



Health & Safety Policy

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RELATED DOCUMENTS

Risk Management Policy

Section 1: Overview

Purpose of Policy

To ensure the health, safety and welfare at work of staff, volunteers, Fèis participants and visitors and other persons using the organisation's premises, or premises hired or loaned to the organisation, or in the pursuit of activities arranged by or connected to the organisation.

Summary of Policy

The Health and Safety (H&S) Policy highlights the requirements of the Health and Safety at Work Act (H&SaWA) (1974)

The H&S policy outlines:

- How the organisation will establish and maintain a healthy workplace
- Safe systems of work
- Arrangements to monitor health of employees where applicable
- Provision of information and training
- Management responsibilities
- The role of the Risk Officer
- The role of departmental managers
- Arrangements for policy review

The Health and Safety Policy is to be made available to any service users, via their induction to services, on commencement of employment and on the Fèis Rois website

It describes how Fèis Rois (the organisation) discharges its duties under the Act. The Board of Directors will monitor the effectiveness of this policy at regular intervals and will revise and amend it whenever appropriate, for example on the introduction of revised legislation.

The Act places a duty on every employer to promote health, safety and welfare at work and provide the necessary information, training and supervision of staff. It also places a duty on every employee to take reasonable care of the health and safety of themselves and other persons who may be affected by their actions.

The organisation has a duty to ensure that all persons using its premises and undertaking its activities are protected from all foreseeable hazards/risks in so far as they may be affected by its activities.

The organisation is committed to its statutory obligation and ensuring the routine review of potential areas of risk are conducted and controls put in place, including maintenance of the organisation's Risk Register.

The Risk Management Policy describes these in more detail as the overarching framework for managing risk.

Section 2: Distribution of Policy

The Health and Safety Policy and Risk Management Policy are available to all staff, funders, social services, contractors and to the public. Staff have access to the policy through the following means:

- Each new staff member will receive a copy of the policy at their induction
- Electronic copies will be available on the organisation's website

Members of the public will have access to the H&S Policy through:

- The organisation's website (www.feisrois.org)
- Direct application to the office

Section 3: Policy Statement

The Board accepts its responsibilities imposed under the Health and Safety at Work Act and will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees, and the health and safety of other persons using the organisation's premises.

The obligations of the organisation under the Act include the following:

- Ensuring that management at all levels fulfils its obligation for health and safety in the areas under their control.
- Providing managers with support and resources where practicable to fulfil their respective duties.
- Establishing a safe and healthy workplace in accordance with relevant legislation, codes of practice, manufacturers' instructions or any other approved standards or knowledge.
- Providing and maintaining safe plant and equipment for use at work.
- Establishing and maintaining procedures for safe systems of work and making available all necessary safety devices, including adequate and suitable protective clothing.
- Making arrangements to monitor the health of its employees through encouragement of staff to report problems and to take up available medical assistance.
- Providing suitable information and training to persons at all levels in the organisation, including youth training scheme trainees, and staff from agencies, contractors and other organisations.
- Providing for the safe use, handling, storage and transport of equipment, substances and persons.
- Ensuring safe access to and egress from the workplace and formulating effective procedures and plans for the evacuation of buildings in the event of emergencies.

Section 4: Management Responsibilities

Chief Executive Officer:

The Chief Executive Officer (CEO) has overall and final responsibility for health and safety.

Risk Manager:

The CEO is required to appoint an executive officer with special responsibility for health and safety (Risk Manager); the nominated officer is responsible for the overall co-ordination of health safety and welfare issues within the organisation.

Board Members:

Board Members will support the Chief Executive and carry ultimate responsibility for the implementation of Health and Safety Policies. Members have duties and responsibilities as part of their operational roles. In addition they have general duties specific to health and safety.

All Employees:

All employees, volunteers and contractors have duties and responsibilities under the Health and Safety at Work Act 1974 and should give assurance of their understanding of H&S on induction.

Section 5: Implementation

The Chief Executive has overall responsibility for risk management and to ensure that the organisation complies with relevant legislation and standards.

The Chief Executive is accountable to the Board of Directors for the implementation of the Health and Safety Policy and he/she will make the necessary arrangements to carry out the recommendations that are endorsed by the Board and:

- Ensure that management fulfils its responsibilities for H&S.
- Consider the reports and recommendations submitted to him/her and act appropriately.
- Refer intractable health and safety problems to the Board for resolution.

On behalf of the Chief Executive, the Risk Manager monitors and co-ordinates the implementation of the Health and Safety at Work Act 1974 and other related legal requirements and advises on action required.

