



BYB@Blackrod

Health & Safety Policy

APRIL 2024

Approved by: TRUSTEES

Last reviewed on: APRIL 2024

Next review due by: APRIL 2024



1. Introduction

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To take all reasonable and practical steps to provide and maintain a safe and healthy environment for all employees, volunteers, children and visitors;
- To consult with our employees, volunteers, children and visitors on matters affecting their health and safety
- To provide and maintain a safe working environment and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision where appropriate
- To ensure all staff are competent to do their tasks, and to give them adequate training;
- To try to prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy annually.

2. Responsibilities

- The Board of Trustees have overall and final responsibility for health and safety and have a brief knowledge of health and safety legislation and the workings of the Health and Safety at Work Act.
- Trustees will nominate a fellow trustee to take the lead in this area.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Coordinator
- All staff and volunteers must:
 - co-operate with managers on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns, accidents and near miss
 - maintain safe working practices
 - Be aware of first aid arrangement

3. Managing Risks

- Staff will be asked to review the health and safety information to ensure their full understanding and ability to

- adhere to the policy
- undertake risk assessments for work activities
- Report any significant risks to trustees
- Action required to reduce risks will be undertaken as soon as possible. Where a risk is identified as high and control measures cannot be implemented immediately the activity will be stopped.
- Action required to remove/control risks will be approved by the Chair, following agreement by the Board of Trustees where appropriate.
- Risk assessments will be reviewed yearly at the given review date set at the risk assessment.

Wellbeing

- We take a positive approach to providing a healthy working environment and to promote the well-being of its staff and volunteers.
- To do this we will:
 - Encourage trustees, staff and volunteers to contribute their ideas about improvements and changes;
 - lead in a way that encourages staff and volunteers to look after their health and well-being;
 - recognise that people may experience times of poor mental and physical health and to plan with them reasonable adjustments to work duties or the work environment to sustain their attendance at work or to enable a return to work.

4. Fire Safety and Evacuation

We will abide by the fire safety measures put in place in the location of activities and ensure that staff and volunteers are aware of the fire procedures, fire evacuation point and location of fire equipment.

5. First Aid

First Aid Training

We will ensure that as many staff and volunteers as possible are first aid trained during activities. At least one member of first aid trained staff will be on site at any one time to carry

out first aid if the need arises.

First Aid Box

A first aid box will be available and staff will be made aware of its location during activities. It will be checked on a regular basis. When delivering activities at other locations a travel First Aid kit will be taken and the qualified First Aiders and procedure noted on the activity risk assessment.

6. Accident Reporting

All accidents and near misses must be reported in an accident book as soon after the incident as possible. The accident book will also be reviewed by trustees in relation to accidents that have occurred and any near misses. These will be reported back to Trustees at meetings.

Reporting to the HSE – we would report to the HSE for serious matters and that any such report would be made by the Chair of Trustees. See <http://www.hse.gov.uk/riddor/index.htm>

7. Risk Assessment

Risk assessment reviews will be carried out by staff who have been trained appropriately and approved by a Trustee. Risk assessments for trips out and activities will be read and signed by staff and volunteers supporting the activity. All risk assessments for activities should be checked at least two weeks prior to activity taking place.

All staff and volunteers will be made aware of the risk assessment and the importance of raising any health and safety concerns to trustees if appropriate.

Staff, volunteers and children attending sessions will be expected to maintain a safe environment. Assessments are to be signed off by the Board of Trustees.

8. Welfare and Hygiene Arrangements

We will ensure that suitable and sufficient toilets and washing facilities are provided for all during activities with an adequate supply of drinking water. Smoking will not be allowed. Where activities take place, smokers will be made aware of designated places where smoking is permitted.

We will endeavour to avoid unhealthy and overcrowded working conditions and ensure adequate lighting and ensure that noise in its offices is kept to as low a level as is practicable.

9. Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored.
- No wires must be left trailing across floors.
- Non-flammable rubbish bins must be positioned at various points.
- No paraffin, electric bar or Calor gas fires will be used during activities

10. Electrical Equipment

- Broken, ineffective or damaged electrical equipment must be reported.
- Staff should use electrical equipment in accordance with instructions.
- Electrical equipment utilised is tested on a regular basis to ensure it is in safe working order.

11. Hours of Work

Employees should not work excessively long hours and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

12. Personal Safety

It is in the nature of the organisation's work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on BYB@Blackrod business. This policy is concerned with minimising the risk. Staff or volunteers who are working on their own should not allow access to casual visitors who are not expected. Such callers should be encouraged to make an appointment. Where staff are dealing with an individual but feel uneasy about being alone with them, they have the right to refuse to make an appointment or give access if it would put them in that position. We will make sure that staff and volunteers have access to a phone for emergencies.

13. Visual Display Equipment

We will ensure that VDE is acceptable for use and adaptations made where needed.

14. Hazardous Substances (COSHH)

We don't anticipate use of hazardous substances but any substances listed under COSHH will be recorded and managed by an appropriately trained member of staff in accordance with the Control of Substances Hazardous to Health and Safety Regulations 1988 (COSHH). Members of staff or volunteers will not bring to the provision any substance which may be considered hazardous without first checking with the Health and Safety Representatives that it complies with COSHH.

15. Lifting and Handling

No-one should lift, move or carry anything which is too heavy or awkward for them. If you are unsure, then don't try. Staff and volunteers will be given appropriate advice and guidance on lifting and handling, as needed.

16. Health and Safety Training

We will ensure that new employees and volunteers receive information on health and safety as part of their induction. If employees and volunteers, consider they have health and safety training needs they should inform their line manager.