



## Health & Safety Policy

**Policy owner:** Director of Place & Environment  
**Policy lead:** Head of Health, Safety & Fire  
**Trustee committee responsible:** Trustee Board  
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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

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## SECTION 1 - HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

ONE YMCA recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, contractors, residents and others using ONE YMCA premises. ONE YMCA will take reasonably practicable steps to fulfil its responsibilities and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and all relevant statutory provisions.

ONE YMCA operates an integrated health, safety and environmental management system, which is focussed on the identification of hazards, and elimination of risk where reasonably practicable, or the control of key processes to prevent the risk of injury and damage. It is also our intention to encompass health, safety and environmental best practice into our decision making and operational management. This is done bringing this policy to the attention of all stakeholders and specifically by:

- Providing safe premises to stay and work;
- Providing and maintenance of safe plant and equipment;
- Complying with legislation, guidance and approved codes of practice;
- Providing adequate resources for the effective management of health, safety and environment;
- Providing regular information, instruction, training and supervision to our employees to ensure they are competent in their responsibilities;
- Carrying out regular audits of our health, safety and environmental safety management systems;
- Ensuring that emergency procedures are in place at all locations for dealing with foreseeable health, safety and environmental incidents;
- Annually establish meaningful, measurable targets and goals for health, safety and environmental performance as part of the health and safety committee;
- Maintaining an open and constructive dialogue on health, safety and environment issues with our employees, contractors, suppliers and regulatory authorities;
- Minimising waste and increase recycling within the framework of our waste management procedures;
- Promoting environmentally responsible purchasing
- Raising awareness and encouraging participation on health, safety and environmental matters;

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:



Dated: 13 December 2023

Name: Guy Foxell

Position: Chief Executive Officer

## SECTION 2 – ORGANISATION AND RESPONSIBILITIES

### **OUR MISSION AND VALUES**

Inspired by, and faithful to, our Christian values, we create supportive and energising communities that are open to all, where young people can truly belong, contribute and thrive.

### **WHAT WE DO**

One YMCA supports people across Hertfordshire, Bedfordshire and Buckinghamshire through a range of crucial services across multiple communities.

We are proud of our diversity and work with all ages, faiths and backgrounds, as part of a global network of 14,000 YMCAs, celebrating 175 years of life-changing work.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

### **HEALTH AND SAFETY RESPONSIBILITIES**

#### **Board of Trustees**

The Board has the ultimate responsibility for the health and safety of ONE YMCA but discharges this responsibility through the Chief Executive Officer down to individual managers, supervisors and employees.

The Board will ensure that:

- They make themselves familiar with the requirement of the Health and Safety at Work Act and associated health and safety legislation which are relevant to ONE YMCA;
- They lead in developing a positive health and safety culture throughout the organisation;
- All of their decisions reflect good health and safety intentions;
- Adequate resources are made available for the implementation of this policy;
- They promote the active participation of employees in improving health and safety performance;
- They review the health and safety performance of ONE YMCA as part of routine board meetings.

#### **Chief Executive Officer**

The Chief Executive Officer has overall responsibility for ensuring compliance with this policy but delegates the responsibility for implementation to the Director of Place & Environment & Head of Health & Safety, Fire

The Chief Executive Officer will ensure that:

- They actively lead the implementation of our Health and Safety Policy;
- A risk register of continuous improvement is created and senior management monitor progress against agreed targets;

- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements;
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met;
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel;
- A system of communication and consultation with employees is established;
- An effective programme of training is put in place;
- An annual report on the safety performance of the Organisation is presented to the Board.

### **Director of Place and Environment & Head of Health & Safety, Fire**

The Director of Place and Environment & Head of Health & Safety, Fire will ensure that:

- The Health and Safety Policy and associated arrangements for managing health and safety is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- They communicate and consult with staff on health and safety issues and changes;
- They encourage a proactive health and safety culture and issues concerning safety are thoroughly investigated and, when necessary, further effective controls implemented;
- Risk assessments are documented, recorded and regularly reviewed;
- Training is provided in keeping with roles and responsibilities;
- Accidents, incidents and near misses are investigated, recorded and reported to the Local Authority when necessary;
- Statutory compliance requirements are being met and that suitable systems are in place for management of health, safety and fire safety compliance;
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- The roles and requirements under the Construction (Design and Management) Regulations are established and met when refurbishment works take place;
- The roles and responsibilities of individuals in this policy are communicated to them and understood;

