



Health and Safety Policy

Policy Statement

Kehelland Trust believes that Health and Safety is of paramount importance. This policy applies to all staff and stakeholders (i.e. members of the public, trainees, students, visitors and contractors).

Insurance Cover

We have Public and Employers Liability Insurance. The certificate is on display in the main administration office.

Requirements

The Trust will, so far as reasonably practicable;

1. Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health, safety and welfare of staff and others affected by Trust work activities;
2. ensure that suitable and sufficient assessments of all significant risks to staff, trainees, visitors and other third parties from its work activities are completed and recorded;
3. ensure that all significant risks are either removed or adequately controlled;
4. provide and maintain plant and systems of work that are safe and without risks to health;
5. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
6. provide and maintain a working environment for its employees, trainees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare;
7. provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its elected members, employees and trainees including temporary staff and visitors;
8. report and investigate incidents and near misses to actively prevent further accidents and cases of work related ill health;
9. consult employees, trainees and/or their representatives recognised by the Trust in matters affecting their health and safety;
10. ensure that suitable disciplinary procedures are in place for employees who fail to comply with this policy.

Responsibilities

This section outlines the chain of responsibility for the successful implementation of health and safety management within the Trust.

The Board of Trustees

Members of the Board have a duty to:

1. Comply with the requirements of this policy.
2. Ensure that suitable resources and strategic direction are available to discharge the Trust's health and safety responsibilities.
3. Monitor, via reports, the overall performance of the Trust's health and safety management systems and ensure that any decision made is in line with the Trust's own policies and procedures as they relate to health and safety. To this end, Board members will nominate a lead member for health, safety and wellbeing.

Lead Member- Health, Safety and Wellbeing

The Lead Member for Health, Safety and Wellbeing will:

1. Promote good health and safety practice.
2. Ensure that health and safety considerations are included in all corporate decisions.
3. Monitor, via reports, the overall performance of the Trust's health and safety management systems and ensure that any decision made is in line with the Trust's own policies and procedures as they relate to health and safety.
4. Provide regular feedback on health and safety performance to other Board Members.

The Centre Manager

The Centre Manager has a duty to:

1. Ensure the effective implementation of Trust health, safety and wellbeing policies and performance standards to ensure that health and safety risks to staff, trainees, visitors and third parties are properly controlled.
2. Implement the requirements of this policy and for ensuring compliance with all health and safety legislation.
3. Recognise the extent of their own personal liabilities under health and safety law and ensuring that they are fully conversant with their own health and safety responsibilities (as described in this section).
4. Demonstrate personal commitment to health safety and wellbeing by providing visible and active leadership and leading by example.
5. Ensure a positive health, safety and wellbeing culture is evident and a proactive approach to health and safety management is adopted within the Trust.
6. Ensure that this policy is brought to the attention of all employees.
7. Ensure that staff role profiles contain specific areas of responsibility for health and safety management specific to work areas.
8. Ensure that adequate provision is made for consultation with employees on health and safety matters within good time. As a minimum, "health, safety and wellbeing" should be included as a standing item at team meetings.
9. Ensure their own attendance at training identified in management competencies.
10. Ensure that all new employees receive health and safety induction on their first day of employment.
11. Ensure that all employees have adequate health and safety training, information and instruction, training and supervision provided for specific health and safety related responsibilities, tasks, projects or equipment and that appropriate training records are maintained.
12. Ensure that employees are provided with adequate health and safety information about the health and safety risks from their work related activities and that this information is regularly reviewed to ensure it is up to date.

13. Ensure that the process of systematic risk assessment is promoted throughout the Trust and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work related activities are properly assessed, recorded and reviewed periodically and that risks are reduced or controlled as far as is reasonably practicable.
14. Identify key priorities and areas for improvement in health, safety and wellbeing management and risk control and contributing to the Risk Register, against which progress should be monitored at quarterly intervals.
15. Ensure that health and safety inspections of workplaces and work activities are undertaken at regular intervals, suitable inspection records are kept and the findings of these inspections are actioned within reasonable timescales, prioritised according to risk.
16. Ensure that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work related ill health.
17. Ensure that incidents are properly investigated to establish causal factors and preventative action required to address any deficiencies identified.
18. Ensure that all employees report accidents, near misses, incidents of violence and aggression and cases of work-related ill health and are made aware during their induction of the reporting procedure.
19. Monitor and review the effectiveness of safety management systems at least annually.
20. Ensure that employees to whom health and safety responsibilities have been delegated are adequately undertaking their role and are being fully supported in their duties.
21. Ensure that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
22. Ensure that adequate welfare facilities are provided for staff and are maintained to a satisfactory standard.
23. Ensure that safe access and egress to and from work is maintained.
24. Ensure that the workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.
25. Ensure that adequate provisions are made with respect to heating, lighting and ventilation.
26. Ensure that an adequate supply of wholesome drinking water is provided for all persons at work in the workplace together with suitable drinking vessels.
27. Ensure that sufficient work space is made available to allow work activities to be undertaken safely.
28. Ensure that workstations, including display screen equipment (DSE), and seating are safe, suitable and fit for their purpose and that DSE assessments are undertaken.
29. Ensure that all plant and equipment is maintained in a safe condition by a competent person on a programmed basis.
30. Ensure that no building or alteration work is undertaken which disturbs the fabric of the building without first consulting the relevant asbestos register and accompanying management plan.
31. Ensure that there is an effective contingency plan to control potentially serious hazards or situations of imminent danger.

