**(*INSERT ORGANISATION*) HEALTH AND SAFETY POLICY**

1. **(*INSERT ORGANISATION*) Health and Safety Statement**

(*INSERT ORGANISATION*) acknowledges that it has responsibilities for the health and safety of our workforce. We commit to maintain a high standard of health and safety (as far as is reasonably practicable) for all employees and volunteers and those who use our buildings and services. Our organisation aims to align ourselves with the most up-to-date parliamentary and statutory regulations.

We call upon all members of staff and volunteers to help us with ensuring everyone’s wellbeing. We will ensure health and safety policies and procedures are available and visible in our buildings. Health and safety policies and procedures will be reviewed ***at least***once a yearand any concerns raised will be taken seriously and managed proactively to prevent any risks to employees, volunteers and those using our facilities and services.

Our Health and Safety Policy aims to:

* share key information for staff and volunteers to undertake their work in a healthy and safe manner
* take active precautions to reduce or eliminate likelihood and severity of accidents, incidents or ill-health related to employment
* ensure the maintenance of all equipment, workspaces, and facilities for a safe working environment
* regularly consult employees on the standards of health and safety conditions
* proactively and regularly review and update health and safety procedures and policies
* support the management of health and safety risks in the workplace on a day-to-day basis

Under the Health and Safety at Work Act 1974 we will ensure our employees and volunteers are aware of our health and safety procedures during induction and when health and safety policy and procedures are updated. We also acknowledge the duty of care employees have for themselves.

(***Insert Directors/Trustees/Those Responsible***) of **(*INSERT ORGANISATION*)** take responsibility for implementing and maintaining conditions of health and safety for all our employees and those who use our facilities and services.

Signed.........................................................

Date..............................................................

Role in Organisation...................................

1. **Health and Safety Responsibilities**

**2.1 Health and Safety Management Structure**

Depending on the size of your organisation, you may wish to include a diagram outlining lines of health and safety accountabilities within your organisation.

**2.2 Management Responsibilities**

The main responsibility lies with **(Insert owner/leader(s) of organisation)** to maintain a safe and healthy working environment for all employees, volunteers and those using our activities and spaces.

Management and those in appointed positions of responsibility have a duty to fulfil their delegated responsibilities and ensure all aspects of health and safety are managed in everyday activities.

|  |  |
| --- | --- |
| **General** | * Provide and resource an effective health and safety management system.
* Consult with employees on health and safety matters.
* Provide training for all employees on health and safety matters.
* Ensure a clear process is in place for reporting hazards.
* Maintain appropriate Employers’ Liability Insurance cover.
* Ensure that contractors are competent and monitored during work.
* Monitor and review effectiveness of health and safety management within the organisation
 |
| **Occupational Health** | * Ensure processes are in place to identify, address and reduce and control employees’ exposure to occupational health risks are in place and that these are used effectively.
 |
| **Accidents and First Aid** | * Record accidents and incidents and complete investigations as required.
* Ensure that sufficient first aid supplies and trained personnel are available.
 |
| **Fire** | * Ensure Fire Risk Assessments are completed for each of our premises and that arrangements are made in response to the assessed risk.
* Ensure fire and emergency evacuation procedures are effectively displayed to all staff
* Provide, test, and maintain emergency equipment
 |
| **Risk Assessment** | * Ensure risk assessments are completed and documented.
* Ensure that staff understand the outcome of risk assessments and the action they need to take.
 |
| **Premises** | * Provide a suitable and safe working environment for employees with adequate welfare facilities and that ensure this is sufficiently maintained.
* Ensure portable and fixed electrical systems are adequately installed, maintained, and tested.
* Assess and develop measures to control and manage the risks from asbestos.
* Ensure all equipment provided is suitable, properly used, adequately maintained and safe.
* Provide Personal Protective Equipment as needed and ensure effective use.
 |
| **Substances** | * Store and use substances safely and appropriately.
 |