### **Project Managers**

The Project Managers will be responsible for the co-ordination of health and safety arrangements. They will ensure that:

- Safe systems of work are developed and implemented;
- Premises, plant and work equipment are maintained in a safe condition;
- Tasks are only carried out by employees or contractors who have been able to demonstrate their health and safety competence;
- They supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- All repairs to plant carried out on site are carried out in a safe manner;
- The roles and requirements under the Construction (Design and Management) Regulations are adhered to;

### **Line Managers/Directors of Services**

Line Managers have a direct responsibility for the health, safety and well-being of their employees and must ensure that:

- They supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- Any safety issues reported to them are investigated and escalated as necessary;
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- Safe systems of work and risk assessments are developed and implemented
- Health surveillance is carried out and records are kept

### **Site Managers**

Site Managers have a direct responsibility for the health and safety and fire safety of the building's they manage and will ensure that:

- They implement this Health and Safety Policy;
- They supervise employees and contractors working in their buildings to ensure that they work safely, providing increased supervision for new and young workers;
- They communicate and consult with management on health and safety issues;
- They encourage building users to report hazards and raise health and safety concerns;
- Issues concerning safety raised by anyone are escalated to management;
- Safe systems of work, risk assessments and method statements are adhered to;
- Accidents, incidents and near misses are recorded, investigated and reported to senior management;
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- The site is maintained to a good standard of housekeeping;
- Adequate arrangements for fire and first aid are established

### **All employees**

All employees must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules outlined in the Health & Safety Policy;
- Understand and comply with the Health and Safety Policy;
- Use all equipment, devices and protective clothing as directed;
- Maintain all equipment in good condition and report defects to their Line Manager;
- Report any safety hazard or malfunction of any item of plant or equipment to their Line Manager;
- Report all accidents to their Line Manager whether an injury is sustained or not;
- Attend as requested any health and safety training course;
- Observe all laid down procedures for processes, materials and substances used;
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

### **Contractors**

ONE YMCA outsource work activities that are outside the remit and expertise of their own employees. However, as contractors are not under the direct control of ONE YMCA this can pose

additional risks therefore to protect ONE YMCA and the premises in which contractors work on contractors must ensure that they:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the site safety rules;
- Submit their health and safety documentation including policies and relevant risk assessments to ONE YMCA for approval in a timely manner;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress sensibly and safely for their particular working environment and/or work activities;
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- Maintain all equipment in good condition and report defects to their site contact;
- Provide suitable personal protective equipment for the job at hand wear it in keeping with risk assessments;
- Work in line with risk assessments and method statements for the job at hand;
- Report any safety hazard or malfunction of any item of plant or equipment to their site contact;
- Report all accidents, incidents and near misses to their site contact whether an injury is sustained or not;
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

### **Competent Advisors**

ONE YMCA engage with independent consultancies to provide competent advice and guidance on health, safety, fire and environmental best practice.

They are also engaged to provide wider support writing policies, procedures and risk assessments in consultation with ONE YMCA.

## **ARRANGEMENTS**

### **Introduction**

Section 2 (3) of the Health and Safety at Work etc Act 1974 requires employers to have a written statement of the arrangements for carrying out their health and safety policy. Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires employers to make and give effect to such arrangements as are appropriate, having regard to the nature of their activities and the size of their undertakings, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

In this arrangements document ONE YMCA have outlined the minimum expectation for delivery for each business line. Site specific controls where they differ from those outlined in the below should be documented at a site level.

### 3. ARRANGEMENTS

#### Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on One YMCA premises during the course of their employment or in any other location whilst on duty.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures. It is to be noted that this procedure does not apply to tenants and residents.

##### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Organisation.

#### **Accident Reporting and Recording**

All accidents, near misses and work-related illnesses must be reported and recorded via the Assurity Plus 2.0 helpdesk.

All incidents will be recorded on the property risk compliance system Assurity Plus 2.0. This electronic reporting system will retain information securely in accordance with GDPR and data protection laws.

All incidents will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

Employees must ensure that they are aware of the accident reporting procedure and who to turn to for advice.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations

- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

Accident reporting to the HSE where necessary will be carried out by the Director of Place and Environment or their nominated deputy.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All accidents where the root cause is not immediately identifiable will be fully investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Investigations shall be carried out by Housing/Site Managers with the assistance and support from senior management the Place and Environment Team. Where it deemed necessary a third party will carry out the investigation on behalf of One YMCA.

