

YMCA Glenrothes

HEALTH & SAFETY POLICY STATEMENT

1. It is the policy of YMCA Glenrothes in all its establishments 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.
2. In particular it is the policy of YMCA Glenrothes to comply with the provisions of the Health & Safety at Work Act 1974 and maintain the following: -
 - 2.1 A safe and healthy working environment
 - 2.2 Safe access and egress from each site
 - 2.3 Safe systems of work
 - 2.4 Safe plant, machinery and equipment
 - 2.5 Adequate information, instruction training and supervision
 - 2.6 Safe methods of use, transportation, handling and storage for goods and materials
 - 2.7 Consultation with employees on health and safety related issues
3. It is the duty of every member of staff and participant to exercise personal responsibility, and to do everything possible to prevent injury to themselves, other staff and participants, or to members of the public. Each member of staff is responsible for alerting their line manager immediately if they feel any work practice, piece of equipment or situation constitutes a health or safety problem. Members of staff should not interfere with or misuse anything provided in connection with health and safety at work.
4. Any member of staff working with chemicals or dangerous equipment should only do so after the appropriate risk assessment has been conducted. Information, training, control measures and Personal Protective Equipment will be supplied where required.
5. All members of staff should be aware of the correct manual handling techniques. Staff should not be involved in lifting heavy items unless agreed previously and the appropriate training provided.
6. All members of staff involved in display screen equipment work should have their eyes tested on a regular basis and take regular breaks, i.e. at least ten minutes away from the screen every hour. All members of staff must carry out their duties in accordance with the training and instructions given to them by their line manager.

7. All members of staff and participants should be aware that untidy work areas are both a safety and a fire hazard. All working areas should be kept clean and tidy, and free from obstructions.
8. Authorised personnel should maintain electrical equipment including light bulbs and plugs. Members of staff should observe the prohibition on using personal electrical appliances.
9. Any accident must be reported immediately to the line manager or senior member of staff on site.
10. The Director of YMCA Glenrothes has overall responsibility for Health and Safety policy.

Responsibilities

Overall and final responsibility for health and safety for YMCA Glenrothes is that of the Director.

Responsibility for the effective implementation and smooth running of this health and safety policy is that of the YMCA Glenrothes Health and Safety Officer.

The day-to-day responsibility for health and safety of YMCA Glenrothes projects is that of the staff member on duty.

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

- To take 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 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/her deputy straight away if they notice a health and safety problem.

All YMCA Glenrothes 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.

All YMCA Glenrothes premises should have a nominated health and safety representative. In instances where staff are working alone, they will be the health and safety representative for their premises.

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First Aid

1.1 First Aid boxes

- Each YMCA Glenrothes premises 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 1.1). Items such as Paracetamol, Aspirin and medicated creams must not be included.
- A First Aid kit shall also be kept in the YMCA Glenrothes vehicles.
- The appropriate manager is responsible for ensuring that the First Aid box is replenished.

1.2 First Aiders

A First Aider is someone who holds a current first aid certificate, issued following a 24-hour training course approved by the HSE. The certificate is valid for three years, after that a refresher course and re-examination is necessary.

- Each of our premises should have a first aider. In locations where there is only one regular staff member, they should be the first aider.
- During project expeditions and residentials, all YMCA Glenrothes staff will take on the role of the Appointed Person (7 hour training course)) in the absence of the First Aider.
Therefore staff shall seek to:
 1. Have emergency first aid training (repeated every three years)
 2. Be in a position to be reached quickly
 3. Be responsible for calling assistance/ambulance
- A record of all accidents should be kept (see accident reporting)
- A notice will be displayed in each of the premises to give the location of the first aid box and the names of the first aid personnel.

FIRE

2.1 Raising the Alarm

The person designated as responsible in each establishment should ensure that, staff is aware of and trained in the proper methods of raising the alarm.

In the event of a person discovering a fire, he/she should immediately raise the alarm, evacuate from the building and then call the Fire Service, following the established procedures.

