 All YMCA Edinburgh staff shall be issued with the briefing notes and Health & Safety policy statement as part of their contract of employment. The Chief Executive shall be responsible for staff training in this field and updates where necessary.

1.3 YMCA Edinburgh will, as far as is reasonably practicable:

- Provide a working environment, equipment and systems of work which are free from hazard and without risk to health
- Maintain an up-to-date risk assessment procedure to ensure safety and absence of risks to health in connection with fire, centre users, young people and workstations
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff, volunteers, and others
- Ensure that the premises under YMCA control are maintained to an acceptable standard of safety and without risk to health and with appropriate access in and out of the premises
- Make adequate arrangements for facilities and arrangements for the welfare of employees and volunteers at work
- Provide and maintain arrangements for the emergency evacuation of premises in case of fire or other emergency.

1.4 This policy shall be reviewed by the Chief Executive at least once every 2 years and the date of review shall be confirmed at the end of the document.

#### 2.0 RESPONSIBILITIES

Overall and final responsibility for health and safety procedures for YMCA Edinburgh is that of the Board of Management.

Responsibility for the effective implementation and smooth running of this health and safety policy is that of the Chief Executive.

The day to day responsibility for health and safety of YMCA Edinburgh projects is that of the designated YMCA Edinburgh staff member for that project.

However, everyone has an individual responsibility to act reasonably and sensibly:

- to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts and or omissions
- to co-operate with the YMCA Board of Management in carrying out any duty or requirement imposed on them by statutory measure or by good practice
- not to interfere intentionally or recklessly with, or misuse anything provided, in the interest of health, safety or welfare
- to notify a member of the management or his or her deputy straight away if they notice a health and safety problem

All YMCA Edinburgh staff render themselves liable to disciplinary action if they fail to adhere to the above policy or the health and safety arrangements and instructions which are contained in the General Arrangements section of the Policy. All staff should not interfere with or misuse anything provided in connection with health and safety at work.

YMCA Edinburgh premises should have a nominated health and safety representative. In instances where staff are working alone, the Lone Worker policy must be adhered to.

### **3.0 GENERAL ARRANGEMENTS**

#### **3.1 First Aid**

##### **3.1.1 First Aid Boxes**

- Each main area (café, upper hall) and YMCA office should have a first aid box on the premises, made of suitable material to protect contents. The box should be easily accessible and clearly marked First Aid.
- Only the recommended contents may be contained in the box (Appendices 4.1.3). Items such as painkillers and medicated creams must not be included.
- The Office Manager is responsible for ensuring that the First Aid boxes are replenished and that nothing is out of date.

##### **3.1.2 First Aiders**

A first aider is someone who holds a current first aid certificate issued under a training course approved by the HSE. A certificate will be valid for three years, after that a refresher course and re-examination is necessary.

- YMCA Edinburgh staff team should have a first aider.
- During projects, expeditions and residentials, all YMCA Edinburgh staff will take on the role of the appointed person in the absence of a first aider. Therefore staff shall seek to:
  1. make themselves aware of emergency contact numbers
  2. be in a position to be reached quickly
  3. be responsible for calling for assistance/ambulance

- ensure access to a telephone A record of all accidents should be kept (see 3.2). A notice will be displayed in YMCA Edinburgh premises to give the location of the first aid boxes and the names and locations of first aid personnel.

### **3.2 Accidents & Incidents**

- All accidents and near misses should be logged, regardless of how minor they may appear, in the accident report book a copy of which shall be kept in the kitchen area of YMCA Edinburgh.
- All accidents to staff, volunteers or visitors must be recorded, whether they take place on YMCA Edinburgh premises, or on a project/residential/other activity which takes place away from the premises. YMCA Edinburgh staff should record accidents to volunteer leaders. If an accident occurs to a staff member, the Chief Executive must be notified immediately and will have responsibility for reporting the accident. Written reports of accidents should include items on the list in the appendix.
- All staff and volunteers should be aware of the location of the accident report book and know how to report an accident as soon as practicable.
- All incidents such as threatening behaviour or aggression towards staff, volunteers or centre users must be logged. YMCA Edinburgh will not tolerate any aggressive or threatening behaviour towards others on the YMCA premises. Any individual displaying such behaviour will be asked to leave immediately. If an individual who is asked to leave the premises refuses, then a staff member or volunteer should call the police.

