

Lincolnshire YMCA Ltd

Policy Document

Health, Safety and Environmental Policy

Owned by:	Director of Finance and Operations
Reviewed by:	Director of Finance and Operations
Date Approved:	25.03.26
Review Date:	25.03.27

SECTION 1 - HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

YMCA Lincolnshire 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 YMCA Lincolnshire premises. YMCA Lincolnshire 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.

YMCA Lincolnshire 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 by 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.
- 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.

Name: Chris Kirkwood

Position: CEO

Date:

Signed:

PURPOSE, VALUES AND PRINCIPLES

OUR PURPOSE

“The purpose of YMCA Lincolnshire is to ensure that people and communities across the county have the opportunity to belong, contribute and thrive so that they feel safe, valued and fulfilled”.

OUR VALUES

WE ARE COMPASSIONATE: We are committed to being empathetic, understanding, person centred to build a solid foundation of trust, respect and open and honest communication, evidenced by what we do, say and how we say it.

WE ARE BRAVE: We are open to new and innovative ideas with the courage to explore them, to speak up and speak out; particularly against injustice and inequity.

WE ARE SUPPORTIVE: We promote a safe and secure environment providing care, support and connection to drive social, mental and emotional thriving, whilst encouraging the achievement of goals and aspirations and having the systems in place to drive people to be their best version of themselves.

WE ARE COLLABORATIVE: We will bring together individual experience, expertise and resources to identify and deliver the great work to those most in need whilst continually identifying opportunities for meaningful partnership to increase the impact, reach and longevity of our work, yielding great results from working together.

OUR PRINCIPLES

Rooted in and acknowledging our Christian foundations, our five principles guide us in fulfilling our purpose while fostering a people-centred culture that values, supports and recognises the dedication of all employees and volunteers.

Principle 1: We are one team delivering a shared purpose.

Principle 2: All people are valued and their contributions are recognised.

Principle 3: We are inclusive; recognising and celebrating the positive benefits that diversity and difference bring.

Principle 4: We encourage openness and transparency at every level.

Principle 5: We support, enable and promote the health, safety and wellbeing of all; balancing the demands of the working environment and an individual's personal life.

SECTION 2 – ORGANISATION AND RESPONSIBILITIES

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 YMCA Lincolnshire 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 YMCA Lincolnshire.
- They lead in developing a positive health and safety culture throughout the organisation.
- All 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 YMCA Lincolnshire as part of routine board meetings.

Chief Executive Officer

The Chief Executive Officer has overall responsibility for ensuring compliance with this policy; and will be referred to as they Duty Holder, but delegates the responsibility for implementation to the Finance and Operations Director and the Safety & Compliance Officer.

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.

Finance and Operations Director

The Finance and Operations Director 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 be referred to as Responsible Persons. 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; they will also be referred to as Responsible Persons, who 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 be referred to as Responsible Persons, who 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 developed and 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

YMCA Lincolnshire outsource work activities that are outside the remit and expertise of their own employees. However, as contractors are not under the direct control of YMCA Lincolnshire this can pose additional risks therefore to protect YMCA Lincolnshire 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 YMCA Lincolnshire 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 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.

Specialist/Competent Advisors

YMCA Lincolnshire engages 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 YMCA Lincolnshire.