When calling the Fire Brigade the following procedure should be followed:

- Dial 999 (once an outside line has been obtained)
- You will be asked which service you require - ask for Fire Brigade
- You will be asked your name, telephone number and full address - (give the information you are asked for clearly and calmly. **DO NOT** hang up until the correct information is repeated to you)
- After you have completed the call evacuate the building following the established procedure

2.2 Fire Alarm

The fire alarm can be activated, by operating one of the fire call points situated on the premises.

Staff should be aware of the situation of the nearest fire call point to their place of work. It is the responsible persons duty to ensure that the staff are aware of the fire points or that they should ask their whereabouts and also acquaint themselves with any other fire call points.

2.3 Evacuation

It is the responsible person's duty to ensure that a suitable fire assembly point has been identified, that fire evaluation procedures are in place and that staff are aware of and have been trained in them. The responsible person should ensure that the area under his/her control has been safely evacuated and that all staff/residents/user groups are accounted for at the assembly point. Assembly points should be sufficiently far enough away from the building to ensure that they are not affected by the fire or cause an obstruction to the Fire Brigade.

In the event of a fire evacuation you should proceed in an orderly manner via the nearest exit and assemble at the designated area.

The fire evacuation procedure is displayed on fire action and information notices.

2.4 Fire Alarm Tests

In the interest of safety and in accordance with the relevant legislation, all fire alarms are tested on a regular basis.

The alarm will be tested every week.

2.5 Fire Drills

The responsible person should ensure that fire drills are conducted on a regular basis.

A minimum of two drills per year, not including false alarms, will be completed.

2.6 Visitors and Contractors

The responsible person should ensure that any visitors or contractors are informed verbally or in writing of the fire precaution and procedures.

The safe evacuation of visitors during a fire alarm is the responsibility of the member of staff or participant who is acting as the host on behalf of YMCA Glenrothes. All contractors working on the premises must be informed verbally or in writing of the fire evacuation procedures.

2.7 Fire Doors/Fire Exits/Escape Routes

The responsible person should ensure that the fire extinguishers are serviced at least once every year. Fire extinguishers must never be removed unless they are to be used for their prescribed purpose.

Fire extinguishers, which have been discharged, either partially or in full, must be recharged as soon as is reasonably practicable.

2.8 Fire Risk Assessments

The Fire precautions workplace Regulations 1997 (as amended), requires each workplace to have its own written Fire Risk Assessment, detailing:

- Means of detection and giving warning in case of fire
- Provision of means of escape
- Means of fire fighting
- Training of staff in fire safety

ACCIDENTS, INCIDENT & INJURY REPORTING AND RECORDING

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.) impose statutory duties on all staff members and participants regarding the reporting or recording of work related accidents, injuries and incidents.

3.1 Staff Responsibilities

Should a staff member sustain an injury at work no matter how minor, have an accident or a near miss, the details should be reported immediately to his/her Line Manager.

3.2 Responsible Person

The relevant legislation stipulates that it is the duty of the person designated as the responsible person in each establishment to complete the required steps when reporting and recording accidents, incidents or injuries at work or involving work related activities.

3.3 Enforcing Authority

Accidents resulting in serious injury, diseases or dangerous occurrences as specified in the R.I.D.D.O.R. regulations must be reported to the Local Enforcing Authority. The Enforcing Authority for office premises is the Environmental Health Department.

3.4 Reporting Procedures

Major or serious injuries, diseases and dangerous occurrences must be reported to the Local Enforcing Authority immediately by telephone. A full and accurate record of any telephone report must be kept and should include, date and time of report, content, who made the report, who received the report and their name and position. A telephone report must be followed by a written report using the government approved accident report form F2508. This should reach the enforcing authority within 7 days of the initial telephone report.

Note: If someone is off work for more than 3 days following an accident or is hospitalised for a period of more than 24 hours immediately following an accident, a government form is required.

3.5 Witness Statement

Witness statements should be completed if required.