### **Asbestos**

One YMCA will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
  - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

- The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
  - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
  - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
  - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- the management of work in premises that may contain asbestos
    - **Training and Information** - Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.
    - **Health Surveillance** - Employees who carry out licensed work with asbestos will receive a medical examination by a qualified practitioner before asbestos work commences and every two years after that. Employees who only carry out notifiable non-licensed work with asbestos will receive their examinations every three years instead.

### Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees. Where necessary our appointed Health and Safety Consultancy will be contacted for immediate advice.

### Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the Organisation will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

### **Communication and Consultation**

It is a legal requirement for One YMCA to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings.
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

We will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

### **Confined Spaces**

One YMCA will take all reasonable steps to secure the health and safety of employees and/or contractors, who are required to enter into confined spaces.

#### **Definition**

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

The following steps will be taken:

- identify and document all confined spaces
- prevent unauthorised access to confined spaces
- provide a nominated competent person(s) to carry out risk assessments when entry into confined spaces is planned
- maintain a documented safe system of work and permit-to-work system, which must be used whenever entry into confined spaces is required
- implement and maintain appropriate and documented procedures for the rescue of workers from confined spaces in the event of an emergency
- when entry into confined spaces by contractors and sub-contractors (including the self employed) is required:
  - ensure that protective equipment and other safety equipment is used, so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen
  - ensure that users of such equipment have received adequate training in their use.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

One YMCA employees are not required to enter any confined spaces as a part of their role. Entry to confined spaces will at all times be carried out by a competent contractor.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of othe

### Control of Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

On an annual basis contractor health and safety documentation will be requested to ensure we as a company retain the most up to date information.

Clearly, it will not be necessary to go to such lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

When contractor attend any One YMCA property they are required to scan a QR code which notifies us of their presence. We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately

### **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another companies premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so we can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Where the task being performed is high risk in nature the Project Management Team will issue a permit to be issued and documentation scrutinised.

### **Information and Training**

One YMCA will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

### **Construction work and the Construction (Design and Management) Regulations**

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties

- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or Organisation who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

Where we see fit we will seek external advice and consultation regarding any construction works that occur to any One YMCA premises.

### **Disabled People at Work**

One YMCA will give full and proper consideration to the health and safety of disabled people at work as well as visitors.

To achieve this, we will:

- treat all employees and visitors who have a disability with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- investigate and, where appropriate, discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Building managers with the assistance of the Property and Environment team are responsible for carrying out our personal emergency evacuation plans (PEEP) for their employees and contractor and ensuring that all residents/tenants are aware of their responsibilities regarding the safe evacuation of persons with a disability.

Properties that are attended are to ensure that anyone identified with a new visible injury that would impede their safe escape from the building are to notify the Property and Environment team.

An access checklist will be carried out for all properties. Should there be any doubt about the accessibility of a building or any issues are raised as a part of the checklist, further advice will be sought from a suitably competent employee such as Place and Environment, Head of Health and Safety, Fire, or other competent person or external contractor. If necessary, an in-depth access audit will be carried out.

One YMCA will provide suitable facilities and workstations for employees with disabilities and will make reasonable adjustments to improve workplace accessibility for our employees. Refuge points and pull cords in accessible properties will be maintained accordingly and tested.

When any changes to the fabric of the building take place, these will be in line with current regulation.

### **Display Screen Equipment**

All reasonable steps will be taken to secure the health and safety of employees who work with display screen equipment.

To achieve this objective we will:

- identify display screen equipment users
- ensure an assessment or self-assessment of each user's workstation is conducted
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- We offer the supply, as part of our health cash plan (a limited cashback) for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment (Contact the People Team for more information)
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment
- review display screen equipment assessment on an annual basis or when a change in working condition is brought to our attention

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

### **Driving for Work**

Please REFER to the company Driving Policy within the Staff Handbook

### **Drugs and Alcohol**

Please REFER to the company Code of Conduct and separate Human Resources Policies and Procedures for our drug and alcohol policy.

### **Electrical Safety**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

- Fixed wiring installation testing

All fixed wired electrical installation testing should be undertaken at least every five years or when there is a new electrical installation fitted. This is the preferred method of fixed wire testing. Alternatively, 20% of installation testing can be carried out each year over a five year period.

All testing of the electrical installations should be carried out in accordance with the standard laid down in the Code of Practice, for the Requirements for Electrical Installations and a competent person must carry out any testing.

