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# HEALTH & SAFETY AT WORK

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## 1. PURPOSE

It is the Organisation's intention to provide, so far as is reasonably practicable, a safe and healthy working environment in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and all other associated legislation which remains effective and relevant.

## 2. SCOPE

All established and temporary employees, and other directly contracted persons during the application of that contract and visitors whilst attending an Organisation location.

## 3. POLICY STATEMENT

The responsibility for health, safety, welfare and security within the Organisation is placed both upon myself and upon all personnel working within it. This statement, therefore, makes specific commitments regarding how we operate, personal safety, welfare, damage to property, security (both individual and property), protecting the environment, reducing losses and liabilities and fully meeting any statutory requirement.

This statement will govern each of us in our work for the Organisation. I undertake to implement these commitments by:-

- personal involvement
- ensuring that effective arrangements exist for communication, discussion and consultation on Health & Safety matters at all levels
- instituting and maintaining comprehensive safety assessments
- implementing a programme working towards the elimination of unsafe acts or omissions, foreseeable hazards which may result in fires, security losses, damage to property, personal injuries/illnesses and occupational ill health
- setting and monitoring personal safety objectives throughout the Organisation as appropriate
- fulfilling the Organisation's duty of care for contractor and visitors

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- the provision of adequate instruction, training and supervision to enable work to be carried out safely
  - the provision of safe premises and work places including access to and exit from them
  - the provision of well maintained plant and safe systems of work
  - the provision of suitable arrangements for safe use, handling, storage and transport of articles and substances
  - the appointment of competent people to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Organisation.

I will ensure that priority is given to matters of safety and adequate resources and funds are available to support actions and initiatives that have been developed.

Targets for improving safety standards will be set, with our legal requirements defined as the minimum level of achievement when performance is monitored against them.

This statement, the Health & Safety Policy and all other appropriate detailed arrangements for Health & Safety will be provided for the information and guidance of all who work within the Organisation. I will ensure that all staff make themselves familiar with this document and consider its relevance to all tasks which they undertake.

This document will be regularly reviewed and be updated as necessary. Its content must be owned by all our staff, and every employee has a duty to suggest revisions to it, through their manager to ensure continuous improvements in health, safety and welfare standards.

Finally, I require that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. I require that all staff be aware of the Organisation's Safety Rules contained within this document.

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Name (Chief Executive)	<Job Title>	<Date>
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This statement must be printed from Appendix II and displayed in the work location.

#### **4. MANAGEMENT RESPONSIBILITIES**

The Chief Executive will take the lead role in Health & Safety matters with responsibility for the maintenance of safety on the basis of standards set by the Organisation and by legislation. He/she will also lead the overall drive for improved safety performance and in so doing set safety objectives and monitor performance.

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The broad spectrum of activities makes it necessary for certain safety responsibilities to be delegated as follows:

### **Responsibilities for all Managers**

Every manager responsible for staff and/or an area of work has the following responsibilities so far as is reasonably practicable to ensure:

- the health, safety and welfare of all established and temporary staff and others concerned with working in the area for which that manager has responsibility
- that all risk assessments are carried out and in order to comply with the appropriate legislation
- a duty of care for all visitors and contractors whilst within the area for which they have responsibility
- to ensure that effective emergency arrangements are in place to deal with incidents/accidents and emergencies/evacuations
- that all reasonable and practical steps are taken to improve the health, safety and welfare of staff for whom they are responsible and of contractors and the general public as appropriate. Establish action plans to reduce levels of accidents, comply with the Health & Safety Policy and associated procedures, functional and legislative requirements
- fire precaution management for all those for whom they are responsible
- the training of staff for whom they are responsible, in their safety responsibilities
- the efficient distribution and understanding of safety instructions and publication
- the setting of safety objectives and monitoring of performance for all direct reports
- the security, both personal and physical, relating to the premises for which they have responsibility as well as all staff, contractors, customers and members of the public as appropriate
- that contracts with third parties for which the function is responsible for monitoring have safe systems of work and abide by the Organisation's Health & Safety Policies
- that all necessary equipment and systems are provided, maintained and are safe without known risks to health
- that all materials, new machinery and equipment purchased by the Organisation complies with the legislative requirements and/or manufacturers' recommendations and that information is available to employees to enable their use with safety