**2.3 Employee and Volunteer responsibilities**

* Employees and volunteers have a responsibility to take care of their personal health and safety to a reasonable standard.
* We expect employees to immediately report any concerns they have to an appropriate staff member and to pro-actively seek advice on health and safety issues if needed.
* Employees are expected to co-operate with management to support the health and safety policies and procedures in place.
* Employees must read and ensure they understand all health and safety policies and procedures
* Employees must follow all safety instructions and guidance when using equipment and refrain from using tools and equipment if they have not received appropriate training.
* Employees must follow the safety instruction of senior management and all written procedures e.g., risk assessments, COSHH data etc.
* Employees must obey all site safety signs and arrangements put in place to keep employees safe whilst at work.

**2.4 Responsibilities table**

For those with delegated responsibilities in Health and Safety, they hold responsibility in ensuring the required records and risk assessments are done and that control measures are in place during work activities.

If multiple people hold responsibility for certain areas of Health and Safety, they still are individually accountable for their fulfilment of this responsibility.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and Safety Arrangements** | **Board of Trustees** | **CEOs** | **ADD STAFF POSITION** | **ADD STAFF POSITION** |
| Overall responsibility for Health and Safety at work and compliance with the 1974 Health and Safety at Work Act. |  |  |  |  |
| Consultation, training and information for employees |  |  |  |  |
| Fire Safety, Evacuation and Procedures |  |  |  |  |
| Accidents and First Aid |  |  |  |  |
| Risk Assessment and Hazard Reporting |  |  |  |  |
| New and expectant mothers |  |  |  |  |
| Lone working |  |  |  |  |
| Employing children and young people |  |  |  |  |
| Health & safety of visitors |  |  |  |  |
| Personal Protective Equipment at work |  |  |  |  |
| Control of Hazardous and Non-Hazardous waste |  |  |  |  |
| Control of flammable substances |  |  |  |  |
| Safety with equipment and manual handling |  |  |  |  |
| Premises |  |  |  |  |
| Electrical safety |  |  |  |  |
| Manual Handling |  |  |  |  |
| Legionella Control |  |  |  |  |
| Asbestos |  |  |  |  |
| ADD category as appropriate |  |  |  |  |
| ADD category as appropriate |  |  |  |  |
| ADD category as appropriate |  |  |  |  |
| ADD category as appropriate |  |  |  |  |

**2.4 Reviewing & Monitoring**

* We will hold annual reviews to monitor the robustness of our Health and Safety Policy and ensure health and safety is comprehensively covered as far as is reasonably practicable. The (**INSERT ORGANISATION SPECIFIC ROLE, e.g., Chief Executive Officer**) holds responsibility over work operations on behalf of the Board of Trustees who have overall responsibility for this, and some health and safety monitoring duties will be delegated.
* For those with delegated responsibilities under this Health and Safety Policy, they will also complete risk assessments as necessary.
* We will continue to monitor and review all aspects outlined in our Health and Safety Policy and will continue to improve our processes both proactively and in responsive manner should unforeseen circumstances arise.
* We will record reviews of our Health and Safety Policy and ensure any amendments and updates are shared with all staff and volunteers.
1. **Arrangements for Health and Safety**

