

HEALTH AND SAFETY POLICY

This policy has as its objectives the prevention of accidents and the elimination of fire and health hazards throughout the organisation.

We are **all** responsible both morally and legally for providing a safe workplace and environment. Safety at work can be achieved only by good team work at every level.

Trustees, staff and volunteers have a duty to provide the means to secure a good safety record, to monitor progress and training and to ensure that all employees are involved.

Everyone has the opportunity to and should put forward their ideas and experience to achieve safer working.

Every member must be familiar with this policy and ensure that through good communication, training and example, its objects are achieved.

A copy of this policy is issued to each member of staff and is available on the Internet at

www.acot.org.uk

1. PREFACE

This Health and Safety Policy has been prepared to give specific guidelines to all employees on how Age Concern Okehampton and Torrington intends its duties and responsibilities under current Health and Safety legislation to be discharged. All employees have legal responsibilities for ensuring that this Policy is effectively used.

2. POLICY

- a) To maintain buildings and equipment correctly and safely
- b) To comply with all Statutory Regulations and Procedures
- c) To maintain safe systems of work and a safe working environment.
- d) To state in writing to all employees their responsibilities to ensure the health and safety of all persons and to prevent accidents and illness.
- e) To make all employees aware of their legal responsibilities.
- f) To provide where necessary information, instruction, training and supervision to ensure the health and safety of employees at work.

- g) To provide, and ensure the use of, approved equipment and protective clothing as appropriate.
- h) To discourage violation of safety regulations and unsafe working by the application of sanctions in accordance with the company Disciplinary Procedures.
- i) To promote an attitude of safe working by employees.
- j) To encourage discussion between employees and management on safety matters and establish a Health and Safety agenda at board meetings for this purpose.
- k) To ensure accurate and immediate reporting and investigation of accidents.
- l) To take into Health & Safety issues into account when tendering planning and contracting
- m) To delegate appropriately during the absence of anyone whose duties include health and safety responsibilities
- n) To ensure that provision is made for the safety of visitors and members of the public whilst on Age Concern Okehampton and Torrridge premises.
- o) To make specific arrangements with contractors and to ensure that they are meeting their responsibilities for health and safety.

3. GENERAL RESPONSIBILITIES

- a) Every employee and volunteer has responsibilities under current Health and Safety legislation.
- b) Specific responsibilities cannot be evaded by delegation.

4. TRUSTEES RESPONSIBILITIES

The Trustees are responsible for achieving the objectives of this health and safety policy. They will:

- a) Ensure that subordinate management know their responsibilities for health and safety
- b) Ensure and that the requirements of health and safety legislation are met
- c) Ensure adequate consultations with the appropriate specialist support services and any employee representatives before the introduction of any change which may affect the health or safety of employees.
- d) Ensure the establishment and maintenance of a suitable health and safety programme to reduce the potential for accidents and conform to statutory regulations.
- e) Ensure that adequate communication channels are maintained for health and safety information to be disseminated.
- f) Provide adequate financial resources to cater for the needs of health and safety.
- g) Review this policy periodically.

5. CHIEF OFFICER RESPONSIBILITIES

The Chief Officer is responsible for implementation of the health and safety policy. His/her objective is to eliminate accidents and illness by:

- a) Ensuring that all employees know their responsibilities for health and safety and that they are adequately trained to discharge them.
- b) Ensuring that health and safety concerns are fully discussed with the appropriate specialist support service.
- c) Arranging consultations with employees.
- d) Ensuring regular fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested with appropriate frequency, and that employees are aware of any emergency procedures.
- e) Keeping under constant review the effectiveness of this policy and bringing the trustees' attention to any changes which (s)he may think necessary.
- f) Ensuring that any recommendations or reports presented by advisors are communicated to the necessary level to ensure that any action or policy decisions that may be required are taken.
- g) Consulting advisors to receive advice on current legislation and advising Trustees of the necessary actions to implement it.
- h) Monitoring inspection programmes to ensure trustees' responsibilities are being fulfilled, that inspections are carried out on a regular basis, and that findings are recorded and that appropriate action is taken.
- i) Acting as focal point for health and safety and assisting or directing enquiries to relevant parties.

6. EMPLOYEE AND VOLUNTEERS RESPONSIBILITIES

Employees and volunteers will:

- a) Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- b) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- c) Report any hazard or malfunction to their supervisor.
- d) Comply with all instructions, however given, to improve personal safety and the safety of others.
- e) Be sensibly and safely dressed for their particular working conditions.
- f) Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- g) Use all safety equipment and protective clothing provided.
- h) Avoid improvisation in any form which could create unnecessary risks to health and safety.

