



Health & Safety Policy

All PMACTIVE activities are undertaken on external premises. Each of our locations will have their own Health and Safety policies which PMACTIVE will follow. Our own policy does not supersede our external premises policies.

Under the Health and Safety at Work etc Act 1974, PMACTIVE will;

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

OUR RESPONSIBILITIES:

PMACTIVE Management have overall and final responsibility for health and safety during our activities and for ensuring that health and safety legislation is complied with. The information outlined below indicates how young people, staff & volunteers will be kept safe (alongside our external premises policies & procedures).

RISK ASSESSMENTS:

PMACTIVE management will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP).

A written risk assessment will be undertaken for each activity. This will be made available for each member of staff who supports that activity. Risk assessments will be reviewed frequently and changes shared with staff.

TRAINING:

PMACTIVE Management will ensure that new employees and volunteers receive information on health and safety as part of their induction. We will organise training for employees and volunteers on health and safety matters as appropriate, including general health and safety

training, first aid, manual handling, fire safety, risk assessment & use of equipment as appropriate for their role.

FIRE SAFETY:

All staff of PMActive need to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers. The maintenance of firefighting equipment and fire alarms will remain the responsibility of the external premises PMActive use.

Fire Drill Procedure:

If The Fire Alarm Sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble at Point outside main gate as signed
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If You Discover A Fire

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point.
- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble at Point outside main gate as signed
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

LIFTING & HANDLING:

The employees of PMActive should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other employees should always be sought for moving large quantities or for lifting heavy and awkward loads.

COSHH:

PMAActive have a duty to assess the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.

Following this assessment, in accordance with the Approved Code of Practice (ACOP) PMAActive will:

- In the first instance take action to remove any hazardous substances
- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above are possible, protective equipment will be issued to ensure the safety of staff.

FIRST AID & REPORTING PROCEDURES:

PMAActive will ensure first aid provision will always be available that is appropriate and accessible for the activity being undertaken. At least one employee will receive appropriate first aid training. All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training. A record of all first aid cases treated will be kept in the accident /incident log.

All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others to PMAActive management and make sure the accident is recorded in the Accident Book. It is the responsibility of PMAActive management to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

PMAActive management is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the local Environmental Health Department. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 3 days incapacity from work
- (e) certain work-related diseases.

INCIDENT REPORTING:

All incidents of aggression or violence should be reported to PMAActive Management and recorded in the accident/incident book. PMAActive have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety.

GOOD HOUSEKEEPING:

Although the health and safety of the premises remains to responsibility of our external partners, we will ensure all staff follow the outlined risk mitigations. All defects should be reported to PMAActive management, so they can be shared with our external partners.

Risk	Our Risk Mitigation
Corridors, Aisles & Gangways	All areas must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.
Overcrowding	We will avoid unhealthy and overcrowded working conditions and will consult staff on any layout changes.
Ventilation	We will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation.
Temperature	The minimum temperature of 16oc will be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level.
Lighting	We will ensure adequate lighting is provided. If lights are found to be out of order, these will be reported to our external partner.
Noise	We will endeavour to ensure that noise in its building is kept to as low a level as is practicable.
Equipment Storage and Usage	We will ensure no equipment is left lying around, instead suitably stored. No wires will be be left trailing across floors & non-flammable rubbish bins must be positioned at various points.
Equipment	We will ensure all equipment to suitable for its intended purpose. Defective & broken equipment is report and replaced. All staff will receive training on using equipment safely.

WELFARE ARRANGEMENTS

When using external partners premises, PMAActive we ensure information is gathered and shared with all members of staff on the welfare provision available.

Welfare Area	Our Welfare Promises
Toilet and Washing Facilities	We will ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health & Safety legislation.
Drinking Water	We will ensure an adequate supply of drinking water will be provided for all staff.
Rest Area	So far as is reasonably practicable PMAActive will provide its staff with area where, during rest periods, they may have a break away from

	their work.
Pregnant Women	Suitable rest facilities will be provided for pregnant employees.
Hours of Work	We will ensure employees should do not work excessively long hours and take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.
Hygiene	We will ensure the facilities are clean and tidy prior to our hire. All defective equipment will be reported.