## **3.3 Fire Safety**

### **3.3.1 General Principles**

- All staff should be thoroughly familiar both with the instructions to be followed in the event of a fire and with the precautionary measures to prevent such an occurrence.
- YMCA Edinburgh premises should have a fire certificate. It is the Chief Executive's responsibility to ensure that the premises comply with any certificate and to assist personnel from the local fire authority to inspect premises. The Fire certificate should be kept at the premises.
- YMCA Edinburgh premises should have fire routine signs in the building detailing what to do in the event of a fire and where assembly points are. The Office Manager is responsible for ensuring that fire routine signs are displayed.
- The Office Manager is responsible for ensuring that all fire extinguishers are tested once each year.

### **3.3.2 Fire Procedures at YMCA Edinburgh**

- Ensure all rubbish is disposed of quickly
- Regularly check electrical equipment and gas appliances
- Turn off electrical equipment at night
- Check extinguishers regularly (never remove them unless for their prescribed purpose).
- Place portable heaters in safe positions where they cannot be over turned, do not dry articles on them
- Correctly store and use flammable substances

- Ensure fire doors are not propped open
- Carry out a closing procedure which checks that all possible fire precautions have been taken
- Do not obstruct fire exit routes

### ***3.3.3 Fire Regulations for new staff members and volunteers***

A fire drill should take place within YMCA Edinburgh on a monthly basis. All new staff members will have a fire tour to show the position of exits, fire extinguishers and how to operate them, fire alarm points, the assembly point, closing fire doors, exits being kept clear etc.

### **3.4 Rules for Visitors**

The safety of a visitor is the responsibility of the YMCA Edinburgh staff member who is acting as host.

#### ***3.4.1 Residential and Projects***

- YMCA Edinburgh staff should give visitors a health and safety briefing where same is not given by centre staff
- Staff must ensure that any clothing or equipment needed for participants are provided, as specified in Risk Assessments of the activity being undertaken.

#### ***3.4.2 Presentations***

- The member of staff, as the host of a visitor to YMCA premises, has responsibility for making sure that a short description of fire exits, muster points and toilets is made at the beginning of a presentation.
- The staff member must ensure that the number of people attending the presentation/ meeting does not exceed the limit of the room being used for the presentation/meeting. Guidance on safe numbers per room are available from the YMCA office.

### **3.5 Housekeeping and premises**

#### ***3.5.1 Health***

YMCA Edinburgh staff must ensure that YMCA Edinburgh premises are:

- adequately ventilated
- temperatures should ensure reasonable comfort – at least 16C or 13C for strenuous work.
- lighting should be sufficient to enable people to work and move about safely
- the premises should be kept clean including floor, furniture, furnishings and fittings. It should be possible to keep the surfaces of floors, walls and ceilings clean
- there should be an appropriate waste bin

If a member of staff identifies a problem in ensuring healthy premises, they should contact the Chief Executive or Office Manager.

### **3.5.2 Safety**

YMCA Edinburgh staff should ensure that the premises are safe:

- all electrical items should be maintained in efficient working order and checked regularly by authorised personnel
- there should be sufficient 'traffic routes' of sufficient width and headroom, to allow people to circulate safely with ease
- floor should not have holes, uneven or slippery surfaces and should be kept free of obstruction
- shelves should be stacked so that they are not likely to fall and cause injury
- opening windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not be dangerous. They should be able to be cleaned in a safe manner
- doors should not be obstructed

If the staff member identifies a problem in ensuring the safety of the premises, they should contact the Chief Executive or Office Manager.

### **3.5.3 Welfare**

YMCA Edinburgh staff should ensure the welfare of participants/visitors in the premises including:

- a cleaner and/or a cleaning rota arranged to maintain tidy and safe premises
- hallways, stairwells and exit routes are not stacked with boxes, papers, bags etc.
- an adequate supply of drinking water should be provided (ie a mains tap)
- adequate suitable and secure spaces should be provided to store staff/visitors clothes and special clothing
- suitable and sufficient toilets and washing facilities are kept clean and be adequately ventilated and lit. (There should be separate facilities for men and women.)
- If a member of staff identifies a problem in ensuring the safety of the premises, they should contact the Chief Executive or Office Manager.