- i) Maintain tools and equipment in good condition, reporting any defect to their supervisor.
- j) Report all accidents, whether injury is sustained or not, to their supervisor.
- k) Attend health and safety training as required.
- l) Not to use any equipment, processes, materials and substances until and unless properly trained to do so.
- m) Be aware of the fire alarm and evacuation procedure, the position of fire alarms, firefighting equipment, and first aid kits, at all times

7. TRAINING

Health and safety training programmes are intended to ensure that employees are fully instructed and trained in safe methods of work. Such training will include:

- a) Specific duties to be performed.
- b) Warning of any dangers arising from particular operations or substances
- c) Use of appropriate protective equipment and clothing.
- d) Precautions to be adopted to avoid health and safety hazards.
- e) Procedure to follow in the event of an emergency.
- f) Administration of first aid.

The person providing this may be a training officer, specialist, or supervisor who is deemed by the Chief Officer to be sufficiently competent to perform such training. Training completed will be recorded on personnel files.

8. ACCIDENT REPORTING AND INVESTIGATION

All accidents must be reported to the Chief Officer in accordance with the accident reporting procedure. Accident reports are required for all accidents, assaults and potentially hazardous events irrespective of whether or not injury is sustained. The objective when reporting accidents is to ensure that a future similar occurrence. For this reason "near misses", or dangerous occurrences which might have resulted in injury, must also be reported.

Accidents involving other persons occurring organisations' property must also be reported.

ACCIDENT REPORTING PROCEDURE

- a) The injured person or manager of the area in which the accident occurs if the injured person is not an employee or not able to report is responsible for initiating an accident report. Accidents must be reported to the Chief Officer within 24 hours.
- b) All the relevant facts must be recorded in the Accident Report Book on the day of the accident.

- c) The Chief Officer will enter on the report all personal details required and ensure that the accident book is completed to meet statutory requirements
- d) In cases where the accident causes loss of time beyond the day of the accident the Absence reporting procedure must also be followed
- e) Where an employee/volunteer has suffered injury which is the cause of his death within one year of the date of the accident the Chief Officer must be informed immediately.
- f) The Chief Officer is responsible for onward reporting of any incidents as required by current legislation.
- g) Where plant or equipment is involved, the parts must be retained and the plant or equipment left untouched until an investigation has been carried out

MAJOR INJURY ACCIDENTS / INCIDENTS

A major injury is defined as either one causing fatal injuries or injuries involving

- a) Fracture or amputation
- b) Loss of sight or a penetrating injury to an eye
- c) Electric shock
- d) Loss of consciousness resulting from lack of oxygen
- e) Absorption of any substance by inhalation, ingestion or through the skin, which causes loss of consciousness or necessitates medical attention
- f) Exposure to a pathogen or infected material
- g) Any other injury which results in the person being admitted into hospital as an in-patient.

DANGEROUS OCCURRENCES

The following dangerous occurrences must also be reported to the Chief Officer immediately whether injury is sustained or not:

- a) Any fire or other burning no matter how minor
- b) Collapse or failure of any lifting appliance, scaffold, powered access platform or similar
- c) Explosion, collapse or bursting of any pipeline or closed vessel including a boiler or boiler tube.
- d) An electric short circuit or overload attended by fire or explosion.
- e) Any other explosion
- f) The sudden uncontrolled release of highly flammable liquid, gas, or toxic fumes
- g) Collapse or partial collapse of any part of a building or structure
- h) Any incident leading to possible inhalation, ingestion or other absorption of any toxic substance, or lack of oxygen

- i) Any case of ill health where there is reason to believe that this resulted from occupational exposure to pathogens or infected material
- j) Accidental damage to hidden hazardous services.
- k) Any incident in which plant or equipment comes into contact with or close to an overhead power line.
- l) Any other potentially hazardous event or incident which knowledge of could help prevent recurrence.

9. VARIATION

This Health and Safety Policy will be varied from time to time to keep up to date with current legislation or to reflect accident experience or both. Such variation will be immediately effective when implemented by the Chief Officer, and adopted by the Trustees at the next board meeting

10. ASSOCIATED POLICIES AND PROCEDURES (APPENDICES)

- A. General Premises Risk Assessment
- B. Manual Handling Risk Assessment
- C. Display Screen Equipment Risk Assessment
- D. COSHH policy
- E. Fire Risk Assessment
- F. Fire Evacuation procedure and Drill
- G. Maintenance of fire-fighting equipment and fire alarm system
- H. Electrical appliance testing
- I. H&S Training
- J. Lone Working / Personal Security Risk Assessment
- K. Teleworking Risk Assessment
- L. First Aid Procedure