



## **Health and Safety Policy and Procedure**

### **Statement of Intent**

The health and Safety at Work Act 1974 requires every organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities.

LBRO's policy is not only to comply fully with the Health and Safety at Work Act as required by law, but to act positively and proactively to prevent injury, ill health, damage and loss arising from our activities.

Our aim is excellence in health and safety, by means of a continuous improvement in standards, systematically removing the causes of accidents, near misses and ill health.

LBRO considers the pursuit of excellence in health and safety as important as the pursuit of excellence in all its activities. If there is a conflict between safety and another activity, then safety must not be sacrificed. If necessary the Director of Resources has the authority to stop or suspend any dangerous activity or practice.

The responsibilities set out in this document are to ensure that no activity must be pursued without prior consideration of the safety aspects, and an activity which cannot be carried out to an adequate safety standard should not be carried out.

People are our most valuable resource and the Board are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved.

All members of staff, including those in positions of responsibility, must encourage a commitment to health and safety, and encourage everyone, including stakeholders, contractors and visitors, to regard good safety practice as the norm, and to help in establishing and observing high standards of health and safety.



## General Safety Policy Statement

It shall be the policy of LBRO to establish and maintain:

- a safe working environment throughout the organisation and its departments, in accordance with the Health & Safety at Work Act 1974, the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996 and other relevant legislation.
- safe working procedures among staff, stakeholders, contractors and other users of the organisation.
- effective safety training and other safety initiatives, in particular training topics which are legally driven.
- effective procedures for use in case of fire, accidental injury or other emergencies.
- methods of evaluating regularly the effectiveness of LBRO's safety policy, procedures and codes of practice.
- procedures to ensure safety best practice is embedded throughout the business at all levels
- procedures for reporting accidents, near misses and monitoring these records in order to reduce the number of accidents.
- safety consciousness and responsible attitudes towards safety throughout the organisation.
- plant, equipment and systems of work that are safe.
- arrangements for protection against risk to the health and safety of the general public.
- sufficient information, instruction, training and supervision to enable all staff to carry out their work in a safe manner.
- procedures to identify hazards and risks together with the means of controlling such risks.

Signed:.....

Date:.....

**Chief Executive Officer**

## **Organisation and Responsibilities**

Overall and final responsibility for health and safety rests with the Board of LBRO who are responsible for the development and co-ordination of policy on health and safety throughout the organisation.

Day to day responsibility for ensuring this policy is put into practice is delegated through the Chief Executive to Director of Resources, who will ensure that risks to health and safety are assessed to a reasonable and consistent standard, that appropriate control measures and safe systems of work are used, and that deputising arrangements are made to ensure that safety responsibilities are fulfilled when individuals are absent.

To ensure health and safety standards are maintained and improved the following people have responsibility in specific areas which are set out in the accompanying diagram.

Much of the work of LBRO is outward focussed and individuals involved in this work have a reasonable knowledge of the hazards that they may face. It is the duty of LBRO to provide safe and proper equipment and methods of work, but safety cannot be guaranteed unless each individual member of staff is prepared to share this responsibility and take all reasonable steps to prevent injury to themselves and others.

All employees have an obligation to:-

- report unsafe or unhealthy working conditions to their line managers
- not interfere with anything provided by LBRO in order to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety accidents and potential dangerous incidents and concerns to the Director of Resources

## **Arrangements**

The Board of LBRO are ultimately responsible for health and safety and are required to keep under review arrangements for securing the safety of its entire workforce. The Board will ensure proportionate risk control measures which are relevant and tailored to organisational and business need and ensure active involvement at all levels through a common sense of ownership and clearly defined roles.

The Office Manager is responsible for all HR related health and safety matters including staff induction, welfare, stress, training, lone workers and pregnancy at work.

New staff will be informed through LBRO's induction process of good safe working practices where they will also have the opportunity to discuss any special needs, concessions or requirements in order for them to carry out their duties in a way that is not restrictive or detrimental to them.

In conforming to the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996, LBRO recognises its legal duty and responsibility in allowing staff to have a voice on health and safety matters and in listening to what they have to say. All staff will be consulted on an ongoing basis on matters to do with their health and safety at work, including:-

- changes which may substantially affect their health and safety at work, for example procedures, equipment or ways of working
- LBRO's arrangements for getting competent people to help meet health and safety laws and requirements
- the information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or remove these risks and what they should do if they have to deal with a risk or danger
- the planning of health and safety training
- the consequences to health and safety of introducing new technology

Assessments will take place where stress, caused or made worse by work, leads to absenteeism or ill health. This will involve looking for pressures at work and deciding who might be harmed by these, and then deciding whether or not we are doing enough to prevent or reduce the harm.

Training will be offered in the appropriate area of health and safety expertise, and where legislation dictates, specifically within the roles of first aiders and fire marshals. Ongoing training requirements including refresher courses will be monitored and kept up to date.

We will design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.

Specific attention will be given to the working conditions surrounding lone workers and pregnant employees, ensuring that their working environments, workstations, travel arrangements and activities are fit for purpose and within health and safety legislation and guidelines.

The Health & Safety Officer is responsible for emergency, evacuation, fire drill procedures and first aid at work.

Appropriately qualified staff will be designated as fire marshals and first aiders. Fire marshals will be required to carry out fire drills and evacuation procedures at least twice a year and to carry out inspections of fire extinguishers to ensure that they are within their service expiry date. First aiders will be responsible for ensuring the first aid box is kept in good order and well stocked, and for the recording of all accidents in the first aid book.

The Finance and Procurement Manager is responsible for risk assessment practices generally i.e. ensuring that all risk assessment forms and check lists comply with health and safety regulations and are fit for purpose. All risk assessments will be carried out, and records kept on file, on a regular and as required basis by the Finance and Procurement Manager, with appropriate actions and timely action plans noted in order to correct or rectify non compliant issues or situations.

Office equipment will be checked on a regular basis, where necessary, to ensure it is safe to use, and to ensure that all electrical equipment conforms to all appropriate legislation e.g. The Electricity at Work Regulations 1989, with regard to the maintenance and testing of portable electrical equipment.

The Finance and Procurement Manager is responsible for contractor services, monitoring, and reporting, evaluating information and for communicating and disseminating best practice throughout the organisation.

In respect of contractor services supplied, the contractor shall be held responsible for ensuring that the personnel they provide, either directly, or through the use of an agent or sub-contractor, are competent and suitably qualified to carry out their services to the contract. LBRO reserve the right to have sight of such qualifications and competencies upon request from the contractor. The contractor must also provide, if appropriate to the contract, a "Safety Method Statement" and/or "Safe System of Work" and ensure the use of appropriate personal protective equipment (PPE) at all times.

### **Conclusion**

Employees must be made aware of this policy and, in particular, must understand the arrangements which affect them and what their own responsibilities might be. With regard to some arrangements detailed briefings and consultation may be necessary.

**Date Reviewed:** June 2009

**Next Review Date:** June 2010

## HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITY CHART





