

BYZ HEALTH AND SAFETY POLICY

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1.0 General Policy Statement

The Board of Directors of Blackburn Youth Zone regard the promotion of Health and Safety measures as a mutual objective for management and employees at all levels. It is therefore the Management 's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Charity, its operations and its buildings.

In particular, it is a responsibility of Blackburn Youth Zone to:-

- provide and maintain safe and healthy working conditions taking account of any statutory requirements
- provide training and instruction to enable employees to perform their work safely and efficiently
- make available all necessary safety devices and protective equipment and to supervise their use
- ensure the workplace is maintained to a high standard of cleanliness, hygiene and housekeeping
- ensure that there are specific arrangements entered into when subcontracting work so that the policy is adhered to by sub-contractors
- create and maintain an appropriate system for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.
- maintain a constant and continuing interest in health and safety matters applicable to Blackburn Youth Zone's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy by:-

- working safely and efficiently
- using the protective equipment provided and by meeting statutory obligations
- reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment
- adhering to Blackburn Youth Zone's procedures, for securing a safe workplace
- assisting in the investigation of accidents
- being aware of their own duty under Section 7 of the Health and Safety at Work Act 1974, to take responsibility for their own safety and that of other workers, and to co-operate with Blackburn Youth Zone so as to enable it to carry out its own responsibilities successfully.

This policy will be continually reviewed and updated by the Facilities Officer - Imran Sidat, in conjunction with the named 'competent person - Mubashar Khaliq' and any other person as deemed appropriate - Rose Walton.

Hannah Allen, CHIEF EXECUTIVE OFFICER has overall and final responsibility acting on behalf of the Board of directors for Health and Safety within Blackburn Youth Zone and its operations.

The CEO will ensure Blackburn Youth Zone has an overall effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of the current Health and Safety legislation are satisfied.

1.1 Specific Responsibilities – to be updated accordingly

Responsibility	Name
Training & Inductions	Administration Manager
Portable Appliance Testing	Facilities Officer
Inspections	Facilities Officer
Plant & Equipment Maintenance	Facilities Officer
Operating Procedures	Administration Manager
Visitors	Administration Manager
Contractors	Facilities Officer / Administration Manager
First Aid Provision	Facilities Officer
Safety Management	Facilities Officer
Incident Investigation	Youth Work Manager & Facilities Officer
Fire Equipment	Facilities Officer
Cleaning	Facilities Officer / Administration Manager
Risk Assessments	Youth Work Manager & Facilities Officer

1.2 Contractors

Contractors are responsible for ensuring that all persons under their control are aware of the following Youth Zone Procedures:

- Fire Procedure
- First Aid Arrangements
- Permit to Work System
- Safeguarding Policy and Flowcharts

The Contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair. Blackburn Youth Zone reserves the right to order, off site, any Contractor not complying with the safety policy and/or safe systems of work.

It is the responsibility of Blackburn Youth Zone to inform the Contractor of any known hazards. It is the responsibility of the Contractor to provide Risk Assessments, Method Statements, or Safe Systems of Work, which must be adhered to in all aspects of safety.

Blackburn Youth Zone reserves the right to inspect all equipment and procedures before commencement of the work and at regular intervals during the period of work.

1.3 Visitors

The following rules are designed to control all visitors to the premises. It is important that persons should not be permitted to wander freely around the premises for reasons of health, safety and security. In case of fire, it is imperative to know the number of persons in the building and their location where possible.

This can be achieved by maintaining a record of the name, time of arrival and departure and whereabouts of visitors where possible. The format for the control of visitors is outlined below.

The relevant employees (usually on visitors reception) should ensure that:-

- Visitors remain in the reception area until they are attended to.
- Visitors (adults) sign in and out and wear an identification label / or are accompanied whilst in the building
- Visitors are either (i) accompanied or (ii) authorised to enter the premises.
- Visitors are encouraged to read and comply with the Fire Procedures.
- Visitors are encouraged to read and comply with the Safeguarding Procedures
- All visitors are encouraged to read these rules on arrival and indicate they understand their obligations.
- All accidents suffered by visitors are reported to a member of Senior Management without delay and logged in the incident reporting procedure.