The Risk Manager is responsible for the following areas of activity on behalf of the Chief Executive:

- Provide guidance in relation to the implementation of the Health and Safety policy, procedures and legislation.
- Propose plans for adequate staffing, finances and other resources to ensure the safety of employees and others who may be involved.
- Co-ordinating and monitoring the arrangements for managing risk throughout the organisation.
- Ensuring that the responsibilities for provision of adequate arrangements for risk-related matters are assigned, accepted and implemented at all staffing levels.
- Developing risk-related improvement programmes.
- Ensuring that adequate arrangements for staff training needs are identified and that appropriate risk-related training is given at all levels.

Managers are responsible for organising and communicating health and safety matters within their own departments, units and areas. Intractable problems are referred to the Chief Executive.

Managers are responsible for ensuring the following activities are carried out:

- That their departments and areas of control are represented at Health and Safety meetings or where Health and Safety is to be discussed, and ensuring that decisions arising from such meetings which affect their departments are fully implemented.
- The conducting of regular risk audits for those areas under their control.
- Ensuring that departmental risk assessments/inspections are carried out at approximately six monthly intervals; that reports and recommendations are made and reviewed on a regular basis.
- Requiring line management to fulfil its responsibilities for health and safety, fire and Control of Substances Hazardous to Health (COSHH) in particular, auditing, provision and revision of policies and procedures and completion of comprehensive risk assessments.

- Responding to requests from responsible staff to take appropriate remedial action to minimise risk following inspections/audits or assessments.
- Developing short, medium and long-term strategies for minimising risk based on the findings of the above, and on advice from other specialist advisors.
- Compliance with the organisation's Incident Reporting procedure and evaluation of information provided by the Risk Manager and other specialist advisors. They are responsible for the health and safety of the staff they supervise and the workplaces they control. Departmental managers maintain close liaison with their staff in all risk-related matters, and are responsible in particular for the following:
 - Preparing departmental safety policies and procedures (Local Rules) in accordance with relevant legislation, Codes of Practice, manufacturers' instructions or any other approved standard or knowledge.
 - Identifying potential hazards in their own area and ensuring they are remedied. Intractable problems will be drawn to the attention of their line manager.
 - Receiving representations from staff on local health and safety matters.
 - Maintaining liaison with specialist staff, for example fire officers.
 - Organising and carrying out departmental risk/safety inspections on a regular basis. (Approximately 3-6 months interval).
 - Advising their manager on matters arising from incident reports, hazard notifications, first aid and changes in departmental policies and procedures.
 - Ensuring all staff under their control receive appropriate risk-related training.
 - Bring to the attention of other managers within the organisation any problems that may affect the safe operation of their Department.
 - Preparation and revision of any supplementary details relating to department etc in conjunction with appropriate advisors.
 - Dissemination of Hazard Notices and Safety Action Bulletins to appropriate staff for action and monitoring response.
 - Ensuring compliance and use of the Trust Incident Reporting Policy.
 - Assuring staff have an awareness of the regulations and legislation as stated by the Health and Safety Executive (HSE).

Section 6: Employee Involvement in Health and Safety

Every employee has a legal duty to take reasonable care of the health and safety of themselves and other persons who may be affected by their actions.

Fèis Rois intends that all employees and volunteers should understand their duty of care for health and safety, and provides this statement as information on which that understanding be based.

Special training in safety matters is made available for employees whose work requires more detailed knowledge of health and safety. First aid training is offered to all staff and tutors. There will always be first aid trained staff available at all residential events.

Section 7: Incident Reporting

Any significant incident relating to health and safety should be reported to the Risk Manager using the form included as Appendix 3 to this policy.

The HSE requires that certain incidents are also reported to themselves under RIDDOR legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). These incidents include:

- deaths
- major injuries
- over-3-day injuries (where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days)
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases
- some dangerous occurrences – a near miss where something happens that does not result in an injury, but could have done
- Corgi-registered gas fitters must also report dangerous gas fittings they find and gas conveyors/suppliers must report some flammable gas incidents.

Deaths, major injuries and dangerous occurrences must be notified without delay, however only the following need to be notified to HSE out of normal working hours:

- Fatal accidents at work
- Accidents where several workers have been seriously injured
- Accidents resulting in serious injury to a member of the public
- Accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.
- Over-3-day injuries must be reported within ten days.

Source: HSE

RIDDOR forms are available online at <http://www.hse.gov.uk/riddor/report.htm> or emergency reporting may be made by telephone at 0845 300 9923.

Section 8: Review

This policy will be subject to review:

- Annually
- following significant change
- on the reporting of an incident covered by this policy
- or, in light of any changes to H&S legislation

Appendices

- 1 Office Environment Risk Assessment
- 2 Lone Working Risk Assessment
- 3 Sample Accident Report