|  |  |
| --- | --- |
| **Health and safety area** | **We ...** |
| **Overall management of health and safety at work, consultation, training, and information for employees**  | * identify a responsible person to take overall responsibility for managing health and safety within our organisation end ensure they have appropriate training, resources, and authority to effectively fulfil their role
* set up and maintain systems to deliver satisfactory health and safety performance.
* review arrangements regularly to ensure they are working correctly and fully understood.
* assess any training needs within the organisation and create a training plan to ensure staff have adequate training to fulfil their general and specific health and safety responsibilities.
* identify a competent person to take responsibility for ensuring health and safety information is effectively communicated to all employees and ensure that this person have sufficient training, resources, and authority to effectively fulfil their role
* provide health and safety training as part of all staff member’s induction and ensure that they are aware of the need to report accidents, incidents, and cases of work-related ill health
* ensure ‘What you should know’ posters (outlining health and safety law) are displayed clearly
* ensure all employees understand their responsibilities and essential safety rules.
 |
| **Accidents and First Aid** | * ensure adequate first aid arrangements are in place, including maintained first aid boxes and a qualified first aider (if there are over 5 employees).
* display names and locations of first aid trained personnel through our premises
* provide an accident log and provide training to ensure all workers are confident in procedures around accident reporting.
* Monitor and check accidents are logged, investigated and responded to appropriately by implementing control measures to eliminate or reduce the risk of future incidents.
 |
| **Risk assessment and hazard reporting** | * maintain a centralised framework to identify all activities requiring risk assessment and which staff member holds responsibility for ensuring these are completed.
* provide training and templates to ensure staff have sufficient knowledge and tools to complete risk assessments.
* require managers to ensure risk assessment is systematically taking place, that risks and control measures to reduce hazards are being captured in writing and that all staff are being advised of precautions or systems of work they need to follow.
 |
| **Purchasing** | * identify which staff members are authorised to purchase new equipment and ensure they have the training needed to purchase equipment, supplies and substances for our activities.
* ensure the equipment we buy meets European or National safety standards
 |
| **New and expectant mothers** | * assess the risk that our business activities may have on new and expectant mothers and female employees of childbearing age.
* introduce control measures to reduce risks as far as possible and ensure all staff are aware of risks.
* assess the individual risks for any worker who is pregnant or has recently returned to work after maternity leave (e.g., ability to sit or stand for long periods, lifting and carrying, night working) and introduce control measures to reduce risk as far as possible. This may involve the worker taking on alternative tasks.