The statement should be written in the staff member's own words giving a full and accurate account of what they witnessed. Any changes to the statement should be initialed and dated. If more than one page is used these should be numbered. The statement should include the name of the person giving the statement, his or her signature and the date. If the statement has been witnessed the witnesses name, signature and date is also required.

All accidents should be reported in the accident book (BI 510 to comply with the Data Protection Act 1998) and given to your line manager.

3.6 Report

The report should contain:

- The full name of the person involved
- Age
- Sex
- Home address
- Company
- Description of person involved (i.e. employee, passing member of the public, business visitor, social visitor, contractor's employee, other)
- Date of accident/incident
- Time of accident/incident
- Precise location
- Details on what the person was doing, were they carrying out normal work related activities, obeying safety rules, was protective equipment required - being worn - in good order
- What was the general condition of the area in which the accident occurred (e.g. tidy, untidy, obstructed et)
- What was the floor like (e.g. wet, slippery, level etc.)
- Describe the lighting (e.g. good, poor, inadequate etc.)
- Give a full and accurate account of how the accident happened
- What reason was given by the person for the accident
- Give full details of the injuries or any damage caused
- What action has been taken to prevent a similar occurrence
- Details of any medical treatment given (first aid, doctor, hospital etc.)
- What was the status of the injured person (home, hospitalised, referred to GP etc.)

ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 came into force on 1 April 1990. The regulations are aimed at users and not suppliers or manufacturers of electrical equipment.

4.1 Responsible Person

The responsible person should ensure that electrical installations and equipment are installed in accordance with the IEE wiring regulations. He should ensure that any fixed installation is maintained in a safe condition by carrying out routine safety testing.

4.2 Personal Electrical Appliances

Staff should be informed that in the interests of safety, staff will not be permitted to connect any personal electrical appliances to YMCA Glenrothes power supplies, unless tested by a competent person.

4.3 Competent Staff

Staff should be informed that no person should attempt any electrical work without the necessary technical knowledge and practical experience to avoid and prevent danger, loss or injury.

4.4 Visual Inspection

Staff should be informed that a thorough visual inspection of electrical equipment on a regular basis would identify the vast majority of defects, which commonly occur.

4.5 General Guidelines

The following guidelines, if followed by staff, will help reduce the risks associated with electricity in the workplace and electrical equipment:

- Never attempt any repairs to electrical equipment unless you are authorised by the Manager/Director of your establishment and competent to do so
- Do not fit plugs to electrical equipment unless you are authorised by the Manager/Director and competent to do so
- Do not use personal equipment on YMCA Glenrothes premises
- Do not use electrical equipment you are unfamiliar with
- Do not overload plug sockets/boards or adapters
- Do not pull power cables to withdraw plugs from sockets

4.5 (Cont.)

- Always follow the manufacturers operating instructions, read them thoroughly before use wherever practicable switch off electrical equipment when not in use
- Report all faulty electrical equipment to Line Manager
- Observe and obey any safety or warning signs
- Take care of all electrical equipment properly
- Visually inspect electrical equipment before and after use for any obvious defects (e.g. cut in cables, cracked plug, bare wires or signs of overheating etc.)
- Keep electrical equipment well away from water

DISPLAY SCREEN EQUIPMENT (DSE) REGULATIONS

The regulations are for the protection of employees who habitually use display screen equipment as an integral and significant part of their normal work.

