

HEALTH AND SAFETY

As far as is practicable you are responsible for your own health and safety whilst at work. You should not interfere with or misuse any equipment provided in the interests of health and safety or breach provisions designed for the safety of all.

HEALTH AND SAFETY POLICY

General Statement

The Manchester YMCA accepts responsibility under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health and safety of their employees while in the Association premises or on Association business.

To this end the Manchester YMCA will:

- Provide, so far as is reasonably practicable, a working environment, equipment and systems of work which are free from hazard and without risk of health.
- Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in handling and storing articles and substances.
- Provide such training and instructions, information and supervision, as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.
- Ensure that the premises under the organisation's control are maintained, so far as is reasonably practicable, safe and without risk to health and with adequate access and exits.
- Make adequate arrangements, so far as reasonably practicable, for facilities and arrangements for employees' welfare at work.
- Provide and maintain, so far as reasonably practicable, arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.

Responsibilities

Overall and final responsibility for health and safety in Manchester YMCA is that of the Board of Trustees.

The day-to-day responsibility is that of the Chief Executive and the senior management team.

All staff and volunteers engaged in the activities of Manchester YMCA must be aware of their individual responsibility:

- To take reasonable care of their own health and safety and of the health and safety of their fellow employees who may be affected by their acts and omissions.
- To co-operate with the senior staff in carrying out any duty or requirement imposed upon them under the Act.
- Not to interfere intentionally or recklessly with, or misuse anything provided in the interest of their health or welfare.
- To notify a member of management or the Health and Safety Adviser, or his or her deputy, straightaway if they notice a health and safety problem.

Staff render themselves liable to disciplinary action if they fail to adhere to the above policy or to health and safety general arrangements and instructions which can be found on the staff notice board (and are also available on request from the Maintenance manager).

Further information and guidance is provided to all staff during the induction process.