Parking

- Visitors must ensure that their vehicles are left in approved parking areas.
- Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

Security

- Nothing may be taken from the premises without permission.
- Blackburn Youth Zone reserves the right to request to search visitor's bags, packages and vehicles.
- Visitors must not enter any areas without the permission of a member of staff.

Fire

- Visitors must obey the Fire Procedure and Instructions.
- Visitors must comply with the "NO SMOKING" controls.

2.0 PROCEDURES

2.1 Incident Investigation and Reporting

It is the policy of Blackburn Youth Zone to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – a copy of which is available from <http://www.hse.gov.uk/riddor/>

Blackburn Youth Zone sees accident investigation as a valuable tool in the prevention of future incidents, In the event of an accident resulting in injury a report will be produced and it should detail the following:-

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report

All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be submitted to and analysed by the Facilities Officer who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be notified to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Where there is found to be personal negligence or misconduct, the Disciplinary Policy and Procedure will be used.

2.2 Accident Procedure/First Aid

First aid stations are located in areas where personnel are concentrated around the Youth Zone. All first aid stations are clearly marked and are easily accessible by all employees during all working hours. Reception is the main point of contact for First Aid needs and reporting.

There are "First Aiders" who are responsible for the proper use and maintenance of each first aid station and the appropriate signage detailing who they are is located throughout the premises.

In case of emergency, as well as 999 consider 111 for out of hours GP appointment, wherever possible involve parents as early as possible.

The Facilities officer is responsible for reporting all cases of accident and disease to the Named Person - Mubashar Khaliq

2.3 Fire

Fire Detection Equipment

There is an automatic fire alarm with call points and an automatic smoke detection system fitted throughout the premises. In the event of fire it is the responsibility of any employee

present to raise the alarm and evacuate the building. All alarm call points should be tested weekly.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the Youth Zone. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Exits

Fire exits are located at strategic points throughout the Youth Zone including main entrance, exit on to George Street and Pilkington Street. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is prohibited inside the premises. Employees should also refrain from smoking at entrances and exits and in areas where young people congregate.

Emergency Evacuation Procedure

In the event of fire, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point, BYZ car park, if unsafe move to the Cathedral quarter (in situations like a bomb scare).

The DESIGNATED ASSEMBLY POINT for all departments is in on the BYZ Car Park.

Practice fire drills will be conducted every 6 Months to ensure employee familiarity with emergency evacuation procedures.

3. Safe Systems of Work

All employees should be aware of, respect and adhere to the rules and procedures contained in this policy.

- All employees shall immediately report any unsafe practices or conditions to a lead worker or Manager.
- Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises and will be sent home without pay.
- Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or utility supplied in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers young people or the environment.
- No employee should undertake a job which appears to be unsafe.
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Youth Work Manager, and trends analysed by the appropriate person.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn whenever appropriate.
- All employees are expected to attend safety meetings when requested.

3.1 Working Environment

- Work areas must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.

Walkways/Corridors

- Walkways, passageways and corridors must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any walkway or passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by moving machinery an alternative route should be used wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Pets

- All pets, including dogs, puppies, cats & kittens are not permitted on Blackburn Youth Zone premises unless otherwise agreed with the Business Admin Manager or CEO.
- This policy doesn't prohibit service animals (animals trained to perform tasks for the benefit of a person with a disability.) Service animals are allowed to move freely with their owners.
- If any problem arises because of service animals, we will make appropriate accommodations to resolve it. This falls to the discretion of the HR department. But, we won't, under any circumstances, create problems for our employees with disabilities.

3.2 Tool and Equipment Maintenance

- Blackburn Youth Zone's machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Facilities Officer and Administration Manager to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

3.3 Personal Protective Equipment

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Personal Protective Equipment at Work Regulations.

- All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment following a risk assessment.
- All personal protective equipment provided by Blackburn Youth Zone will be properly assessed prior to its provision.
- All personal protective equipment provided by Blackburn Youth Zone will be maintained in good working order.
- All employees provided with personal protective equipment by Blackburn Youth Zone will receive training and information on the use, maintenance and purpose of the equipment.
- Blackburn Youth Zone will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the Facilities Officer, Admin Manager or Youth Work Manager

3.4 Manual Handling Operations

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed

if there is any reason to suspect that it is no longer valid. Training in manual handling is provided as a mandatory element of training.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Lifting and Moving

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
 - The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
 - When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
 - The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
 - Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
 - Where team lifting or moving is necessary one person should act as co-ordinator giving commands to lift, lower etc.
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- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

4.0 New or Expectant Mothers

It is the policy of Blackburn Youth Zone to comply with the HSE guidance for New and Expectant Mothers at Work. This guidance sets out hazards, risks and ways of avoiding them.