5.1 The responsible person should ensure that:

- A decision is reached as to which employees are display screen users
- A workstation meets the requirements of the regulations
- A workstation assessment is carried out for every user's workstation and records maintained
- Repeat assessments are carried out as per the regulations
- Every user is provided with adequate health and safety information and training in the use of any workstation upon which he/she may be required to work (including health concerns, per work checklist, workstation equipment, working environment and furniture, help channels)
- Records of all training are maintained
- Procedures for reporting and addressing hazards identified during workstation assessments have been established
- The activities of users are planned so as to allow for breaks or changes of activity in order to reduce the user's workload at DSE
- A user is provided with appropriate eye and eyesight test at his/her request and at regular intervals thereafter, any such test to be conducted by a competent person and be paid for by the employer
- Costs for the provision of special corrective appliances are met (note: 'normal corrective appliances are at the user's own expense')

The following guidelines outline who should be classed as a user in terms of the law:

- Individuals who depend on the use of display screen equipment to do their job, as alternate means are not readily available for achieving the same results.
- Individuals who cannot exercise discretion as to use or non-use of display screen equipment
- Individuals who normally use display screen equipment for continuous spells of an hour or more at a time
- Individuals who require significant training and/or particular skills in the use of display screen equipment to do their job
- Where fast transfer of information between user and screen is an important requirement of the job
- Where the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical either for safety or financially

5.2 General Guidelines for a User

- You should report to your Line Manager immediately should you experience any pain when using display screen equipment
- You should ensure that you vary your work routine between screen and non screen based activities before the onset of fatigue
- When using display screen equipment it is recommended that breaks are taken away from the screen for 5-10 minutes every 90 minutes
- Users will be provided with an eyesight test on request if the criteria is met as laid down by the regulations
- You should follow the pre-work checklist before commencing display screen work

PERSONAL PROTECTIVE EQUIPMENT (PPE)

6.1

Personal Protective Equipment (PPE) includes both the following, when they are worn for protection of health and safety:

- Protective clothing such as aprons, protective clothing for adverse weather conditions, gloves, safety footwear, safety helmets, high visibility waistcoats etc.
- Protective equipment such as eye protectors, life jackets, respirators, underwater breathing apparatus and safety harness.

The responsible person shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally more effective. PPE should always be regarded as the last resort.

Before choosing any personal protective equipment a risk assessment should be made to ensure that the PPE to be provided is suitable. The responsible person should ensure that the PPE is properly worn, maintained and stored and that any losses or defects should be reported immediately. Adequate instruction, information and training must be provided.

Should you be required to wear personal protective equipment, as detailed under the Personal Protective Equipment at Work Regulations 1992 it will be provided by YMCA Glenrothes at no cost to you.

Any queries should be made to your Line Manager.

MANUAL HANDLING

7.1

Where a general risk assessment has identified the possibility of injury from manual handling operations, the responsible person will make a suitable and sufficient assessment of all manual handling operations which it is not reasonably practicable to avoid. The regulations outline a clear hierarchy of measures, which should be applied:

- Avoid hazardous manual handling operations as far as is reasonably practicable
- Assess any hazardous manual handling operations which cannot be avoided
- Reduce the risk of injury so far as is reasonably practicable

The Manager/Director of your establishment will ensure that measures taken to avoid manual handling or minimise the risk of injury will be monitored and reviewed to establish that they are having the desired effect in practice.

Assessments should be carried out by those who have: relevant experience, knowledge or have attended the appropriate training course in this regard.

7.2

There are four main factors, which should be examined in a detailed risk assessment:

- Task
- Load
- Working environment
- Individual capacity

In certain circumstances it may be advisable to call an outsider or specialist advice where unusual or complex manual handling is involved.

The responsible person will ensure that staff: have received the appropriate information and training necessary, to enable them to perform the relevant tasks safely.

All those who are expected to carry out manual handling training should receive appropriate training. Training will not eradicate the risk of injury but, if properly applied, will help reduce these risks significantly. Any training provided should leave staff with a clear understanding of:

- How potentially hazardous handling operations can be recognised
- How to deal with unfamiliar handling operations
- The proper use of personal protective equipment
- Features of the working environment that contribute to safety
- The importance of good housekeeping
- Factors affecting individual capability
- Good handling techniques

From time to time as part of your normal working routine you may be required to carry out some light manual handling duties. However any large, heavy and bulky items, that requires to be moved should be lifted by staff and participants who have been specially trained in manual handling techniques.

