



# Salford Dadz – Little Hulton Health and Safety Policy

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This document requires the following approvals. A signed copy should be filed.

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## **1. Health and Safety Policy Statement**

*(Health and Safety at Work, etc. Act 1974)*

- 1.1 The organisation is committed to planning and managing health and safety of its employees, volunteers and anyone else that may be affected by its business. This Policy is the key to achieving high standards, reducing accidents and cases of work-related ill health and demonstrating the importance of health and safety to staff. It will be reviewed and revised in the light of experience, or because of legal, organisational or operational changes.
- 1.2 The organisation's statement of general policy is:
- To maintain and monitor safe and healthy working environments.
  - To maintain any place of work under its control in a safe and healthy condition, with safe means of entry and exit.
  - To ensure that safe systems of work are set and followed.
  - To consult with staff on matters affecting their health and safety at work.
  - To provide staff with the information, instruction, training and supervision necessary for their health and safety.
  - To ensure all staff are competent to do their tasks, and to give them adequate training.
  - To provide and maintain safe plant, equipment and systems.
  - To ensure safe use, handling, storage and transport of articles and substances.

## **2. Responsibilities**

- 2.1 The Management Committee has final responsibility for health and safety. It:
- accepts formally and publicly its collective role in providing health and safety leadership in the organisation
  - accepts that each committee member has an individual role in providing health and safety leadership for the organisation
  - will ensure that all its decisions reflect its health and safety intentions, as articulated in its Policy statement
  - recognises its role in engaging the active participation of staff in improving health and safety
  - will ensure that it is kept informed of, and alert to, relevant health and safety risk management issues and any significant changes in working arrangements, including through regular performance monitoring reports



- will ensure that it is sufficiently trained and competent in its health and safety responsibilities
- 2.2 Leadership on health and safety by the management committee will be based on these principles:
- Strong and active leadership from the top:
    - visible, active commitment from the management committee
    - establishing effective 'downward' communication systems and management structures
    - integration of good health and safety management with business decisions
  - Staff involvement:
    - engaging staff in the promotion and achievement of safe and healthy conditions
    - effective 'upward' communication
    - providing high quality training
  - Assessment and review:
    - identifying and managing health and safety risks
    - accessing (and following) competent advice
    - monitoring, reporting and reviewing performance
- 2.3 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Delivery.
- 2.4 A number of competent staff at each premise will have health and safety responsibilities. Their names will be displayed on posters throughout the premises.
- 2.5 Every member will:
- take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
  - co-operate with managers on all health and safety matters
  - follow appropriate systems safely and not interfere with or misuse anything provided to protect health, safety and welfare
  - make full and correct use of aids and equipment provided, including protective equipment, in line with training or instructions
  - report pregnancy or any medical conditions that may affect their ability to do their job or their health and safety
  - report immediately any concerns, risks, near misses and actual accidents to their manager, and record details in an Accident Book



- suggest to managers any improvements or solutions to problems
- take responsibility for the health and safety of each client while working with them and each visitor while on the premises
- carry an up-to-date official identification badge at all times.

### **3. Consultation with Members**

*(Safety Representatives and Safety Committees Regulations 1977;  
Health and Safety (Consultation with Employees) Regulations 1996)*

- 3.1 The organisation will, in good time, consult and work with its members (either directly or through an appointed or elected safety representative) on matters to do with their health and safety at work, including:
- any change which may substantially affect their health and safety at work, such as in procedures, equipment or ways of working
  - arrangements for getting competent people to help comply with health and safety laws
  - information that members must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks, and what to do if they are exposed to a risk or danger
  - planning of health and safety training
  - health and safety consequences of introducing new technology.
- 3.2 Members or their representatives must be given enough information to allow them to take a full and effective part in the consultation. The organisation does not, however, have to provide information that it is not aware of or if it:
- would be against the interests of national security or the law
  - is about someone who has not given their permission for it to be given out
  - would cause substantial harm to the organisation (other than for health and safety reasons)
  - has been obtained for the purpose of any legal proceedings.



