

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

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 and IOW

Chris Hand – Portsmouth and IOW
Community Director

Southampton and Basingstoke

Chris Heighway – Southampton
Community Director

Fairthorne Manor

Jim Hooper – Director

Day to day responsibility delegated to:

Branch Managers

Southampton, Hedge End Housing

Chris Heighway

Albany View Housing

Simon Davies

East Anton, Andover

Jamie Douglas

Eastleigh Pre-school

Natalie Ryves

Basingstoke	Laura de Meza-Clark
Weston Nursery,	Katy Wills
Weston Library	Alison Murray
Townhill Nursery	Claire Baker
Newtown Nursery & Southampton Daycamps	Gemma Oakley
Newtown Youth and Community Centre	Sharlien Kennedy
Woolston Nursery	Alison Murray
Winchester House	Simon Davies
St Marys Nursery	Sharlotte Bishop
Little Whale Nursery	Jo Currass
St Vincent Nursery	Chelsea Howard
Portsea Nursery	Kim Mansbridge
Portsmouth Children's Work	Chelsey Croucher
Millbrook Nursery	Kirsten Hill
HYPE and Kings Somborne	Steve Watson
Bugle House	Peter Scaife

Accident reporting, RIDDOR & work related ill health	Peter Scaife - Facilities Director
Emergency procedures, fire and evacuation	Peter Scaife - Facilities Director
Facilities team operations	Peter Scaife - Facilities Director
Induction training	Phillipa Spicer – Chief Finance Officer
Child Protection - policies and training	Chris Hand – Portsmouth and IOW Community Director
Reporting and monitoring procedures	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 health and safety.
- Report all health and safety concerns to an appropriate person.