

Health and Safety Policy at Work

Health and Safety Policy

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Health and Safety at Work

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Prepared by: Management Committee

1. Statement of general policy

- We will take all steps necessary to ensure the health, safety and welfare of all employees at work.
- We will also take responsibility for the health and safety of volunteers and other visitors in the workplace.
- We will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice.

To achieve these, we have designated member(s) of staff who are responsible for health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive or local authority, as applicable, where necessary; and to keep the staff and the trustee board abreast of new legislation, EU directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

We will:

- establish, maintain and regularly review safety systems and risk assessments
- make regular risk assessments available to staff
- take appropriate preventative / protective measures
- provide adequate and competent supervision of all activities involving risk
- ensure that appropriate training in health and safety is delivered
- establish and maintain systems for consulting staff about health and safety issues
- take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises
- maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken
- appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

Signed: Trustee board

Dated:

2. Organisation

- The Management board
- Manager
- Health and safety committee
- Competent person
- Employees

The Management Board

The management board has the overall responsibility for health and safety in the workplace, and for ensuring that we fulfil our legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The board is also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the board will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Managing Director

- The managing director is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility.
- The managing director will ensure that supervisors are properly trained and receive the support they need to perform their duties.
- The managing director will ensure that all paid staff, volunteers and contractors are informed about safety issues and that there are adequate signs about hazards and emergency procedures.
- The managing director will bring the health and safety policy and all associated procedures to the attention of all staff and volunteers.

Health and safety committee

A health and safety committee is in place. This is made up of a trustee board member, the managing director, a competent person, a volunteer representative and a staff representative, and also a trade union representative if applicable.

The health and safety committee will have clear terms of reference including:

- Risk assessments.
- Inspections.
- Monitoring and review of policy and procedures.
- Consultation.
- Creation of safety plans.
- Methods of communication and safety issues.
- Developing new specific procedures.
- Receiving reports of any accidents that occur in the bureau and identifying remedial action if necessary.
- Induction and ongoing training.

The committee will present an annual report on health and safety performance within the workplace to the trustee board.

Competent person

The trustee board shall appoint a competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as competent when he / she has sufficient training or knowledge and other qualities to enable him / her properly to assist in this task.

The following individual has been designated competent person for the responsibilities shown:

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Staff and Volunteers

All staff and volunteers will ensure that:

- they are fully conversant with this safety policy
- they comply with this policy

- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to their manager
- they are fully conversant with all fire procedures applicable to the area in which they are working
- if they identify any condition which in their opinion is hazardous, they report the situation to the manager.

3. Arrangements

- Risk assessments
- Reporting and investigating of accidents and dangerous occurrences
- First aiders
- Training
- Consultation
- Resolution of health and safety problems
- Planning and control

Risk assessments

The managing director will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be repeated whenever any of the following factors occur:

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology
- original assessment is no longer valid
- accident and / or incident occurs

Assessments will be recorded and records maintained by the managing director / competent person.

Reporting and investigating of accidents and dangerous occurrences

- All accidents, dangerous occurrences and near misses will be reported immediately to the managing director as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the managing director.

First aiders

- First aiders will be appointed for all workplace premises in accordance with the Health and Safety (First Aid) Regulations 1981.
- The first aiders will be responsible for taking prompt action following any accident, whether involving an employee, volunteer or not.
- All accidents, no matter how minor, will be reported on the correct accident report form.

Training

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of staff and volunteers' health and safety training will be provided as follows:

- At inductions.
- On transfer or promotion to new duties.
- On the introduction of new technology.
- When changes are made to systems of work.
- When training needs are identified during risk assessments.
- Repeat training will be provided at regular intervals.
- Managers at all levels will be included in the health and safety training programme.
- The workplace training team will maintain records of all health and safety training.

Consultation

The health and safety committee will be responsible for carrying out consultation on matters of health and safety as required.

Resolution of health and safety problems

Any staff or volunteer with a health and safety concern must first inform his / her manager or supervisor. If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the staff or volunteer is not satisfied with the outcome, the staff or volunteer may then refer the matter to a member of the health and safety committee who may make representations to the manager concerned. This must be in writing.

If the staff or volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the health and safety committee.

Planning and control

The trustee board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.

4. Supplementary policies and procedures

All policies and procedures issued in the workplace in the interests of health and safety will be regarded as supplementary to this policy. They include:

1. General risk assessments
2. Display screen equipment (DSE)
3. Control of substances hazardous to health (COSHH)
4. Fire safety, fire prevention and emergency evacuation procedures
5. Violence in the workplace
6. Safety and security of staff, volunteers and premises
7. Work-related stress
8. Reporting and recording of accidents, incidents and ill-health

- 9. First aid
- 10. Manual handling
- 11. Visitors and contractors
- 12. Lone working

5. Review

This policy will be reviewed annually.

Date of next review.....