## 4. Risk Assessment

*(Management of Health and Safety at Work Regulations 1999)*

- 4.1 The organisation will decide what could harm members in their role and the precautions to stop it. It will assess the work-related risks faced by employees and by people not in its employment.
- 4.2 All risk assessments will follow Health and Safety Executive guidance (*Five Steps to Risk Assessment*) to identify hazards and assess significant risks. They will include and address any particular issues about: pregnancy, recent birth or breastfeeding; medical conditions; work environments; fire safety; work equipment; work stations and visual display units; hazardous substances; manual handling; and First Aid.
- 4.3 The arrangements for risk assessment are that the Management Committee:
  - will appoint competent officers will carry out regular risk assessments, which will be reviewed at least annually and whenever a significant change is to be made
  - will receive the findings of the risk assessments on a formal risk assessment record sheet
  - will approve action to remove or control significant risks
  - is responsible for ensuring the actions required are implemented
  - **will check that the implemented actions have removed or sufficiently controlled the risks**

## 5. Information, Instruction and Supervision

*(Health and Safety at Work, etc. Act 1974;  
Health and Safety Information for Employees Regulations 1989;  
Management of Health and Safety at Work Regulations 1999;  
Health and Safety Information for Employees (Amendment) Regulations 2009)*

### 5.1 Information

- In a way that staff can understand, the organisation will explain how risks will be controlled and tell members who is responsible for this.
- Members will be provided with clear and relevant information on the risks they face and the preventive and protective measures that control those risks.



## 5.2 Competent Employees

- A competent person is someone who has sufficient training and experience or knowledge and other qualities to allow them to help the organisation to meet the requirements of health and safety law.
- A number of competent employees will have health and safety responsibilities at each premise. They will have access to appropriate resources.
- These competent employees are accorded their status by having suitable qualifications, experience and knowledge.
- The names of these employees will be displayed on posters throughout the premises.
- These employees may provide health and safety advice.
- For certain types of work associated with specific legal provisions, only suitably qualified persons will be allowed to do these tasks.

## 5.3 Competence Related to Work Done by Staff

No member of will put themselves or anyone else at risk. The organisation will provide:

- Information for members on likely risks arising from their work, preventative measures, procedures for dealing with danger and the identity of competent people responsible for evacuation procedures
- Instruction to tell members what they need to do to protect themselves from the risks associated with their work.
- Training required to ensure that members are competent to do their work safely as reasonably practicable.

## 6. Training

*(Health and Safety at Work, etc. Act 1974;  
Management of Health and Safety at Work Regulations 1999)*

### 6.1 Responsibility

The management committee will oversee and monitor training.



## **6.2 Deciding What Training is Needed**

Training will be based on risk assessments and careful analysis of the strengths and needs of members and will vary by role, responsibility, capabilities, knowledge, experience, lone working and other relevant factors. This will include:

- identifying the skills and knowledge needed for people to do their role in a safe and healthy way
- comparing these against people's current skills and knowledge and identifying the gaps
- reviewing experience of injuries, near misses or cases of ill-health
- looking at risk assessments to see where information and/or training have been identified as factors in controlling risks
- considering awareness training needs for directors, managers and supervisors

## **6.3 Deciding Training Priorities**

Priorities for training will include:

- where the law requires training for specialised tasks (such as First Aiders and Fire Marshals)
- new members and those changing roles or taking on new responsibilities
- areas where lack of information and/or training might result in serious harm, and those which benefit the largest numbers of staff
- areas identified by members and/or their elected representatives

## **6.4 Choosing Training Methods and Resources**

Much effective training can be done within the organisation before external trainers are considered. The choice will depend on the nature and method of the training, such as:

- giving information or instruction
- coaching or on-the-job training
- training in the 'classroom'
- open and distance learning
- in groups or individually
- computer-based or interactive learning



## **6.5 Delivering Training**

Training should be well prepared, easy to understand and delivered through a variety of training methods.

## **6.6 Special Needs**

Young people, people doing work experience, trainees, expectant and new mothers and disabled people are among those who will be considered to have special training requirements as appropriate.

## **6.7 New Members**

Every new member of staff will have a health and safety induction session, which will cover this Health and Safety Policy, its implementation and their duties and responsibilities, including arrangements for first aid, fire and evacuation. This will be carried out by their line manager or a named competent employee.

## **6.8 New Job or Responsibilities**

Staff changing jobs or taking on extra responsibilities will be told by their line manager about any new health and safety implications.

## **6.9 Job Specific Training**

Line managers will arrange regular training for specific jobs. This will integrate health and safety rules and procedures, including: work environments; use of work equipment and hazardous substances; work stations and visual display units; manual handling; emergency procedures.

## **6.10 Training for Elected Safety Representatives**

It will be ensured that elected safety representatives get the training they need to carry out their role. All representatives will be reimbursed for any reasonable costs incurred.



## **6.11 Record Keeping**

The Health and Safety Lead will keep adequate training records for each member to ensure that they are trained for their roles and responsibilities. The records will indicate any training done, and will include risk assessments and relevant personal records.

## **7. Protective Equipment**

*(Personal Protective Equipment at Work Regulations 1992)*

- 7.1 The organisation will provide appropriate equipment and protective clothing for members where this is specifically to protect their health and safety, and ensure that it is properly looked after.