7.3

The following guidelines if followed will help to ensure safer manual handling:

- **Think** before you do anything
- **Plan your lift** - is your route of travel clear, is there a space available for the load you wish to move, do you need rest stops
- **Check the load** - is it too heavy, bulky, is the weight distributed evenly, is there anything sharp or abrasive sticking out, is the packaging secure, can be weight be reduced
- **Is help available** - mechanical aids, other staff members
- **Stand as close to the load as you can**, and spread your feet to form a stable base. If the object to be lifted is on a shelf or racking, slide the load close to you
- **Bend your knees**, keeping your back in a natural line. Do not bend right down, through; if you bend your knees too much it will reduce your power to lift
- **Grasp the load firmly** with your hands, not just your fingers. If the load is rough or awkwardly shaped, remember to be wearing protective gloves
- **Raise your head as you start to lift**
- **Lift, using your legs**, not your back. Move your feet
- **Hold the load as close to the centre of your body** as you move
- **Avoid twisting your body** - stooping, bending or leaning back. If you must change direction, move your feet instead
- **Make sure that you can see where you are going**

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

8.1

The Control of Substances Hazardous to Health Regulations 1988 (COSHH) as amended by the COSHH (Amendment) Regulations 1992 and latterly by the COSHH regulations 1999 placed statutory duties upon both employers and employees

The responsibility for COSHH will be a form of partnership between staff, who shall identify potential hazardous substances, and the responsible person who shall, subject to employee/user consultation, risk assess, prevent/control and monitor its uses.

The results of such identification and assessment shall be held in the health and safety file in each establishment.

The Manager/Director should:

- Maintain a COSHH register and update it as required
- Carry out a risk assessment for all hazardous substances, if required
- Ensure that hazard data sheets are received for all substances
- Provide information, instruction and training to staff as required
- Ensure that staff, are aware that they must report any unidentified substances.

Staff exposed to hazardous substances must be provided with such information, instruction and training as is suitable and sufficient for them to know the health risks associated with the substances with which they work.

The following guidelines, if followed, will reduce the risks associated with COSHH:

- You should not recklessly or intentionally interfere with or misuse substances hazardous to health
- You must report the accidental release of a hazardous substance to the Director
- Prior to the use of a hazardous substance, you must refer to the information contained in the COSHH register
- Should you identify a substance not included in the COSHH register it should be immediately reported to the Director
- Unidentified substances should be reported immediately to the Director. On no account should you investigate the contents/properties of unidentifiable substances
- You should not use any hazardous substances unless it is identifiable and included in the COSHH register

COSHH assessments for all products that the organization use have been carried out, staff should only use these products, any new products staff wish to use, must have a COSHH assessment carried out from the product data sheet before it is used.

RISK ASSESSMENT

9.1

YMCA Glenrothes will, in accordance with its stated Health & Safety Policy Statement and to comply with the Management of Health and Safety at Work Regulations 1992, carry out suitable and sufficient risk assessments for all YMCA Glenrothes operations which might involve risks to the health and safety of our staff or any third parties.

Hazards - a hazard is something with the potential to cause harm, e.g. chemicals, machines, systems of work, working environment etc.

Risk - expresses the *likelihood* that harm from a particular hazard is realised

Extent of the risk - covers the people who might be affected or exposed to a risk and the consequences of them

Risk therefore reflects both the likelihood that harm will occur and its severity. The purpose of an integrated and comprehensive risk assessment is to identify any shortfalls in compliance with existing health and safety legislation and help prioritise action to rectify areas, which have not yet been properly addressed.

Any significant findings of the risk assessments will be recorded. The significant findings of risk assessment include:

- Hazards which might pose a serious risk to staff or others if not properly controlled
- The existing control measures in place and the extent to which they control the risks present, (this will not replicate information held elsewhere but will refer to more specific risk assessments if appropriate)
- The number of staff and any other high risk groups who may be affected by these significant risks

Major Incident Plan

10.1 Introduction

Minor emergencies occur frequently and are dealt with as normal routine. Other emergencies however are greater in both scale and effect. They require more resources to deal with them and the timescale for response is often short.