A report on the condition of all fixed electrical installations should be provided by the inspecting organisation. Any deviation from the relevant standards should be reviewed and actioned as appropriate to ensure the system is safe to use.

Any actions identified specifically C1 and C2 actions will be addressed and corrected. C3 and C4 actions will be considered and reviewed.

- Portable appliance testing (PAT)

Portable appliance testing (PAT) is done annually. One YMCA will only carry out PAT for appliances which are within its domain of responsibility to maintain.

Employees are discouraged from bringing personal electronic appliances into the workplace. This includes the use of mobile phone charges, portable heaters, fans any other electrical items.

Contractors are responsible for carrying out PAT on their own equipment.

Any appliance that fails the test should be removed from use, to prevent electric shocks and burn that may result from using such defective equipment.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

## Environment

All reasonable steps will be taken to protect the environment. In order to discharge its responsibilities the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce water and energy use
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- promote environmentally responsible purchasing

- provide suitable training to enable employees to deal with their specific areas of environmental control
- improve the environmental efficiency of our transport and travel
- establish targets to measure the continuous improvement in our environmental performance
- eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- only engage contractors who are able to demonstrate due regard to environmental matters
- bring the Environmental Policy Statement to the attention of all employees.

### **Environmental complaints procedure**

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity and at least within 24 hours
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant, a Senior Manager or Director
- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible.

All employees are responsible for working towards the objectives contained within this policy.

### **Events**

The Health and Safety Team in conjunction with management are responsible for ensuring that relevant, suitable and sufficient risk assessments are completed for company events where necessary. For example; where there is a risk of injury or loss occurring, which is foreseeable. Such risk assessments should be communicated to any person(s) at risk, stored and reviewed as necessary.

The One YMCA Health and Safety Representative is to be informed should there be any events taking place. For events which are deemed as high risk in nature external competent advice may be sought.

### **Fabric of the Building and Inspection**

Place and Environment are responsible for ensuring that monitoring of the internal and external fabric of our buildings are taking place in order to highlight and manage near misses which could cause accidents and incidents. Before any new building are brought under the responsibility of One YMCA proper due diligence will be performed to ensure that the building is fit for purpose. This usually included an evaluation of the building or a survey carried out by a competent person either internally or externally.

The frequency of these checks will depend on the type and design of the property and will be defined on an individual property basis.

## Internal fabric

Type of property	Arrangement
Attended hostels e.g. Watford Hostel	<ul style="list-style-type: none"><li>• Patrols are carried out regularly, and any issues are escalated to the property management team for reactive maintenance.</li><li>• Cleaning teams complete regular walkarounds of common areas.</li><li>• Room inspections are carried out and reactive maintenance would be escalated as required.</li><li>• Health and safety assessments are carried out, including a site inspection</li></ul>
Attended properties e.g. Family/Children Centres, Nurseries, Community Hubs, Gyms etc	<ul style="list-style-type: none"><li>• Property inspections are carried out and reactive maintenance would be escalated as required.</li><li>• Annual health and safety assessments are carried out, including a site inspection</li></ul>
Non attended properties e.g. Houses, Flats	<ul style="list-style-type: none"><li>• Occupiers and contractors are responsible for contacting the property management team if there is a need for any reactive repairs in the common areas.</li><li>• Monthly room and property inspections are carried out and reactive maintenance would be escalated as required.</li><li>• Annual health and safety assessments are carried out, including a site inspection</li></ul>

All inspections, patrol, room inspections and assessment will be carried out on a risk based approach and this will differ pending on the nature and setup of the building as well as the tenants who occupy it.

## External fabric

An independent consultant completes audits of the external fabric of buildings. These will be carried out as necessary or when an issue is reported or raised concerning the building that we manage.

## Records

Property and room inspections are recorded on Assurity Plus 2.0. This will also be utilised to report issues that are identified within the building via the Helddesk function..

A record of the fabric surveys should clearly state which areas of the building were included. It should highlight any issues identified and give a clear plan for any remedial actions required. Documented evidence should demonstrate that any actions arising from the inspection have been reviewed and/or completed.

## Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Organisation will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Organisation does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## **First Aid**

One YMCA is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective we will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box. Where properties are attended there will also be an Appointed Person to take charge of the first aid arrangements.

A First Aid Needs Assessment will be documented for each type of property under our responsibility. The needs of each property will differ pending on the residents, its use and the number of staff and contractors based at each location.

