

The Hitchin Churches Schools Worker Trust (PHASE) is a registered charity working with young people and children aged 5 to 19.

PHASE offers a wide range of support and activities for young people, both in local schools and through residential activities and events.

PHASE staff include paid employees and trainees working full time, and other volunteers.

Trust Statement

PHASE takes extremely seriously its responsibility under the Health and Safety at Work etc Act, 1974, to provide a safe environment for its staff and the young people in its care.

Responsibilities

Overall and final responsibility for health and safety is that of The Director, or a delegated senior member of staff if absent. Responsibility for health and safety for a PHASE activity is delegated to the activity leader.

Staff are responsible for cooperating with their line managers on health and safety matters, not interfering with anything provided to safeguard their health and safety, and reporting all health and safety concerns to The Director, or where they concern a PHASE activity, the activity leader. In addition staff must take reasonable care of their own health and safety.

Risk Assessments

It is the responsibility of The Director to carry out risk assessments for the PHASE office. For any PHASE activity, it is the responsibility of the activity leader to carry out a risk assessment in advance of the activity, submit it for approval to their line manager and carry out any action required. It is the responsibility of the line manager to ensure that the actions required have been carried out.

Risk assessments of the PHASE office, ongoing or repeated activities will be reassessed every year.

Consultation and Information

Staff will be consulted about the health and safety policy during staff meetings. In addition, staff may report any concerns or issues to The Director.

The Health and Safety Law poster is displayed in the PHASE office. Health and safety advice is available from The Director.

Supervision and Training

Supervision of trainees will be undertaken by the staff member to whom they are responsible. Supervision of trainees and volunteers during a PHASE activity will be undertaken by the activity leader.

Induction training and job-specific training for all employees will be provided by their line manager. Training records are kept in each staff's personnel folder.

It is the responsibility of The Director to ensure that all equipment needing maintenance is identified and that effective maintenance procedures are drawn up. Any problems found with equipment should be reported to The Director.

Emergency Procedures

The Director is responsible for ensuring the fire risk assessment is undertaken and implemented for the PHASE office. All other fire safety i.e. fire extinguishers and escape routes are the responsibility of The Bancroft Centre.

The first aid boxes are kept in the PHASE office and as designated by the activity leader of any PHASE activity. All accidents and cases of work-related ill health are to be recorded in the accident book kept in the PHASE office. The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check that our health and safety policy is being followed, and to review any changes in legislation or good practice, we will review our policies and procedures every twelve months.

September 2009