  |
| **Employing children & young people** | * identify a manager to oversee the employment of children and young people.
* assess any potential risk to children or young people that might come from their employment, keep a written record of this assessment and ensure control measures are in place to minimise risk.
* ensure working hours of children and young people are within legal working limits.
* provide training to staff around safeguarding to ensure all workers are confident how to identify and report a safeguarding concern.
* identify and train an internal designated safeguarding lead.
* ensure all relevant workers are aware of specific arrangements that need to be in place when employing children and young people.
 |
| **Lone working** | * identify potential lone workers, assess the risk that may come from lone working and ensure control measures are in place to minimise risk.
* keep a written record of risk assessment and systems of work adopted.
* ensure all staff are aware of the procedures and systems they need to follow if lone-working and the organisations Lone Working Policy.
 |
| **Health & safety of visitors** | * risk assess hazards visitors may be exposed to and identify control measures to minimise risk.
* ensure all staff are aware of procedures they need to follow to minimise risk to visitors.
 |
| **Personal Protective Equipment (PPE)** | * provide personal protective equipment if appropriate to keep staff and volunteers safe from harm or injury as a result of work-related tasks.
* ensure workers are aware of how to correctly use PPE to minimise risk.
 |
| **Responding to** [**Enforcing Authority**](https://www.hse.gov.uk/contact/authority.htm) **Reports** | * identify a person to coordinate actions required to meet the requirements of enforcing authorities and ensure they have appropriate authority within the organisation to fulfil their role.
* provide training so that responsible person understands their health and safety responsibilities and has the resources required to fulfil their role.
 |
| **Equality and Disability Discrimination Compliance** | * identify a person to co-ordinate actions to ensure the organisation meets [legal requirements](https://www.gov.uk/guidance/equality-act-2010-guidance#:~:text=The%20Equality%20Act%202010%20legally,strengthening%20protection%20in%20some%20situations.) around equality.
* ensure they have the appropriate training, authority, and resources they need to fulfil their role.
 |
| **Fire Safety**  | To protect workers and others from the risk of fire and meet our legal duties we:* have identified and trained a competent person to co-ordinate all activity around fire safety
* have completed a risk assessment which aligns with standards of The Regulatory Reform (Fire Safety) Order 2005. We will review this at least annually and we will take proactive measures to revise and improve our fire safety procedures for the safety of our employees. We consult with the Fire Service if appropriate in the development of our site-specific arrangements and procedures.
* provide and maintain sufficient and appropriate fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signage. Equipment will be regularly tested and maintained by a competent person
* ensure sufficient and evacuation procedures are in place and understood by staff, volunteers and people using our services
* train all current and new staff/volunteers are trained in our fire policy and procedures and ensure fire safety procedures are visible around our workspaces through signs
* carry out fire alarm and evacuation drills to ensure our procedures work in practice
 |
| **Staff welfare facilities** | * provide [appropriate and adequate welfare facilities](https://www.hse.gov.uk/pubns/indg293.PDF) for staff well-being (such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.) and to meet our legal obligations.
* monitor welfare arrangements and facilities to ensure they are fit for purpose.
 |
| **Cleaning** | * assess areas of the workplace to determine cleaning requirements and implement cleaning plans and schedules for each area.
* ensure the cleaning team understand cleaning requirements and have sufficient equipment and resources to complete cleaning plans.
* ensure procedures around the disposal of hazardous waste are in place and followed.
 |
| **Pest Control** | * assess any potential risk to workers from infestation or pest control measures and implement control measures to minimise risk.
* ensure staff are aware of procedures to prevent pest infestation (e.g., correct storage of foods) and to manage infestation.
* investigate the reasons behind any pest infestation and put arrangements in place to reduce future risk.
* contract trained professionals to deal with pest infestations.
 |
| **Control of Hazardous & Non-Hazardous Waste**  | * identify where we create waste, identify hazardous and controlled waste and assess the risk posed to workers from different waste materials.
* keep a record of risk assessments and control measures put in place to minimise the risk from hazardous and non-hazardous waste.
* ensure [hazardous waste](https://www.gov.uk/dispose-hazardous-waste) is disposed of safely, in line with the UK legislation requirements.
* Provide information to the workforce to ensure arrangements for safe waste disposal are understood.
 |
| **Water Temperature Control** | * assess any risk to workers or other users of our premises of being burnt or scalded by high water temperatures.
* put control measures in place to minimise risk (e.g., weekly testing of water temperature, advisory notices).
* ensure staff of aware of procedures in place to minimise risk.
 |
| **Premises** | * complete a general risk assessment of any hazards posed to our workers by our premises.
* provide clean welfare, toilet and sanitary facilities, a supply of drinking water and rest areas for staff appropriate to the numbers of employees in our workplaces.
* ensure appropriate assessments and processes are in place to minimise the risk from fire (see Fire Safety section).