## **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

## **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

## **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

## **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations
- staff participating in sporting or social events arranged or supported by the employer

## **Mental Health First Aiders**

Subject to the availability of One YMCA employees who wish to volunteer, we will appoint and train mental health first aiders. Mental health first aiders are qualified personnel who have received training in dealing with mental health issues employees may have.

Having mental health first aiders raises employees' awareness of mental ill-health conditions, including signs and symptoms. Those trained have a better understanding of where to find information and professional support and are more confident in helping individuals experiencing mental ill-health or a crisis. They will be identified on the signage for physical first aiders and will have the same access to refresher training and facilities.

## **Gas Safety**

One YMCA will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

We are committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

One YMCA supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Organisation will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

### **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. Where possible non-hazardous substances will be used as an alternative and to reduce the risk of exposure to employees. Where the use of hazardous substances cannot be avoided One YMCA will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- risk assessments will be shared and read by relevant employees to ensure understanding of the control measures in place to prevent the risk of injury
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance

- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

### **Information and Training**

We will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

### **Health, Safety and Welfare**

One YMCA is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well-maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

We recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

### **Health Surveillance**

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented One YMCA will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

### **Format of Health Surveillance**

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

### **Frequency of Health Surveillance**

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to their line management if any problems are experienced. Baseline data will usually be gathered at the employment interview stage.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual, however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

### **Record Keeping**

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the company.

### **Night Working**

One YMCA will ensure, so far as is reasonably practicable, that employees who work nights are not put at any additional risk. We will identify from risk assessment any necessary controls required for night workers.

A 'night worker' is defined as one whose daily working time includes at least three hours of night time:

- on most days worked
- on a proportion of the days worked which is specified in a collective or workforce agreement
- often enough for it to be said that the night work is as a normal course.

To implement effective measures for night workers we will ensure that:

- risk assessments are carried out for all work activities undertaken by night workers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- night workers are informed of any risks to them and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- health assessments are conducted prior to starting night work and are reviewed at regular intervals
- where an individual cannot work nights due to a health condition, other employment options or restrictions will be considered on a temporary or permanent basis where possible
- new and expectant mothers will be assessed once notified
- young workers may not be legally allowed or suitable for night work, depending on the task or duration. This will be assessed prior to starting any night work.

### **Health Assessment**

Those identified as night workers will be offered a Health Assessment prior to starting working nights and at regular intervals thereafter.

The Health Assessment will consist of a Medical Questionnaire. Where this identifies any medical concerns then line management in conjunction with our Occupational Health provider will review the ability to work nights.

### **Home Working**

Contracted home workers are subject to the same health and safety requirements as workers based on One YMCA premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed including an assessment of the home working station
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare

- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within One YMCA; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities in accordance with the accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

## Hybrid Working

Hybrid working is permitted by employees as long as this is agreed between line management and the employee. We will ensure the health and safety of employees whilst at home. One YMCA acknowledges responsibility for the following:

- all equipment and systems of work in the home provided by the company are safe for use
- an assessment of the home workstation will be conducted and reviewed on an annual basis.

For further details see the One YMCA Hybrid Working Policy.

## Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

## Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with people (e.g. Diphtheria, TB, MRSA, Norovirus, Gastroenteritis)
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)

One YMCA aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

We will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection

- identify, plan and implement controls and safe systems of work to prevent transmission of infection
- provided information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

## **Vaccination**

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

## **Training and Information**

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

## **Staff Illness and Reporting**

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- Skin infections or exposed areas of infestation
- Severe respiratory infection (e.g. pneumonia, TB)
- Severe diarrhoea
- Jaundice
- Hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- Norovirus
- Gastroenteritis
- HIV.

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

## **Confidentiality**

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease. For further information on this matter please REFER to the company Code of Conduct and separate Human Resources Policies and Procedures

## **Pandemics and Epidemics**

When notified that the country is experiencing a pandemic or epidemic, One YMCA will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

We will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

## **Legionnaires Disease**

One YMCA are committed to providing a safe working environment for its employees, contractors, residents and visitors in relation to water management including Legionella bacteria.

We will do all that is reasonably practicable to protect employees, contractors, residents, visitors and neighbours from hazards arising from the use and distribution of water services in all our properties.

## **Responsibility**

It is the responsibility of One YMCA to carry out a legionella risk assessment for water services they are responsible for.