## **3.6 Codes of safe practice**

### **3.6.1 Food Safety Management**

A separate YMCA Edinburgh Food Safety Management Policy & Procedures document exists which must be supplied to all new staff members and volunteers during their induction process.

Training to the level of Elementary Food Hygiene will be provided to all YMCA staff on a regular basis to ensure that food preparation practice complies with the policy and procedures document.

All staff are required to familiarise themselves with the policy and procedures and to implement them.

The Chief Executive is responsible for ensuring that external groups and agencies making use of the YMCA kitchen and café comply with the YMCA Edinburgh Food Safety Management Policy and Procedures.

### **3.6.2 Working Alone**

If working alone, YMCA Edinburgh staff should:

- Identify any no go alone areas of the building – such as the boiler house, roof or other confined space.
- Let someone know – either a work colleague, or someone at home.
- Follow the YMCA Edinburgh Lone worker policy.

### **3.6.2 Male/Female staff ratios**

Where a YMCA programme group is of mixed sex, it is preferable to ensure that both male and female staff members are present. It is advisable for staff to ensure that problems of a personal nature raised by young people are discussed with a responsible person of the same sex. Please refer to YMCA Edinburgh Child Protection Policy and Vulnerable Adult Policy.

### **3.6.3 Use of Equipment and dangerous substances**

All staff should ensure that the correct manual handling techniques are used for using equipment or lifting heavy items. If dangerous chemicals or equipment are to be used, a Risk Assessment must be conducted and necessary action taken beforehand.

### **3.6.4 Use of computers**

All YMCA Edinburgh staff should take regular breaks (i.e. at least 5-10 minutes away from the screen every 90 minutes). If staff are using computers and VDUs regularly, they should contact the Office Manager to arrange for the correct equipment and office furniture to be in place.

### **3.6.5 Health and Safety briefings**

A health and safety briefing must be undertaken for new staff members and volunteers, which should cover the check- list included in the appendices.

### **3.6.6 Residentials**

Staff should ensure that members receive a health and safety briefing at their residential centre. If possible, a discussion regarding 'dos and don'ts' at residentials should take place, to attempt to minimise incidents.

Any medical conditions, which might affect the safety of a participant or of other participants or staff, should be passed on to the instructor of an activity on residential.

### 3.7 Risk Assessment

It will be the responsibility of the Chief Executive to carry out an up-to-date risk assessment of YMCA Edinburgh building and activities. Where new activities or changes to the premises occur a new risk assessment will be completed. Otherwise a revision of existing risks shall take place at least once every 12 months.

The Chief Executive shall also be responsible for the reporting of and removal of identified risks.

It will be the responsibility of the member of staff in charge of a YMCA Edinburgh outing or residential to ensure that a risk assessment has been completed in advance of the activity and handed to the Chief Executive for approval. This process should normally be complete at least one week before a planned activity or residential is to take place.

Before arranging a residential YMCA Edinburgh staff should investigate whether proposed activities are covered by the centre's licence, and that activities are regularly risk assessed. Staff should not assume that centres have a procedure and must ask for information before proceeding with a booking.

If there is a doubt regarding whether an activity is covered by a licence or that the instructor (whether it is a staff member or another person) has been approved to deliver the activity, the staff member should not proceed until it is clear that the activity is safe. If in doubt, the staff member should identify a safe alternative.

**This policy was approved** on 15<sup>th</sup> November 2017 by the Board of Management

**Date of policy review:** November 2019

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

#### APPENDIX ONE:

Accident report forms are kept in the kitchen area of the Acorn Centre and also in the YMCA Office. In the event of an accident, please complete the report form and return it to the YMCA Office. Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- the date when the report is made
- the method of reporting
- the date, time and place of the event
- personal details of those involved
- a brief description of the nature of the event or disease.