In addition to the general risk assessments, a further assessment of risk to new or expectant mothers will be conducted and where a risk is identified appropriate measures will be taken including adjusting working conditions and / or working hours

5.0 Fire Safety

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Fire Safety Reform Act 2005 and the safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing firefighting, prevention and protection equipment and for advising on safe practices and procedures.

All employees within the Youth Zone have a duty to report immediately any fire, smoke or potential fire hazards to the fire service in line with the company's emergency procedures.

All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. The Facilities Officer/ Admin Manager is responsible for the provision and maintenance of fire prevention and detection equipment.

6.0 Workplace Inspections

It is the policy of Blackburn Youth Zone to comply with the Workplace (Health, Safety & Welfare) Regulations.

- Quarterly inspections of the workplace will be conducted by the Facilities Officer.
- In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.
- Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

7.0 Work Equipment

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

- Blackburn Youth Zone will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All employees will be provided with adequate information and training to enable them to use work equipment safely.
- The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate.

7.1 Display Screen Equipment

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

- Blackburn Youth Zone will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations will comply with the requirements.
- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable
- VDU screen users will be allowed periodic breaks in their work
- Eyesight tests will be provided for VDU screen users on request, and in line with statutory guidelines.
- Where necessary, VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work

and will be given further training and information whenever the organisation of the workstation is substantially modified.

8.0 Noise at Work

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Noise at Work Regulations.

Noise surveys will be carried out to ensure compliance with the thresholds set by the HSE and health and safety assessments of all work areas will be conducted where appropriate.

Protective equipment will be supplied where required, training will be given in its use and maintenance and compliance in mandatory areas will be monitored.

9.0 Working at Height

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Working at Height Regulations.

All activities involving work at height and the equipment used will be assessed in accordance with the latest regulations.

All equipment will be maintained in good working order and repair and employees will be suitably trained or competent in its use as required.

10.0 Mobile Phone Policy

The use of mobile telephones by employees whilst driving is prohibited, the only exception being if the vehicle is Bluetooth prepared, the telephone paired to the vehicle and the telephone is not held or touched during the operation.

Employees should be aware that whilst some hands free kits are permitted (if the device does not need to be held or touched) they are still at risk of prosecution for dangerous or careless driving.

11.0 COSHH

Control of Hazardous Substances

It is the policy of Blackburn Youth Zone to comply with the law as set out in the Control of Substances Hazardous to Health Regulations

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- Blackburn Youth Zone will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.
- All employees who will come into contact with hazardous substances will receive adequate training and information on the health and safety issues relating to that type of work.

- Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

12.0 Risk Assessments

Risk Assessments will be carried out as required under the Management of Health and Safety Regulations, 1999. The risk assessments will be monitored and reviewed as necessary. Risk assessments will be carried out for the following risks:-

- Display Screen Equipment
- New and Expectant Mothers
- Lone Working
- Manual Handling
- COSHH
- Fire Safety
- First Aid and Fabricated or induced illness
- Driving
- Personal Protective Equipment
- Building: Machinery Risks, Slipping/tripping hazards, Lighting, Heating, Noise, Electricity
- Visitors/Students
- Contractors
- Work at height
- Trips and Offsite Activities
- Interactive White Boards
- Storing Medication, Administering Medication and Disposal of Medicines
- Security
- Stress
- Transport
- Food Hygiene and equipment
- Legionella
- All sport activities including climbing wall
- Gym activities
- Dance activities
- Sharps/needles
- Vulnerable people/people with disabilities

Risk assessments for youth related Activities (trips / projects / sessions) will be reviewed by Youth Work Manager.

Risk assessments for building maintenance and associated health and safety will be reviewed by Facilities Office / Admin Manager

This list is not exhaustive and as other risks are identified a risk assessment will be carried out.