Team Leaders

Team Leaders will;

1. Ensure the day-to-day health, safety and welfare of their team and that Trust health and safety policies and procedures are implemented.
2. Recognise the extent of their own personal liabilities under health and safety law and ensuring they are fully conversant with their own health and safety responsibilities.

3. Ensure that the objectives and content of the Health and Safety Policy are fully understood, implemented and observed by employees directly under their control.
4. Ensure that all employees under their control are made aware of their duties and responsibilities in line with the Trust Health and Safety Policy.
5. Ensure that their employees are individually accountable for their health and safety performance.
6. Ensure that a positive health, safety and wellbeing culture is evident and that a proactive approach to health and safety management has been adopted within their team. Also demonstrating personal commitment to health and safety by leading by example.
7. Ensure that their team recognises health, safety and wellbeing as an integral element of their work, and that health and safety is given equal status alongside other operational needs.
8. Ensure that adequate health and safety training, information, supervision and instruction is provided for specific health and safety related responsibilities, tasks, projects or equipment.
9. Ensure his/ her own attendance at health and safety induction and refresher training.
10. Ensure that all significant health and safety risks arising from work activities of their team are properly assessed, recorded and reviewed and that risks are reduced or controlled as far as is reasonably practicable.
11. Ensure that the findings of risk assessments including revisions, are effectively communicated to all relevant staff.
12. Identify key priorities and areas for improvement in health and safety management and risk control planning and contributing to the Risk Register and Operational Plan.
13. Ensure that all accidents, significant near misses, incidents of violence and aggression and cases of work related ill health are reported promptly following the requirements of the Trust Reporting of Incidents Policy.
14. Ensure that suitable incident records are kept.
15. Ensure that incidents are properly investigated to establish causal factors and any preventive action required.
16. Ensure that team members and trainees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when PPE is required it is provided free of charge.
17. Ensure that safe systems of work pertaining to the work activities of their team are developed, implemented, controlled and monitored.
18. Ensure that all employees under their management are made aware of the first aid and fire/ emergency evacuation arrangements for their areas.
19. Ensure that adequate welfare facilities are provided for staff and trainees and are maintained to a satisfactory standard.
20. Monitor and review the health and safety performance of their team and reporting as necessary to the Centre Manager.
21. Ensure that they are familiar with the Trust contingency planning and understand their own roles and responsibilities within the plan.
22. Give special consideration to staff, trainees and visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.

Employees

All Trust employees will:

1. Take reasonable care for the health and safety of themselves and of others persons who may be affected by their acts and/or omissions.
2. Co-operate fully with the Trust on all matters pertaining to their health and safety at work.

3. Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
4. Report promptly, in the first instance to their line manager any accidents, injury, significant near miss, incident of violence and aggression, cases of work related ill health.
5. Report to their line manager and identified defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
6. Wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
7. Observe safety rules, complying with codes of practice, policies and guidance, and adhering to safe working procedures at all times.
8. Acquaint themselves with, and comply with, the procedure to follow in the event of a fire or other emergency.
9. Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Monitoring

Compliance with this policy will be monitored through:

1. The investigation of accidents, incidents and near misses.
2. The investigation of complaints.
3. Routine auditing and testing carried out by external specialist contractors.
4. Quarterly reports to the Board of Trustees (Risk Register, Operational Plan and Key Performance Indicators).

Legal Framework

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992

Related Kehelland Trust Policies and Procedures

- Statement of Health and Safety
- Risk Management Policy
- Risk Assessments
- Fire Safety Policy
- Asbestos Management Policy
- Legionella Guidance HSE
- COSSH Policy
- First Aid at Work Policy
- Safeguarding Policy.

Review

This policy will be reviewed at least annually and immediately when significant changes occur in the nature of the business or in relevant legislation. A copy of the policy and of any revisions will be brought to the attention of all employees and to any other parties, such as trainees and contractors, thought to require such information.