To achieve the effective implementation of this policy, a risk assessment for the operation of water services must be carried out and any Legionella bacteria risks are either eliminated, reduced or adequately controlled. The Legionella risk assessment will be completed by a competent person.

The Legionella risk assessment needs to be completed every two years, or more frequently if there are reasons to believe that it is no longer valid. The appointed responsible person will take action where the level of control requires improvement. The progress with the completion of the action plan will be tracked locally.

The property specific water management system includes detailed descriptions of all individuals included in the property water management process and their specific responsibilities.

The maintenance contractor for the properties are responsible for carrying out the legionella control tasks and recording them within the water management system.

## **Arrangements**

We will consider removing or replacing equipment or facilities that may present a Legionellosis risk as a preventative action. Where it is impracticable to eliminate all risk by removing or replacing the equipment or facility, suitable precautionary measures will be implemented to reduce the risk. The control measures will be monitored to ensure the risks are minimised.

The key points of the water management process are described below:

- An independent consultant will carry out the legionella risk assessment every two years.
- One YMCA employees involved in the legionella control process will be suitably trained and/or guided to make informed decisions to ensure safe working practices are adopted.
- Water quality auditing will be carried out on a risk based approach dependant on the water quality systems present and the risk associated.
- A competent contractor will carry out legionella control tasks.
- Additional sampling of the domestic water systems will only be carried out if there is reason to believe that control of the water systems has been jeopardised.
- A clean and chlorination of the water tanks will be carried out on an ad-hoc basis, based off findings from routine inspections and auditing.

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot, cold and closed water storage and distribution systems.

## **Water written scheme**

A site specific water written scheme will be put in place for each property and will include the following details:

- Description of the correct and safe operation of the systems
- The precautions to take to minimise the risk of legionella
- The checks to carry out to ensure the written scheme is effective and frequency of such checks
- Remedial action to take if the written scheme is shown to not be effective

## **Training**

General Legionella awareness training will be provided to those involved in Legionella management control on at least a three yearly basis.

The maintenance contractor responsible for carrying out Legionella control tasks, as well as their subcontractors should be routinely and appropriately trained for the tasks they are responsible for.

## **Records**

All the records related to Legionella management will be held on the online compliance system. The only exemption to this is that weekly flushing records will be recorded on site within the water management log book.

Management records including responsibilities and details of the written scheme will be kept for two years and any monitoring records or tests and checks carried out will be kept for five years.

## **Lifting Operations and Equipment**

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

### **Definition**

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

### **Implementation**

One YMCA will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability, including whatever guards are necessary to prevent:
  - persons or equipment falling from the lift or the lift falling from its restraints
  - persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors.

### **Records**

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

## **Liquefied Petroleum Gas (LPG) and Compressed Gas**

Gas cylinders are a convenient way to transport and store gases under pressure.

These gases are used for many different purposes, including:

- soldering, welding and flame cutting
- chemical processes
- fire extinguishers
- heating and cooking.

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris

- contact with the released gas or fluid
- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders.

Where LPG / Compressed Gas are used, the Organisation will ensure that provision is made for:

- adequate training and supervision in their use
- suitable handling equipment, plant and storage facilities with adequate ventilation, security measures, and monitoring and control devices
- regular maintenance and inspection by competent persons, and the recording of all maintenance and inspections.

### **Handling and Use of Gas Cylinders**

- Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- Use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- Always double-check that the cylinder/gas is the right one for the intended use.
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- Wear suitable safety shoes when handling gas cylinders.
- Do not drop gas cylinders.
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- Do not lift the cylinders by valves, shrouds and caps.

### **Transporting Gas Cylinders**

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- Securely stow gas cylinders in an upright position to prevent them from moving or falling.
- Disconnect regulators and hoses from cylinders whenever practicable.
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

### **Storage of Gas Cylinders**

- Store gas cylinders in a safe and secure manner.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- LPG cylinders should be stored away from drains and not in cellars.

### **Lone Working**

One YMCA will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

We will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- contact with residents
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

All of the residents under the care of One YMCA have been risk assessment and this process has led to staff not being permitted to work alone with some specified residents. Employees are made aware of this process and the control measures are strictly adhered to.

Other employees who do not come into contact with residents on a day to day basis may also be require to lone work during the course of their work. For all employees we will introduce measures to control or eliminate the risks associated with lone working. This may include:

- instruction;
- training;
- supervision (periodic visits);
- provision of personal protective equipment;
- communication (regular voice contact between the lone worker);
- special arrangements for first aid to deal with minor injuries;
- employee medical conditions;
- Emergency procedures.

