

# Ocean Youth Connexions

## Health and Safety Policy

### Statement of Policy, Organisation and Arrangements

#### 1. Introduction

1.1. Employers are responsible for providing safe and healthy work areas, systems of work, training, supervision and information. They are required to make every reasonable effort to achieve these aims.

1.2. Employees are required to make positive efforts to promote their own safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice, and co-operating with any safety measures provided or advised by the employers to ensure safe working.

#### 2. Definitions

2.1. The Employer is the Management Committee of Ocean Youth Connexions and any person appointed by the Employer to exercise their rights.

2.2. The Safety Representative is any person elected by the staff or nominated by the Employer to represent the interests of the staff on Health and Safety matters. Names of safety representatives will be made available to all staff and any other interested parties.

#### 3. Statement of Policy

3.1. The Employer recognises its responsibilities as an employer to promote the health, safety and well-being of all its staff while at work, and to provide so far as is reasonably practicable a safe and healthy workplace and working environment for employees and non-employees who may visit the premises and/or travel in vehicles.

3.2. The Employer will promote so far as is reasonably practicable the highest possible standards of health, safety and welfare and the involvement of staff in the development, implementation and maintenance of health and safety procedures.

3.3. The Employer will promote effective joint consultation between the Employer and the safety representative to ensure the provision and maintenance of good health and safety procedures.

#### 4. Managerial Responsibility

4.1. The [Directors/other senior officer] will exercise operational responsibility for Health and Safety on behalf of the employer, so far as is reasonably practicable.

## **5. Staff Safety Representative**

5.1. The Employer will encourage the appointment by [the members of staff/recognised trade unions] of a Safety Representative to take part in the development and maintenance of Health and Safety arrangements and inspections of the workplace.

5.2. The Employer will promote the work of the Safety Representative, e.g. by providing information on relevant Health and Safety matters and adequate time off with pay to undertake duties relevant to their role as a Health and Safety Representative.

## **6. Arrangements for the implementation and maintenance of appropriate health and safety procedures**

6.1. The Employer, together with the Safety Representative, will ensure that, so far as is reasonably practicable, satisfactory arrangements exist (and that provision is made for the review and updating of these arrangements) for:-

6.1.1. The identification of safety training needs and the development of training programmes to meet them;

6.1.2. Satisfactory procedures for the reporting and investigation of accidents and Health and Safety Hazards;

6.1.3. Notification of relevant information on Health and Safety matters including the distribution of hazard notices;

6.1.4. Adequate fire precautions in all premises;

6.1.5. The development and distribution of safety policies for all work areas;

6.1.6. The provision of adequate First Aid facilities including appropriate training;

6.1.7. Ensuring that all employees are aware of their individual responsibilities within the provisions of health and safety legislation.

## **7. Staff responsibilities**

7.1. Staff have a statutory responsibility to co-operate in the fulfilment of this policy by:

7.1.1. Carrying out their duties and functions in an efficient manner, safe to themselves and others, and by proper observance of all safety rules, regulations and instructions.

7.1.2. Reporting incidents in accordance with established procedures and bringing to the notice of management potentially dangerous occurrences and situations.

7.1.3. Making full use of safety devices and wearing protective clothing and equipment for the purpose for which it was supplied, and by not interfering with, or misusing, anything provided for their protection or the protection of

others.

7.2. Employees who fail in this duty may render themselves liable for statutory and/or disciplinary action.

7.3. All staff are reminded of their duty to report to the [Director/Senior officer] any items or occurrences which may have a bearing on the health, safety and well-being of themselves or others. They are also reminded that untidiness is a major cause of accidents and that all floors should be kept well clear of obstructions and all items stored should be safely and securely positioned.

## **8. Accidents**

8.1. Every possible precaution must be taken to avoid and prevent accidents. When accidents do occur to staff or visitors they must be reported to the [Director/Senior Officer] who will ensure that the necessary investigation is carried out and that the various other reporting procedures are observed. Staff are reminded that accidents should be recorded in the Accident Book which is kept [in/at] Ocean Youth Connexion's Office at Stepney City Farm or the Ocean Tenants Leaseholders Association office

## **9. Fire and other emergencies**

9.1. Staff must ensure that they are aware of the procedures to be followed in the event of fire and other emergencies and the escape routes applicable to the place in which they are working.

9.2. Staff must be alert to the prevention of fire and ensure that good housekeeping and proper storage of flammables is observed. All fire escape routes must be kept free from obstruction.

Chair: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Health and Safety Representative: Abdul Ahad (Secretary)