

## 1. Health and Safety Policy Statement

- 1.1. The organisation is committed to continual improvement in its health and safety performance. It recognises its duty of care to all employees, secondees, consultants, licensees, and visitors.

The Board and the Executive Team will ensure that the organisation complies with its legal responsibilities as required by the Health and Safety at Work etc Act 1974, and any other health and safety legislation. To achieve this, the organisation will:

- provide a safe and healthy working environment
- provide adequate control of the health and safety risks arising from work activities
- consult with members of staff on matters affecting their health and safety
- prevent work-related accidents/incidents and cases of work-related ill health
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction, and supervision for all members of staff
- ensure all members of staff are competent to do their tasks, and to give them adequate training
- implement evacuation procedures in case of fire or any other significant incident
- adequate insurance cover is provided and renewed.

All members of staff have a legal obligation to co-operate in the day-to-day implementation of this policy. They shall take reasonable care of their own health and safety and the safety of other people who may be affected by their acts or omissions. This means working in a way which presents no risk to themselves or others.

This policy also allows for safe working practices while working as part of a hybrid working arrangement, as set out in the [Hybrid Working Policy](#).

The Chief Executive is responsible for this policy and should be contacted in the first instance for further information.

## 2. Responsibilities

- 2.1 The Board and the Executive Team are responsible for ensuring that the aims of the Health and Safety Policy are adhered to, this includes ensuring that operations undertaken by employees are carried out in such a way that they are not exposed to unacceptable risks.

The Director of Sector Policy and Corporate Governance will have overall responsibility for ensuring that this policy is put into practice. The Corporate Governance Manager will have day-to-day responsibility and will provide regular reports to the Executive Team on health and safety matters.

It shall be the duty of all employees while at work to take reasonable care for the health and safety of themselves and other persons and where required, undertake the role as Fire Marshal and First Aider while working in the office and will be expected to liaise with the fire and health services and if required, the landlord on behalf of the organisation. It is vital that staff when undertaking this role ensure that the Corporate Governance Manager is aware of any incidents at the first available opportunity.

### 3. Procedure

To allow full implementation of the Hybrid Working Policy, all staff will be expected to undertake Fire Marshal and First Aid training, unless an exemption applies so that they can carry out these roles as required on behalf of the organisation.

#### 3.1 Training

- a) Every new employee will receive a comprehensive induction on health and safety.
- b) Every employee will be expected to undertake Fire Marshal and First Aid training. This training will be renewed every three years.
- c) Staff are encouraged to keep up-to-date on the latest advice and guidance in delivering first aid via the British Red Cross [app](#) or similar.
- d) Every employee will undertake regular mandatory online learning courses relevant to health and safety working environment through iHASCO e.g. Fire Awareness, Manual Handling and General Data Protection Regulation
- e) All training records/certificates will be stored electronically within the Corporate Services files and paper copies, where appropriate will be located at the **Workplace Safety Centre** in the West Wing (image shown in **Annex 1**). Managers will also have access to this information.

#### 3.2 Fire

- a) Refer to [Fire Evacuation Policy](#) however, if a fire is identified, any member of staff will be required to call **999** and report it.
- b) Refer to **Workplace Safety Centre** located in the West Wing and the **Evacuation Building Checklist**.
- c) Fire Marshal training is expected to be completed by all staff unless exempt.
- d) iHASCO Fire Awareness and Fire Warden courses to be undertaken by staff as required.

#### 3.3 Medical Facilities and Welfare

- a) Refer to **Workplace Safety Centre** located in the West Wing and reception desk for first aid boxes.
- b) First Aid training is expected to be completed by all staff unless exempt.
- c) When a First Aider is not on site, and medical attention is required, **999** should be called.
- d) There are no washing facilities on site.

#### 3.4 Hybrid/Lone Working

- a) As per the Hybrid Working Policy, staff should be aware that there may be times when they will be working alone in the office and therefore, they will be required to take reasonable care of their own health and safety and that of their visitors, in the absence of any other Fire Marshals and First Aiders.
- b) All staff are required to keep their work calendars up to date via Outlook, including advising if they are working from home or any other agreed location.
- c) All staff should ensure they have checked in with their Manager by 1000 each day when lone working, either in the office or at home, unless otherwise agreed.

- d) All staff attending events/meetings at external locations should check in with their Manager, once safely home from travelling after core work hours.

### **3.5 Accident/Incident Reporting**

- a) All accidents/incidents must be reported to the Corporate Governance Manager or in their absence their Manager and recorded in the **Accident Book** located at the **Workplace Safety Centre**.
- b) Where an accident/incident occurs, ensure the injured person receives the appropriate first aid treatment by a qualified First Aider.
- c) Where the injured person requires conveying to hospital or home then any of the following methods should be used depending on the type and severity of the accident or incident:
- By phoning an ambulance
  - By phoning a taxi
  - By car, with adequate business insurance.
- d) The Corporate and Governance Manager will investigate reported accidents/incidents as appropriate with a view to prevention of recurrence and resulting recommendations will be actioned, so far as reasonably practicable.
- e) Accident statistics will be monitored by the Corporate and Governance Manager to establish trends. Corrective measures will then be devised, implemented and results monitored.
- f) If any of the following accidents occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)):
- Fatal accidents
  - Specified injuries
  - Accidents resulting in a period of absence of more than seven days
  - Injuries to the public where they have to be taken to the hospital.

### **3.6 Communications**

- a) Where a member of staff has a concern regarding health and safety, they should advise their Manager and the Corporate and Governance Manager.

### **3.7 Risk Assessments**

- a) All Managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.
- b) The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.
- c) If there are any risks that cannot be eliminated all employees working in that area must be made aware.

### **4.0 Review**

- a) Review and revise this policy as necessary at regular intervals to consider changes in circumstances or in legal requirements.

## Workplace Safety Centre

The Workplace Safety Centre is in the West Wing of Argyll Court and displays information on the designated Fire Marshals and First Aiders as well as all statutory information and policies, insurance certificates, fire safety documents and First Aid equipment in addition to hi-visibility vests.

