



**HEALTH AND SAFETY POLICY – August 2016**

**1. STATEMENT OF GENERAL POLICY**

1.1. The CIC fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The CIC requires its Directors to ensure that the following policy is implemented and to report annually on its effectiveness.

**2. MANAGEMENT ORGANISATION AND ARRANGEMENTS**  
**Introduction**

2.1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

**3. MANAGEMENT RESPONSIBILITIES**

**Directors**

3.1. The Directors has overall responsibility for the implementation of the CIC’s policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

**Safety Officer**

3.2. The Safety Officer is a nominated Director responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.3. The Safety Officer is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the CIC.

3.4 Responsibilities for Specific Workplaces

<b>WORKPLACE</b>	<b>SENIOR/LEAD WORKER</b>	<b>ACCOUNTABLE TO THE DIRECTORS FOR HEALTH AND SAFETY IN THEIR WORK PLACE</b>
Any Location or Workplace	Lead Worker	All staff and volunteers to the Directors

#### **4. HEALTH AND SAFETY MANAGEMENT PROCESS**

- 4.1. The CIC believes that consideration of the health, safety and welfare of staff and volunteers is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the CIC. Responsibility for health and safety matters shall be explicitly stated.
- 4.2. The CIC requires staff and volunteers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 4.3. For major additional expenditure, cases of need will be submitted to the Directors.
- 4.4. If unpredictable health and safety issues arise during the year, the Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

#### **5. HEALTH, SAFETY AND WELFARE GUIDELINES**

- 5.1. It is the policy of the CIC to require staff and volunteers to produce appropriate health and safety suggestions or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
- 5.2. It shall be the responsibility of the Directors or Lead Worker to bring to the attention of all members their team, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:
  - a clear statement of the role of the activity;
  - regulations governing the work of the activity;
  - clear reference to safe methods of working;
  - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
  - training standards;
  - the role and identity of the Health and Safety Representative;
  - names of specialist advisers who can be approached about the work;
  - the Director responsible for organisation of work;
  - accident reporting procedures;
  - fire procedures for bases;
  - policies agreed by the CIC.

## 6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

### - ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

6.1. It is the policy of the CIC to require a thorough examination of health and safety performance against established standards, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

6.2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by September of each year.

6.3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Directors and will be carried out by the Directors.

6.4. It is the Directors responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.5. In addition to carrying out Safety Audits, it is the responsibility of the directors to check, at least quarterly, all equipment, including electrical appliances, and to ensure that all problems are immediately dealt with.

6.6. Directors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

## **7. SAFETY REPRESENTATIVES**

7.1. The Company will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **8. TRAINING**

8.1. Four areas of need shall be given special priority:

- training for Directors, to equip them with an understanding of the responsibilities under this policy;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

## **9. RECORDS, STATISTICS AND MONITORING**

9.1. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Directors, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Directors.

## **10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

10.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Directors.

## **11. SPECIALIST ADVISORY BODIES**

11.1. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Directors from expert individuals or bodies outside the CIC.

## **12. THE OCCUPATIONAL HEALTH SERVICE**

12.1. It is the policy of the Company to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

### **13. FIRST AID**

13.1. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Directors are responsible for ensuring the Regulations are implemented and for identifying training needs.

### **14. FIRE**

14.1. The Directors are responsible for ensuring that the staff and volunteers receive adequate fire training. In addition, the CIC will nominate a Fire Officer.

- report and advise on the standard of fire safety in the CIC's working premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.
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### **15. CONDEMNATION AND DISPOSAL OF EQUIPMENT**

15.1. Please report to a Director

### **16. FOOD HYGIENE**

16.1. Those staff and volunteers who have responsibility for food acquisition, storage, processing and serving, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Directors

### **17. LIFTING AND HANDLING**

17.1. Directors are responsible for informing staff of safe lifting techniques and will ensure training in lifting and handling is provided to staff and volunteers who require it.

### **18. NON-SMOKING ON CIC BUSINESS**

18.1. The CIC has agreed that there will be no smoking during its sessions and activities. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

### **19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

19.1. The Control of Substances Hazardous to Health Regulations (COSHH) require the CIC to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The CIC must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Directors responsible for implementing these Regulations.

## **20. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

20.1. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'.

## **21. CONTROL OF WORKING TIME**

21.1. The CIC is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## **22. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

22.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

22.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## **23. VISITORS AND MEMBERS OF THE PUBLIC**

23.1. The CIC wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to CIC sessions will be of the highest standard.

23.2. Any member of staff or volunteer who notices persons acting in a way which would endanger other staff, volunteers and participants should normally inform the Directors. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.