Where high-risk activities are being undertaken, lone working should be avoided. Examples include;

- working at height;
- working in a confined space
- working at or near live electrical cables;
- electrical work where at least two people are required.

### **Information and Training**

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person

- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager

## **Machinery Maintenance**

One YMCA will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Organisation will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

We will inform and train personnel to implement this policy.

To achieve this objective we will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

## **Information and Training**

One YMCA will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

## **Manual Handling**

### **Definition**

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load.

A load is a moveable object, such as a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck.

To prevent injuries and long term ill-health from manual handling One YMCA will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Organisation will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the company will ensure that:

- employees that carry out manual handling activities are identified
- manual handling risk assessments are carried out where relevant and records are kept
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

### **New and Expectant Mothers**

One YMCA recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers we will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them

- any adverse incidents are immediately reported and investigated
  - appropriate training etc is provided where suitable alternative work is offered and accepted
  - provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition  
where available, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- to ensure the safe evacuation in the event of a fire or fire drill
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

## **Noise**

One YMCA will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

### **Noise Risk Assessments**

One YMCA will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

### **Reduction of Noise Exposure Levels**

We will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The Organisation accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

### **Provision of Ear Protectors**

One YMCA will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

### **Hearing Protection Zones**

We will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

### **Use and Maintenance of Noise Control Equipment and Procedures**

The company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

## **Provision of Training**

One YMCA will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

## **Audiometric Testing**

Where employees are exposed to risk from high noise levels, we will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

## **Outdoor Working and Grounds Management**

One YMCA will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

One YMCA will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the Organisation or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

## **Implementation**

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor

- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

## **Grounds Management**

Some of the properties under our responsibilities have grounds which require upkeep. The management of grounds will be carried out by One YMCA employees and at times will involve residents.

Where there are trees which come under our responsibility these will be assessed on a periodic basis and any trimming or maintenance will be carried out by a competent person. Where trees are positioned in such a place that if they were to fall and could hit a building, road or other such structure a survey will be undertaken to assess the risk and where necessary further action taken to reduce the risk.

## **Personal Protective Equipment**

One YMCA provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE One YMCA will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE including clear communication on how to report faulty PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

## **Pressure Systems**

Due to the high pressures at which they operate and the steam that is generated they are subject to numerous legal requirements. Pressure systems include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant

working pressure. Severe corrosion and/or failure of pressure-regulating and other safety valves could lead to an explosion.

One YMCA will ensure that all pressure vessels and pressurised equipment used by the Organisation meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation we will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service
- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational
- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified
- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it
- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency
- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location
- keep adequate records of the most recent examination
- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins
- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place each year in Site specific.

Records of examinations are kept in the Office and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

### **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Organisation that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions.

### **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Organisation will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Organisation vehicles that are covered by the law.

### Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable One YMCA, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the Organisation’s agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or where applicable through the company’s grievance procedure.

Following action to reduce the risks, these actions will be reviewed with the employee. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable, where this is possible.

### Temporary Employees

One YMCA will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, we will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

## Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within One YMCA to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the Organisation Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

## Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration One YMCA will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer’s specifications to avoid worsening vibration.

## Violence and Aggression

One YMCA recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident using the reporting portal via Assurity
- not tolerate violence or challenging behaviour towards our employees, by investigating and using our disciplinary processes where applicable, and by taking appropriate action to address issues caused by non-employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident

- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

## **Visitors**

In the interest of safety and security, One YMCA will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## **Waste Management**

One YMCA will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project.

In carrying out any site work we will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill.

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle).

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so.

### **Work At Height**

One YMCA will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

We will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

### **Information and Training**

The company shall provide any information, instruction and training required to work in a safe manner when working at height.

## Work Equipment

One YMCA will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective we will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

## Working Time Regulations

The Organisation will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Organisation will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

### **Further information**

All employees should refer to the contact HR for full details of the Organisation's policy on working times, holidays and other benefits.

### **Workplace Transport**

One YMCA will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers.