10.2 Priorities

The priorities implicit in this plan are firstly to save human life and then to protect property and the environment.

10.3 Incident Classification

For emergency planning and response purposes, incidents are classed as:

- **Major** (i.e. they require special arrangements to be put into place.) or
- **Minor** (i.e. they can be dealt with using normal structures, resources and procedures.)

10.4 Definition and Implications

For the purposes of this plan the following definition of a **major** incident, is used:

Any emergency that requires the implementation of special arrangements by one or more of the local authority, emergency services or the National Health Service for:

- The rescue and transport of a large number of casualties;
- The involvement, either directly or indirectly, of large numbers of people;
- The handling of a large number of enquiries likely to be generated, both from the public and the news media;
- Any incident that requires the large scale combined resources of the local authority and the emergency services;
- The mobilisation and organisation of the local authority, emergency services and supporting organisations to cater for the threat of death, serious injury or homelessness to a large number of people.

10.5 The plan

The emergency services, health boards and other main responding agencies each have their own Major Incident Plans. Material in this plan relating to the functions of other agencies is for information only and is intended to act as a guide to the level/type of response that may be expected. The Council Emergency Planning Officer holds copies

of the Major Incident Plans for the emergency services, NHS Fife and the other local authorities in the Fife Police Area.

In the event of a **Major Incident**, we would hand over responsibility to the appropriate authority, who in turn would bring their Major Incident Plan into effect, with our staff assisting in any way required.

We have our own emergency action plan for Fire, which would come into effect should a worse case scenario happen. The Major Incident Plan, covers all unforeseen incidents from those of only local significance (eg: severe weather) to those requiring a national (eg: fuel crisis, Foot & Mouth Disease) or international (eg: terrorism, SARS) response.

Presentations

11.1

The member of staff, as the host of the visitor, 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 does not exceed the fire limit of the room being used for the presentation.

Housekeeping

12.1 Health

YMCA Glenrothes staff must ensure that YMCA Glenrothes premises are:

- Adequately ventilated
- Temperatures should ensure reasonable comfort – at least 16°C or 13°C 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 the member of staff identifies a problem in ensuring healthy premises, they should Contact the YMCA Glenrothes Health and Safety Officer.

12.2 Safety

YMCA Glenrothes staff should ensure that YMCA Glenrothes premises are safe:

- All electrical items should be maintained in efficient working order and checked regularly by authorized personnel.
- There should be sufficient “traffic routes” of sufficient width and headroom, to allow people to circulate safely with ease.
- Floors should not have holes, uneven or slippery surfaces and should be kept free of obstructions.
- Shelves should be stacked so that they are not likely to fall and cause injury.
- Openable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not be dangerous. they should be cleaned in a safe manner.
- Doors should not be obstructed.

If the member of staff identifies a problem in ensuring the safety of the premises, they Should contact the YMCA Glenrothes Health and Safety Officer.

12.3 Welfare

YMCA Glenrothes 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. All premises should have adequate storage.
- an adequate supply of drinking water should be provided (ie a mains tap)
- adequate suitable and secure spaces should be provided to store team/visitors member's clothes and special clothing.
- YMCA Glenrothes premises can be used for eating etc provided that they are adequately clean and there is a suitable surface on which to place food.
- Arrangements must be made to protect non-smokers from discomfort caused by tobacco smoke in any separate rest areas.
- Rest facilities should be available for pregnant and nursing mothers where appropriate.
- 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 the member of staff identifies a problem in ensuring the safety of the premises, they should contact the YMCA Glenrothes Health and Safety Officer.

Codes of Safe Practices

13.1 Working alone

If working alone, YMCA Glenrothes staff should:

- Identify any no go areas of the building – such as a cellar, loft or other confined space.
- Another member of staff should be designated to monitor the work situation, until the task is complete.