* identify if there is any asbestos in the building and if so, manage appropriately (see Asbestos section).
* ensure all insurance liability policies are up to date.
* assess and manage risk of slip, trips and falls.
 |
| **Electrical Safety** | * assess any potential risk to workers from fixed or portable electrical equipment, keep a written record of the risk assessment and introduce control measures to reduce risk.
* ensure all staff are aware of correct procedures when using electrical equipment in the workplace.
* ensure fixed electrical systems are well-maintained by competent employees or contractors and inspected in line with the requirements laid out in the IET Wiring Regulations (18th edition) BS 7671.
* maintain, inspect and routinely test portable electrical equipment in line with Health and Safety Executive guidance.
* ensure new electrical purchases meet National safety standards.
 |
| **Office Equipment** | * assess any risk to workers that could occur through the use of office equipment, identifying any control measures that need to be put in place to minimise risk
* ensure workers have sufficient training to safely use office equipment
* ensure office equipment is properly stored and maintained
* ensure new office equipment purchased is in line with national safety standards
 |
| **Storage of** [**hazardous**](https://www.hse.gov.uk/coshh/basics/index.htm) **substances**  | * maintain an inventory of all hazardous substance stored on our premises
* complete COSHH assessments to determine potential risk from storage of hazardous substances using information from [safety data sheets](https://www.hse.gov.uk/coshh/basics/datasheets.htm) and put controls in place to minimise risk (including safe storage of hazardous materials in line with manufacturer’s instructions on the Safety Data Sheets).
* ensure staff understand how hazardous substances must be stored and handled.
 |
| **Control of Flammable Liquids** | * make an inventory of flammable liquids used on our premises
* assess any risk to staff that may occur from the use of flammable liquids, record the assessment in writing and introduce control measures to reduce the risk posed by flammable liquids
* ensure all staff are aware of the correct procedures and processes to follow when using flammable liquids and that all staff have appropriate training.
 |
| **Slips, Trips & Falls** | * identify any potential risk areas for slips, trips and falls and put control measures in place to minimise the risk
* keep a written record of risk assessment and control measures
* ensure staff area aware of any control measures they need to implement e.g. signage when washing floors
 |
| **Work at Height** | * assess any risk to employees working at height and implement control measures to eliminate or reduce risk
* ensure appropriate equipment is provided for staff that need to work at height
* provide training to staff working at height so they understand how they can do so safely
 |
| **Manual Handling** | * assess any risk to workers from manual handling activities and put control measures in place to minimise these risks
* ensure staff receive manual handling training as appropriate
* provide adequate equipment to support manual handling, as required.
 |
| **Display Screen Equipment** | * require all workers to do a [DSE workstation assessment](https://www.hse.gov.uk/msd/dse/assessment.htm) as part of their induction
* require all workers to take regular breaks away from their screens
* provide eye tests as requested
* provide training for staff to ensure they know how to work safely with display screen equipment
 |
| **Legionella Control** | * identify a competent person to assess our risk from Legionella Pneumophilia from our water systems
* assess the risk of Legionella infection and keep a written record of our assessment
* implement control measures in response to the identified risk (including Legionella testing from a trained professional).
 |
| **Asbestos** | We will fulfil our legal duty to ensure that the presence of asbestos containing materials in our buildings is identified and managed by:* carrying out an asbestos survey to find out if there is any asbestos in our buildings
* following the steps identified by the Health and Safety Executive: [HSE Managing Asbestos in Buildings Guidance](https://www.hse.gov.uk/pubns/indg223.pdf)
* We will also assess whether there is any risk of workers being exposed to asbestos when working off-site.
 |

Depending on the nature of your organisation, you may also wish to describe the arrangements you have put in place for other activities, such as those involving children and young people (play areas, education visits, schools and nurseries), working with animals, using heavy machinery or tools, safety around food preparation, preventions of injury from sharps (needles etc.) or strategies to manage aggression or violence in the workplace. This list is not exhaustive, you will need to consider all activities that takes place in your organisation.

1. **Health and Safety records kept by organisation**

|  |  |  |
| --- | --- | --- |
| **Record** | **Location of document** | **Date for review** |
| Health and Safety Policy and review record  |  |  |
| Checklists for individual roles and responsibilities |  |  |
| Work equipment purchase, installation and maintenance/ inspection record |  |  |
| Records for Fire Safety Management (including fire safety checks) |  |  |
| Health and safety training records. |  |  |
| Accident and incident reporting and investigation. |  |  |
| Risk assessments |  |  |
| H&S information provided to contractors |  |  |
| Guidance and risk assessment around Hazardous Substances (COSHH). |  |  |
| Occupational health records |  |  |
| Health and safety manuals |  |  |
| Employment records – including medical records. |  |  |
| Hazardous Waste disposal. |  |  |
| Asbestos at work assessments and surveys. |  |  |
| Manual handling assessments. |  |  |