## **8. Accidents, Disease and First Aid**

*(Health and Safety (First Aid) Regulations 1981;  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)*

### **8.1 Duties of the Organisation**

The organisation will provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given if a person is injured or becomes ill at work at any time.

### **8.2 Duties of Staff**

Every member should

- immediately report any illness or injury that occurs at work to an Appointed Person and to their line manager
- ask a First Aider to provide First Aid, if they require it.

### **8.3 First Aid boxes**

First Aid boxes will be provided in suitable locations wherever events or meetings take place. Each box will contain at least:

- 1 leaflet giving general guidance on First Aid
- 20 individually wrapped sterile plasters (assorted sizes)



- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 4 medium sized individually wrapped sterile unmedicated wound dressings (approximately 12 cm x 12 cm)
- 1 large individually wrapped sterile unmedicated wound dressing (approximately 18 cm x 18 cm)
- 6 pairs of disposable gloves
- 20 individually wrapped sterile cleansing wipes
- 1 pair of scissors

Tablets and medicine will not be kept in any First Aid box or kit.

## **8.4 Appointed Persons**

There should be at least one Appointed Person at every location. Appointed Persons are responsible for:

- taking charge when someone is injured or falls ill
- calling an ambulance if required
- looking after the First Aid equipment and regularly ensuring that the First Aid boxes are restocked

Appointed Persons should not attempt to give First Aid for which they have not been trained. Appointed Persons will be available at all times when staff are at work on site.

## **8.5 First Aiders**

There should be at least one First Aider for every 25 staff at any location. A First Aider is a member of staff who has had training in First Aid at Work and holds a current First Aid at Work certificate. This training must be approved by the Health and Safety Executive. A First Aider fulfils the duties of an Appointed Person as described above and is also responsible for:

- providing First Aid assistance in accordance with training
- informing injured people of the availability of the record-keeping Accident Book and their right to make an entry, or for a colleague to complete it on their behalf
- advising the relevant manager of the injury where necessary

In the event of an emergency, the First Aider must:

- never put themselves or others at risk
- seek medical assistance for all but minor injuries
- leave the scene of the incident undisturbed



- ensure that they take time to recover personally from any shock or distress
- make a record of the First Aid treatment and report the incident if necessary

## **8.6 Informing Staff**

Notices will be displayed throughout the premises informing staff:

- who the Appointed Persons and First Aiders are
- where the Appointed Persons and First Aiders can be found and their telephone extensions
- where the First Aid boxes are located
- where available, the location of a rest area that may be used in the event of an incident
- the location of the Accident Book for each premise

## **8.7 Accident Investigation Procedure**

The following will occur

- the scene must be left undisturbed
- attempts will be made to discover what happened and in what sequence
- witnesses will be interviewed where necessary
- relevant procedures will be checked
- attempts will be made to work out whether the accident occurred as a result of these procedures not being followed
- with this in mind, the suitability of procedures will be considered
- the need for any changes that could prevent a recurrence will be identified

These findings will be recorded and used alongside risk assessments.

## **8.8 Accident Reporting**

The organisation must inform the relevant enforcing authority as soon as possible if:

- there is an accident in which any person is killed or experiences a major injury (including as a result of physical violence)
- as the result of an accident (including as a result of physical violence), any person is away from work or is unable to do the full range of their normal duties for more than seven consecutive days (not counting the day of the injury itself)



- any dangerous occurrence happens that does not result in a reportable injury, but which clearly could have done

Having informed the Chair of the Executive Team, the Director of Delivery will submit a written report to the enforcing authority, within 15 days of any such incident

## **8.9 Keeping Records**

The Health and Safety Lead will keep three types of records for at least three years:

- a record of all First Aiders, dates that training was done and dates that refresher training is required
- a record of all accidents, incidents and work-related diseases within the organisation, including copies of official reports sent to inspectors and enforcing authorities
- a Health & Safety Executive Accident Book (BI510) for staff to record the details of an injury suffered because of an accident at work.

## **9. Policy implementation and review.**

9.1 The Management Committee is responsible for ensuring that this Policy is carried out.

9.2 At least once every year, the management committee will review this Policy and compliance with it, in consultation with recognised trade union and other employee representatives.

9.3 The review should:

- examine whether the Health and Safety Policy reflects the organisation's current priorities, plans and targets
- examine whether risk management and other health and safety systems have been effectively reporting to the Board
- report health and safety shortcomings, and the effect of all relevant Board and management decisions
- decide actions to address any weaknesses and a system to monitor their implementation
- consider immediate reviews in the light of major shortcomings or events