



lincolnshire council for voluntary youth services

HEALTH & SAFETY POLICY STATEMENT

Health & Safety At Work Act etc 1974

This is the Health and Safety Policy Statement of

LINCOLNSHIRE COUNCIL FOR VOLUNTARY YOUTH SERVICES

This document should be read in conjunction with its' appendix, which identifies current post holders.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees and volunteers on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: Chairperson
For & On Behalf Of Lincolnshire Council For Voluntary Youth Services

Date:

Review Date: This document will be updated to reflect changes both in the Lincolnshire Council For Voluntary Youth Services and in the relevant legislation. It will be formally reviewed annually.

Version 4/February 2009

The Voice Of The Voluntary Youth Sector

Lincolnshire Council For Voluntary Youth Services
Registered Charity Number: 1040506



Lincolnshire council for voluntary youth services

Responsibilities

All individuals at every level in the Lincolnshire Council for Voluntary Youth Services have some level of responsibility for ensuring that this Policy is carried out, and breaches of this Policy will be regarded as a disciplinary offence. All individuals have the responsibility to not endanger others at all times.

Lincolnshire Council for Voluntary Youth Services will ensure information, instruction, training and supervision is provided to all employees and volunteers to ensure the health and safety of all at all times and to increase the levels of competence of all with regard to health, safety and welfare.

- 1 Overall and final responsibility for health and safety is that of the Chairperson.
- 2 Training will be identified and monitored by the Trustees and arranged by the Senior Development Worker.
- 3 Training records for all employees and volunteers will be retained and maintained by the Administrative Officer within the Charity records.
- 4 All employees and volunteers have to:
 - co-operate with the Trustees on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- 5 The Senior Development Worker will provide induction and job specific training for all employees and volunteers.

Health And Safety Risks Arising From Our Work Activities

- A range of risk assessments will be undertaken at regular intervals determined by the Trustees on:
 - COSHH
 - Manual Handling
 - Violence
 - Lone Working
 - Driving
 - Work Environments (including access, temperature, lighting, noise, dust, welfare, ventilation, space, work station, display screen equipment)
 - Stress
 - RSI
 - Young workers/trainees including volunteers with supervision identified
- All electrical equipment owned or used by any employee and/or volunteer will be tested to current legislative requirements including visual, statutory and PATS. The Senior Development Worker will ensure that these are undertaken, recorded and their use prevented should any hazard be identified.

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- All electrical equipment must be treated with respect: sockets must not be overloaded, wires must not trail across walkways, equipment must be switched off when not in use and any perceived problem must be reported immediately and the equipment must not be used until the problem has been addressed by the Chairperson.

Consultation With Employees And Volunteers

- The Chairperson is responsible for ensuring suitable and sufficient consultation is undertaken with employees and volunteers.

Accidents, First Aid And Work-Related Ill Health

- The person with overall responsibility for accidents, first aid and work-related ill health is the Chairperson
- The Senior Development Worker is responsible for ensuring all premises occupied by employees and/or volunteers has suitable and sufficient first aid provision including
 - first aid box(es) that are up-to-date
 - appointed person(s)/first aider(s)
 - maintenance of the accident book(s)
- The Chairperson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority).
- All employees and volunteers are expected to familiarise themselves with the format of all Accident Books and to have a basic understanding of RIDDOR requirements ie RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- It is the policy of the Lincolnshire Council Of Voluntary Youth Services to record near misses as well as actual accidents and incidents.
- The Senior Development Worker is responsible for ensuring that all work places have a correct Health And Safety Law poster displayed and all employees/volunteers working from home bases have a copy of the Health & Safety Law poster leaflet.
- The Senior Development Worker is responsible for ensuring that all employees and volunteers are aware that Health and safety advice is available from the Employees Medical Advisory Service and the Health & Safety Executive and any other organisations that may, at that time, be applicable.



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Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, the Lincolnshire council for Voluntary Youth services will actively monitor health and safety including spot checks and reactively by investigating any accidents or ill health.
- The Chairperson is responsible for investigating accidents.
- The Chairperson is responsible for investigating work-related causes of sickness absences.
- The Chairperson is responsible for acting on investigation findings to prevent a recurrence.

Fire Precautions

- The person with overall responsibility for fire precautions is the Chairperson.
- The Senior Development Worker is responsible for ensuring all premises occupied by employees and/or volunteers has suitable and sufficient
 - fire risk assessments undertaken and implemented
 - maintained and tested fire equipment with records available
 - fire drill procedures and fire notices visible and communicated



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APPENDIX ONE

CURRENT POSTHOLDERS

Chairperson	Mr James O'Hara
Trustees	Rev David Shenton Mrs Angela Bruntlett Mr David Rose Dr Cheryle Berry Mrs Jill Wilson Dr Charles Shaw
Senior Development Worker	Miss Sarah Akerman
Youth Volunteer Adviser	Ms Kerry Wint
Development Support Workers	Mrs Rebecca Mezzo Mr Gary Ellis
Administrative Officer	Miss Wendy Coy

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