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- the use, handling and storage of articles and substances is conducted safely without known risks to health
  - special attention is paid to the training of young or inexperienced employees or those that have special needs
  - any issue raised by an employee or employee representative, which could reasonably be foreseen as causing a threat or potential hazard is dealt with and/or reported to those responsible for action and monitoring of Health & Safety
  - that all injuries, dangerous occurrences and “near miss” situations which arise in the area of responsibility are investigated at the earliest opportunity
  - that the necessary information, instruction and training is provided to visitors and contractors
  - that the place of work is maintained in the condition which is safe and without known risks to health
  - that all practical steps are taken to reduce noise and sound levels to an acceptable degree (as defined by the relevant Local Authority requirements)
  - that all practical steps are taken to ensure that work places are adequately ventilated, and that the temperature is maintained at a reasonable level
  - that immediate and appropriate steps are taken to investigate and rectify any risks to Health & Safety arising from the work activity and in accordance with the Accident Reporting Policy
  - that employees are duly consulted on and provided with information about Health and Safety matters that could affect them.

## **5. EMPLOYEES' RESPONSIBILITIES**

All employees must:

- take reasonable care for the health and safety for themselves, their fellow employees and all other persons attending the workplace
- co-operate with management in the performance of their duties and work in accordance with the Health & Safety policies, all associated training and information provided
- avoid intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare
- call attention to any potential hazard and/or raise any point relating to Health & Safety standards. If the employee remains dissatisfied that the appropriate action has not been taken he/she must seek to notify senior management

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- only undertake duties which are authorised and for which training has been given whenever appropriate;
  - follow all general Organisation safety rules (see [Appendix I](#)) and follow all additional rules which are notified and apply to their particular area of work.

## **6. CONTRACTORS' AND VISITORS' RESPONSIBILITIES**

Contractors, whether self-employed or employed by another Organisation, are required to follow all the Organisation's Safety Rules (see [Appendix I](#)). All visitors must also follow these rules. They are also required to:

- take reasonable care for the Health & Safety of themselves and of employees and contractors
- co-operate with management in the performance of their duties
- avoid intentionally or recklessly interfering with or misusing anything provided in the interests of their health, safety and welfare.

Before beginning work, contractors may be required to provide a Safe System of Work. In this event no work must be carried out until this document has been completed and approved.

## **7. HEALTH SURVEILLANCE**

Where, through the risk assessment procedure, pre-employment medical reports and/or other medical information, pregnancy, or other condition, health surveillance is required under statutory provisions or where it may assist with the maintenance of Health, Safety and Welfare, the Organisation will make all of the necessary provisions.

## **8. INFORMATION AND COMMUNICATION**

The Organisation will ensure that all appropriate information regarding health, safety and welfare is provided to all appropriate staff, elected representatives and other persons concerned. Statutory notices will be displayed as appropriate.

## **9. RESPONSIBILITY**

Responsibilities are clearly defined within the [Foreword](#).

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## APPENDIX I

### SAFETY RULES

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The following are general safety rules and must be observed by all employees and others at work on Organisation premises.

They must also be followed (as appropriate) by all visitors and contractors whilst they are present on organisation premises.

