

Hitchin Youth Trust – HEALTH AND SAFETY POLICY

Charity Registration Number: 302398

Company Number: 00399872

This is the Health and Safety Policy of Hitchin Youth Trust (HYT), in accordance with Health and Safety at Work etc. Act 1974.

Our general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our employee(s), Trustees and building users on matters affecting their health and safety
- to provide and maintain a safe working environment and equipment
- to provide information, instruction and supervision for employee(s), Trustees and building users
- to ensure any employee(s) and Trustees are competent to do their tasks relating to Health and Safety, and where necessary to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of HYT.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Honorary Secretary.

All Trustees, employee(s) and building users have to:

- co-operate with others 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; and
- report all health and safety concerns to the Administrator

Risk Assessments

Risk assessments will be undertaken by Fabric Chairman and Administrator. The findings of the risk assessments will be reported to Chair and Trustees. Action required to reduce/control risks will be approved by Honorary Secretary.

The Honorary Secretary will be responsible for ensuring the action required is implemented. Assessments will be reviewed when the work activity changes.

HYT will consult with employee(s) on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information given to employee(s) on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training
- the health and safety consequences for them of any new technology that is planned to be introduced.

The information provided will be in a form that can be easily understood.

HYT will consult directly with employee(s) through Council meetings and face-to-face discussions.

HYT will allow enough time for employee(s) and Trustees to consider the issues and give informed responses. Employee(s) are encouraged to ask questions, raise concerns and make recommendations.

HYT will take Trustees and employee(s) views into account before a final decision is made. The final decision will be agreed at a Council Meeting.

Safe equipment

- The Fabric Chair will be responsible for identifying all equipment needing maintenance and for ensuring effective maintenance procedures are drawn up and implemented
- Any problems found with equipment should be reported to the Administrator immediately.
- The Honorary Secretary with the Administrator will check that new equipment meets health and safety standards before it is purchased.

Accidents and First Aid

- Accidents, first aid and work-related ill health surveillance is not required in relation to any jobs at HYT.
- The first aid box(es) is/are kept in kitchen upstairs and downstairs.
- HYT does not have an appointed first aider on site; however we recommend that each user group considers appointing their own when they book to run their group at our premises.
- All accidents are to be recorded in the accident/incident book. The book is kept in the hall/ landing downstairs/upstairs.

HYT will check working conditions, and ensure safe working practices are being followed by:

- carrying out inspections and spot checks (Fabric Chair)
- investigating any accidents or sickness absences that occur (Honorary Secretary)
- Fabric Chair and Honorary Secretary are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Fabric Chair is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

Escape routes are checked by Administrator every week.

Fire extinguishers are maintained and checked by an appropriate consultant contractor.

Alarms are serviced and maintained by an appropriate consultant contractor.

Alarms are tested by Administrator every week.

Emergency fire and evacuation drills are the responsibility of Honorary Secretary and will be carried out periodically.

The Health and Safety Law poster is displayed on the whiteboard on the landing of the first floor.

Health and safety advice is available from the Fabric Chair.

Training records are kept in the office.

Training will be identified, arranged and monitored by Honorary Secretary.