

Health and Safety Policy Statement

Our policy is to provide and maintain a safe and healthy environment for all our staff, volunteers, visitors and clients paying particular attention to the needs of children and young people. We accept our responsibilities, laid down under the Health and Safety at Work Act, and as far as is practical, will comply with the guidelines set by the national governing bodies for the activities provided.

To this end we will:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction / training and supervision for employees.
- Ensure all employees are competent to carry out their tasks.
- Take action to prevent accidents and cases of work related ill health.
- Review and revise this policy as necessary at regular intervals.
- Ensure the Trustees receive a Health & Safety report at each Board meeting
- Make the resources available to achieve the objectives outlined above

The Health and Safety Policy Statement is supported by the following supporting policies:

- Branch Appendices to the Health and Safety Policy Statement
- Health and Safety Operating Policy
- Fire Safety Policy
- Personal Safety and Dealing with Aggression Policy
- Lone Working Policy
- First Aid Policy
- Reasonable Force Policy

1. General Responsibilities

Overall responsibility

Chris Hand - Chief Executive

Portsmouth

Jim Hooper – Chief Executive

IOW

Chris Hand – Chief Executive

Southampton, Basingstoke and New Milton

Chris Heighway – Southampton
Community Director

Andover

Jim Hooper – Director

Fairthorne Manor

Jim Hooper – Director

Day to day responsibility delegated to:

Southampton, Hedge End Housing
Albany View Housing
Andover
Basingstoke
Weston Nursery
Weston Library
Townhill Nursery
Newtown Nursery
Newtown Youth and Community Centre
Woolston Nursery
Winchester House
Winchester House Nursery
St Marys Nursery
Little Whale Nursery
St Vincent Nursery
Portsea Nursery
Portsmouth Children's Work
Millbrook Nursery & Lordshill and Sholing
Daycamps
New Milton
Bugle House

Branch Managers

Georgia Purkiss
Emma Corina
Vikki Kennesion
Adam Barrett-Alexander
Roxanne Maynard
Chris Heighway
Claire Baker
Manjort Kaur
Laura de Meza-Clark
Sarah Terry
Emma Corina
Sarah Barton
Sharlotte Bishop
Jo Currass
Chelsea Howard
Kim Mansbridge
Chelsey Croucher
Gemma Oakley
Su Taylor
Peter Scaife

Accident reporting, RIDDOR & work related ill health
Emergency procedures, fire and evacuation
Facilities team operations
Induction training

Child Protection - policies and training

Reporting and monitoring procedures

Peter Scaife - Facilities Director
Peter Scaife - Facilities Director
Peter Scaife - Facilities Director
Phillipa Spicer – Chief Finance
Officer
Peter Cooper – Director of
Programs
The Group H & S Committee

2. Area Director / Branch Manager Responsibilities

Area Directors / Branch Managers have the responsibility for health and safety within their branches which includes:

- Producing an appendix to this statement to state how health and safety responsibilities are assigned within their branch, where appropriate.
- Ensuring compliance with this policy.
- Ensuring compliance with all Health and Safety, supporting policies as listed above

3. Employee Responsibilities

All employees are required to:

- Attend a health and safety induction
- Co-operate with managers on health and safety matters and to comply with YMCA FG's health and safety procedures.
- Not to interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Report all health and safety concerns to an appropriate person.