#### **Traffic routes**

We will provide safe traffic routes that:

- are suitable in design for the people and vehicles that use them
- allow both of the above to move around safely and not cause danger to others working near the traffic route
- are well-drained and free of obstructions and slip/trip hazards
- avoid steep slopes and sharp or blind bends where possible, and use appropriate measures to increase visibility where they are unavoidable.
- are of suitable construction so as to provide adequate grip and to be able to bear the loads that will pass along the route
- avoid passing close to:
  - Any obstruction that could collapse or be left in a dangerous state if struck (such as racking) unless it is fenced off or adequately protected against being struck
  - Any potentially dangerous items such as chemical storage, fuel tanks or pipes unless they are well protected
- be adequately lit
- avoid slopes and uneven or slippery surfaces, and erect barriers to prevent vehicles from entering hazardous terrain (such as pits) to reduce the risk of vehicles overturning.

One YMCA will ensure that the all vehicles adhere to the site speed limits when on site.

Where reasonably practicable, all new traffic routes will be wide enough to allow pedestrians and vehicles to circulate freely. The Organisation will also ensure that all existing traffic routes which do not allow pedestrians and vehicles to circulate freely will include measures such as vehicle passing places or traffic management systems where reasonably practicable. One way systems will be clearly marked and flow clockwise wherever possible, as that is the direction that most drivers will expect.

Signage and signals will be provided wherever necessary to ensure that pedestrians and vehicle operators are warned of hazards before they encounter them and at the hazard itself. These will conform, wherever practicable, to the same standards of the signage used on public roads.

#### **Traffic segregation**

We will keep vehicles and pedestrians separated on traffic routes wherever possible, and will provide pedestrian crossings where pedestrian and vehicle traffic routes cross each other. Pedestrians will be prevented from entering areas where vehicles operate unless they are required

to do so as part of their job role. Vehicles and pedestrians must keep to their segregated areas at all times when sharing traffic routes.

## **Reversing**

We will seek to eliminate reversing on site wherever possible. Where this is not possible, the Organisation will implement, where reasonably practicable, the following measures:

- establish clearly marked dedicated reversing areas that are visible to drivers and pedestrians
- where possible, enlarge reversing areas to improve visibility for drivers and pedestrians
- prevent non-essential personnel from entering reversing areas
- fit fixed mirrors and other visibility aids to increase visibility around vehicles
- install reversing aids on vehicles where possible
- use a trained banksman or signaller only where all other options have been exhausted.

Where vehicles must reverse up to structures or edges, the Organisation will consider the provision of wheel stops or similar structures. If banksmen must be used, they will use standard European hand signals and any new signals that must be devised will be based on existing signalling practice. Banksmen and drivers must agree on the signals to be used before any manoeuvring takes place.

## **Parking**

One YMCA will provide safe and suitable parking areas for work-related vehicles, which will be separated from those of private vehicles wherever possible. Parking areas will

- be clearly signposted
- not impede traffic routes, and keep pedestrians and vehicles separated wherever possible
- allow drivers and pedestrians to see clearly
- be firm, level and well drained and, if possible, well lit
- be as close as possible to the intended destination of drivers and passengers.

No vehicle should be left unattended unless the parking brake has been applied, the engine has been switched off, the starter key has been removed from the ignition and any mounted equipment has been lowered to the ground or secured. Vehicles will not be permitted to park in no parking areas or where they will obstruct any entrance, exit door or emergency escape route.

## **Loading and unloading**

Loading and unloading areas used for deliveries and collections will be:

- in designated places which are clear of passing traffic, pedestrians and other persons not involved in loading or unloading
- clear of overhead power cables or pipework
- on firm level ground, free from potholes and debris.

Vehicles will be prevented from moving during loading and unloading, and company will implement any appropriate systems to ensure that this is achieved.

## **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures

will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

## RISK ASSESSMENT

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- risk assessments will be regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

## 4. RISK ASSESSMENT

### Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

### **The five stages of risk assessment**

#### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

#### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

### **IMPLEMENTING AN ACTION PLAN**

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

### **STEP 4 - RECORD YOUR FINDINGS**

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### **Hazards and example controls**

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

### Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

### **Six Steps to Fire Risk Assessment**

#### **1. Identify the hazards**

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

#### **2. Identify people at risk**

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

#### **3. Evaluate, remove, reduce and protect from risk**

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

#### **4. Consider:**

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting • Signs and notices
- Maintenance.

**5. Record, plan, inform, instruct and train**

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

**6. Review**

- Keep assessment under review
- Revise where necessary.

## **5. MONITORING OF HEALTH AND SAFETY**

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Proactive monitoring**

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Organisation feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.