



HEALTH & SAFETY POLICY



New document version	Revision date	Revised by	Section(s) revised & why	Comments	Next revision date
1.0	Jan 2021	MF	All	H&S Policy Review	Jan 2022
1.2	July 2022	EC	All	No Changes Made	July 2023

National Children's Centre Ltd - Trading as Yorkshire Children's Centre

Brian Jackson House, New North Parade, Huddersfield, West Yorkshire. HD1 5JP



INTRODUCTION

National Children's Centre Ltd (trading as Yorkshire Children's Centre) acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its employees and others affected by our undertakings.

In accordance with section 2(3) of the Health and Safety at Work Act 1974, Yorkshire Children's Centre is committed to:

- Achieving a high standard of health and safety in all its operations,
- Taking all reasonable steps to protect the health and safety of employees from risks in their work or working environment,
- Safeguarding the health and safety of others with whom Yorkshire Children's Centre may have contact in its business activities, and
- Complying with all applicable health and safety legislation.

Yorkshire Children's Centre recognises that its employees and working partners are most productive when their health and safety needs are met, and when risks at work are understood and effectively managed.

Yorkshire Children's Centre expects the active engagement of all its employees and working partners in the management and control of risks to health and safety, and requires everyone working for or on behalf of the organisation to discharge their health and safety responsibilities effectively and conscientiously.

Yorkshire Children's Centre regards the promotion of health and safety measures as an integral part of our framework. To achieve this aim, both management and employees will actively work together to comply with the following goals:-

- Promote a business culture that gives a high priority to the health, safety and wellbeing of employees and is committed to the prevention of injury and ill health.
- Manage health and safety risks actively and effectively, and promote positive attitudes to identifying and reducing risks and to safeguarding health in all existing as well as new work processes or activities.
- Make employees aware of their responsibilities for health and safety, and develop the competences necessary to carry out their work effectively and safely.
- Set and document appropriate objectives that are communicated and implemented throughout the organisation.
- Implement an effective health and safety management system that ensures:
 - Risks to the health, safety and welfare of employees and others are identified and eliminated, or reduced to acceptable levels where elimination is not possible.
 - Safe and healthy working environments are provided and maintained, and that workplaces and equipment incorporate appropriate health and safety features.
 - Emergency response procedures are in place for foreseeable incidents, and that employees and others understand information on procedures relevant to them.



- Work-related hazards, risks, injuries, illnesses, near-misses and opportunities for safety improvement are systematically recorded, reported, investigated and acted upon, and any necessary remedial or other action is taken promptly.
- A programme of health and safety inspections to assist in detecting and eliminating unsafe practices and conditions is undertaken across all relevant activities / locations.
- Continual improvement in health & safety management and performance
- Inform and consult with employees, their representatives and with working partners on health and safety matters, and encourage them to participate actively to achieve Yorkshire Children's Centre's goals.
- Report openly and transparently on health and safety performance to employees, working partners, customers and other stakeholders.
- Provide employees with health, safety and welfare support through professionally resourced health, safety and employee support services.
- Safety will be included on the agenda of all Trustee, Leadership Team and Staff Team meetings

This H&S Policy will be supported by subsidiary policies and procedures as required to meet legislation and guidance, to reduce risks and promote a positive health and safety at all levels.

Authority & Accountability

The Chief Executive and Chair of Trustees have approved this H&S Policy and accept that they have ultimate responsibility for the health and safety performance of the Yorkshire Children's Centre.

The Chief Executive and Chair of Trustees are committed to:



- Providing individual and collective leadership in health and safety matters.
- Ensuring that their decisions and communications reflect the values set out in this Policy.
- Achieving the Company's health and safety goals.

The Chief Executive and Chair of Trustees have approved the H&S Organisational Strategy and H&S Management Arrangements Documents, which set out the organisation and arrangements for implementing this Policy throughout the Yorkshire Children's Centre.

Yorkshire Children's Centre will ensure that they maintain access to competent advice and assistance, with support when required from competent Health & Safety Consultants, thereby ensuring Yorkshire Children's Centre is aware of all statutory requirements and any relevant changes in legislation and 'good practice'.

This policy statement will be brought to the attention of all employees and formally reviewed at least once every twelve months.



H&S Policy Approved By:	Signature	Date
Mark Farmer - CEO		19/01/2021
Phil Longworth - Acting Chair		19/01/2021

REVIEW AND AMENDMENTS RECORD SHEET

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. This review will take place periodically and at least annually. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

Date of Review	Brief Description of Changes	Print name & sign
April 2016	Re-written to incorporate changes	Jane Sykes, H&S Officer
April 2017	Revised to account for organisational changes and changing staff responsibilities	Jane Sykes, H&S Officer
February/ March 2019	Full revision due to changes to YCC organisational structure	Jane Sykes, Compliance Manager
July 2020	Review	Jane Sykes, Compliance Manager