13.2 Male/female staff ratios

Wherever possible, one male and one female staff member should attend residential. It is advisable for staff to ensure that problems which young people bring up of a personal nature should be discussed with a responsible person of the same sex. Please refer to YMCA Scotland child protection policy.

13.3 Transportation

Any YMCA Glenrothes staff using their own vehicle for transporting residents, should be aware of the following:

- It is the responsibility of the car driver and owner to ensure that the vehicle is roadworthy and has a current MOT certificate.
- The car driver is responsible for having a valid driving license.
- The car driver and owner to ensure that adequate insurance is taken out and maintained.
- Carry out risk assessments for activities involving drivers, passenger assistants, office staff and passengers, etc.
- Decide who is at risk, what control measures can be put in place to reduce the risk and the level of the residual risks.

13.4 Cash Handling

When handling cash, YMCA Glenrothes staff should:

- Minimise the occasions when it is necessary to handle cash
- Avoid leaving cash or cheques exposed to temptation
- Vary times and routes of travel, trying to avoid being alone, if necessary request security support
- Complete all documentation accurately and timeously, ensuring completed documentation is stored securely

Appendices

14.1 What to include in the Health and Safety induction for young people

- Introduction to the health and safety policy
- Pointing out Fire Exits
- Have a Fire Drill and if applicable, a fire alarm test
- Location of First Aid boxes
- Personal responsibilities
- Equipment
- Hygiene

14.2 First Aid kit contents

- One guidance card
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work premises
- Two sterile eye pads, with attachment
- Six individually wrapped triangular bandages
- Six safety pins
- Six medium sized individually wrapped sterile un-medicated wound dressings (approximately 10cm x 8cm)
- Three extra large sterile individually wrapped un-medicated wound dressings (approximately 28cm x 17.5cm)

14.3 HEALTH & SAFETY QUARTERLY INSPECTION

Location:

Date:

1. Statutory Notices

- Health and Safety Policy available? YES NO
- Health and Safety Law Poster displayed? YES NO
- Employers Liability Insurance Certificate displayed? YES NO
- Were other necessary posters displayed? E.g. woodworking machines, Abrasive Wheels etc. YES NO N/A

2. Emergency Evacuation

- Were evacuation procedures prominently displayed? YES NO N/A
- Were sufficient escape route signs displayed? YES NO
- Were all passageways clear? YES NO
- Were emergency exits able to be opened? YES NO
- Were external emergency exits/routes able to be opened and clear? YES NO
- Date of last evacuation/practice?

3. Fire Safety

- Was 'Smoking' Policy in operation? YES NO
- Were extinguishers located as required? YES NO
- Date of last extinguisher service?
- Were all extinguishers serviceable? YES NO
- Was the Fire Record book completed? YES NO N/A
- Were the fire action procedures displayed? YES NO

- Date of last fire alarm check: N/A
- Date of last sprinkler check: N/A
- Was other listed equipment serviceable? YES NO N/A
- Were flammable materials clear of heat sources? YES NO
- Were all fire doors closed? YES NO

4. Accidents

- Were first aid boxes in listed locations? YES NO
- Did they contain the stated contents? YES NO
- Was the Accident Book located as stated? YES NO
- Had entries been made correctly? YES NO
- Were accident reporting forms made available? YES NO
- Had reportable accidents been reported? YES NO

5. Housekeeping

- Were the premises clean? YES NO
- Was there an excess of waste materials? YES NO
- Were equipment and materials stored safely?
cupboards, shelves, drawers etc. YES NO
- Were flammable materials stored in locked and
marked cupboards? YES NO
- Were floors in a safe condition, dry and free
of contaminates? YES NO
- Were floor coverings secured and safe? YES NO
- Sufficient space around/between work areas? YES NO

6. Electrical

- Were all sockets securely fixed? YES NO
- Were any sockets being overused? YES NO
- Date of last portable apparatus check:
- Date of last fixed machinery check:
- Date of last electrical installation check:
- Were trailing leads being used safely? YES NO
- Were all lights in common areas in working order - passages, stairs etc? YES NO

