

### Health and Safety Policy Statement

Policy Level	One
Policy Category	Health & safety
Policy Authority	Board
Lead Committee	Health & Safety
Lead Director	Phillipa Spicer
Approved Date	22/07/2024
Review Date	31/07/2026

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
- Contractor Permit to Work Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Operating Policy
- Lone Working Policy
- Personal Safety and Dealing with Aggression Policy
- Reasonable Force Policy

## 1. General Responsibilities

Overall responsibility	<b>Phillipa Spicer</b> - Chief Executive Officer
------------------------	---

Day to day responsibility delegated to:	Branch managers
Andover	Hannah Sullivan
Basingstoke	Correll Scott
Eastleigh (Stoneham Way)	Derren Storey
Fairthorne Manor	Karina Barnett
Little Whale Nursery	Sarah Henderson
New Milton	Nicola Jenner
Newtown Youth and Community Centre	Karen Grove
St Marys Nursery	Louisa Bishop
Southampton Housing	Karen Grove
Weston Library	Clare Hooper
Winchester House	Stephen Partridge
Woolston Nursery	Shelly D'Souza
Accident reporting, RIDDOR & work-related ill health	<b>Danielle Rossiter</b> - Director of Finance
Emergency procedures, fire and evacuation	<b>Danielle Rossiter</b> - Director of Finance
Facilities team operations	<b>Emily Akerman</b> – Head of Property and Compliance
Induction training	<b>Sue McCarthy</b> – Director of People
Child Protection - policies and training	<b>Vikki Kennesion</b> – Director of Early Years
Reporting and monitoring procedures	<b>The H&amp;S Compliance Committee</b>

## 2. Branch Manager Responsibilities

Directors / Managers have 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.