1. All equipment is to be operated in a safe manner.
2. All fire doors must be kept closed.
3. Work areas are to be kept tidy, gangways clear and fire exits unobstructed.
4. Safety and first aid equipment must not be abused.
5. Materials are to be stored in a safe manner. Paper storage and waste paper must be kept in a manner which prevents a fire hazard being created.
6. "No smoking" regulations must be maintained in all areas so designated.
7. All cabling must be protected and positioned in a safe manner.
8. Equipment/hand tools etc. are not to be used when known to be unserviceable.
9. Equipment is only to be operated by those so trained or those under supervision whilst receiving training.
10. Protective clothing and equipment are to be used when the work task demands it.
11. Where the use of portable electrical appliances is necessary they must be switched off when unattended.
12. Strict safety precautions must be followed when handling flammable or toxic chemicals.
13. Movement of furniture or equipment must not be undertaken by any employee without the authority of the relevant manager.
14. ALL ACCIDENTS, NEAR MISSES, HAZARDS MUST BE REPORTED.

(The above list is not exhaustive and may be extended from time to time).

### HEALTH & SAFETY STATEMENT

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The Health & Safety Policy will be regularly reviewed and be updated as necessary. Its content must be owned by all our staff, and every employee has a duty to suggest revisions to it, through their manager to ensure continuous improvements in health, safety and welfare standards.

Finally, I require that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. I require that all staff be aware of the Organisation's Safety Rules contained within The Health & Safety Policy.

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Name (Chief Executive)	<Job Title>	<Date>
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**APPENDIX III**

**ACCIDENT REPORTING FORM**

EVERY ACCIDENT OR INCIDENT, HOWEVER MINOR MUST BE REPORTED  
INSTRUCTIONS: The Manager of the area in which the accident/incident occurred must complete this form and send it to the Senior Manager responsible for Health and Safety at the earliest opportunity. If the manager is not available any other person present at the scene should submit this form.

1. DETAILS OF PERSON (S) INVOLVED

Name: .....(Title).....  
(Please print)

Status     Employee     Temporary Employee     Visitor     Contractor

If employee/temp please state department/manager/tel ext.....

If contractor please state company/manager.....

2. ACCIDENT INCIDENT DETAILS

Date and time of accident/incident.....

Where did the accident occur?.....

What part of the body was injured? (if applicable).....

Names of Witnesses.....

TYPE OF INJURY

- |              |                          |                              |                          |                    |                          |
|--------------|--------------------------|------------------------------|--------------------------|--------------------|--------------------------|
| Fatality     | <input type="checkbox"/> | Internal injuries            | <input type="checkbox"/> | Amputation         | <input type="checkbox"/> |
| Cuts         | <input type="checkbox"/> | Bruising                     | <input type="checkbox"/> | Abrasions          | <input type="checkbox"/> |
| Dislocations | <input type="checkbox"/> | Eye Injury                   | <input type="checkbox"/> | Fracture           | <input type="checkbox"/> |
| Burns/Scalds | <input type="checkbox"/> | Strains/Sprains              | <input type="checkbox"/> | Industrial Disease | <input type="checkbox"/> |
| Other        | <input type="checkbox"/> | if other please give details |                          |                    |                          |

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3. INJURY DETAILS

Machinery  Ground or Surface  Person   
Hand tool  Building  Vehicle   
Physical object  Other(s)  if other please give details

.....  
How did it occur? .....  
Was preventative clothing required? Yes/No      Was it worn? Yes/No

4. TREATMENT DETAILS

Was treatment given: .....  
By Whom.....First Aider Yes/No  
What further action taken/advice given:.....

5. SIGNATURES

Manager ..... Date.....  
First Aider..... Date.....  
Witness..... Date.....

## INVESTIGATION DETAILS

INSTRUCTIONS: To be completed by the Senior Manager when the accident/incident has been investigated.

INVESTIGATION DETAILS:	Date: .....
Who present at investigation:	..... ..... .....
Photographic Evidence:	Yes/No      Witness statements obtained      Yes/No
Summary of accident/incident:	
Considered cause:	
Recommendations to prevent re-occurrence:	
ACTIONS:	
1.	..... .....who responsible.....by when?.....
2.	..... .....who responsible.....by when?.....
3.	..... .....who responsible.....by when?.....
Health and Safety Officer to review on..... date	
<b>SIGNATURES OF INVESTIGATORS</b>	
Names: .....	Date.....
.....	Date.....
.....	Date.....