7. Ladders

- Are ladders/steps of the correct type, inspected and properly maintained? YES NO
- Date of last ladders/steps inspection?
- Are ladders footed, lashed etc. when in use? YES NO
- Are ladders stored securely when not in use? YES NO

8. Protective Equipment/Clothing

- Were guards and rests correctly fitted? YES NO N/A
- Was protective clothing being worn? YES NO N/A
- Were notices displayed? YES NO N/A

9. Hazardous Substances

- Were all hazardous substances listed? YES NO N/A
- Were guidelines available to users? YES NO N/A

10. Contractors and Visitors

- Were visitors issued with Health and Safety Rules? YES NO N/A
- Had signed Health and Safety Rules for contractors been kept? YES NO N/A

11. Environment

- Rest and refreshments area clean? YES NO
- Washing – hot water, soap, drying facilities? YES NO
- Toilets – clean, plus toilet supplies? YES NO
- Was there a thermometer in each area? YES NO
- Adequate lighting? (Does not cause eye strain) YES NO
- Satisfactory seating where required? YES NO

12. Hazards

- Were there any hazards identified? YES NO
- Were safe systems of work written for those hazards which could not be eliminated or substituted? YES NO

Any other Comments:

Quarterly Inspection carried out by

Signed.....

Date.....

14.4 HEALTH & SAFETY ANNUAL AUDIT

Location:

Date:

1. DOCUMENTS, NOTICES AND RECORDS

- | | | | |
|---|-----|----|-----|
| • Health & Safety Policy on Available? | YES | NO | |
| • Policy completed correctly? | YES | NO | |
| • Health & Safety Law poster on display? | YES | NO | |
| • Employers Liability Insurance Certificate on display? | YES | NO | |
| • Other applicable legislative notices on display? | YES | NO | N/A |
| • Premises registered with appropriate authority? | YES | NO | |
| • Fire Certificate? | YES | NO | N/A |
| • Fire record book available and available? | YES | NO | N/A |
| • Emergency Evacuation procedures on display? | YES | NO | |
| • Procedures in case of an emergency on display? | YES | NO | |
| • Fire extinguisher locations identified? | YES | NO | |
| • Accident Book BI 510 available? | YES | NO | |
| • Accident reporting forms F2508 available? | YES | NO | |
| • Location of First Aider and facilities identified? | YES | NO | |
| • COSHH register and completed assessments available? | YES | NO | N/A |
| • Record of portable appliances completed? | YES | NO | |
| • Record of fixed electrical machinery completed? | YES | NO | N/A |
| • Record of electrical installation completed within the last five years? | YES | NO | N/A |

- Visitors Health and Safety rules available? YES NO
- Contractors Permits to Work signed and filed? YES NO N/A
- Safety Inspections completed as scheduled? YES NO
- Non-conformance sheets completed and filed? YES NO

2. ORGANISATION AND ARRANGEMENTS

- Have personnel been trained to meet their health and safety responsibilities? E.g. Manual handling, use of fire extinguishers? YES NO
- Are maintenance arrangements for buildings, machinery and equipment satisfactory? YES NO

3. HAZARDS

- Are dangerous substances correctly identified, handled and stored? YES NO N/A
- Are dust and noise hazards controlled? YES NO N/A
- Are temperature, lighting and ventilation controlled? YES NO
- Are all machines guarded properly? YES NO N/A
- Is personal protective equipment available, and staff trained in its use? YES NO N/A
- Are written safe systems of work available for all potentially hazardous operations? YES NO N/A

Any Other Comments:

Annual Audit carried out by

Signed.....

Date.....

**SIGNED BY HEALTH AND SAFETY OFFICER AS PERSON RESPONSIBLE
FOR IMPLEMENTATION OF THIS POLICY**

SIGNED _____ **(Director)**

DATE _____

(Review will take place within 18 months of this date)