



Subject	Health & Safety Policy
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Life regards the health, safety and welfare of its employees/volunteers, clients, visitors and contractors as a pre-requisite to successful operations. It is important to manage health and safety effectively in order to achieve a safe environment to work and live in.

In order to achieve this, a number of documents have and will continue to be developed and introduced that will form the Health and Safety Manual. The supporting documentation will detail the necessary action to be taken and procedures to follow in appropriate situations. The procedures covered form part of the general conditions of employment with which all employees are required to comply.

Health and Safety is **everyone's** responsibility. It is important that everyone is made aware of this document, and in particular their own health and safety responsibilities and any significant risks associated with the work undertaken.

The Health and Safety at Work etc. Act 1974 requires Life to monitor the effectiveness of health and safety policies as they are put into action both by the management and the workforce.

The review of Life's safety performance and the functioning of its policy will be the task of the Senior Leadership Team.

At annual intervals Life will review this policy seeking ways in which safety performance might be improved throughout the organisation by:

- The progressive decrease of uncontrolled health and safety risks through the identification and reduction of existing hazards and practicing good risk management.
- Forward planning to prevent uncontrolled risks arising in the future
- Promoting a positive health and safety culture throughout the organisation

Access to Professional Health & Safety Advice:

Where difficulties arise in the maintenance of safe working practices or conditions, matters must be referred to the CEO who then has the responsibility for ensuring that sufficient authority is given to enable safe practices to be maintained. Life will liaise with the HSE, Environmental Health Officers, Fire Safety Officers, the Employment Medical Advisory Service and other specialist agencies as and when necessary.

Communication:

Effective communication both within Life and external organisations is essential to ensure the continuing improvement in the standards of health and safety. Effective lines of communication will be maintained to enable health and safety information to be passed to employees /volunteers/clients and to enable them to raise any concerns in relation to health and safety.

Any H&S issues can be reported direct to the Premises Compliance Coordinator who will then liaise with the Director of Central Services accordingly.

Employees/volunteers will be kept informed of all health and safety issues relevant to their work activities, including the results of risk assessments through the following channels:

- Staff notices and memorandum
- Microsoft Office Teams
- Attendance of training/induction courses
- Health and Safety committee meetings
- Briefing meetings and other management groups
- Health and safety/hazard reporting procedure
- Direct communication with the Premises Compliance Coordinator / Director of Central Services

Receipt of correspondence from any Enforcing Authority must be brought to the attention of the Director of Central Services who will deal with it directly.

Responsibilities and Reporting:

Senior Leadership Team :

Whilst the Trustees and CEO retains overall responsibility; the day to day responsibility for the promotion and implementation of health and safety at work and associated procedures is delegated to the Senior Leadership Team. They in turn delegate specific authority to their managers.

To apply the Health and Safety Policy, the Leadership Team will:

- Help develop an appropriate safety culture within Life, by encouraging a positive awareness of the importance of health and safety at work and supporting the active involvement and participation of all employees/volunteers in matters affecting their health, safety and welfare.
- Life will take a proactive approach in the establishment of an annual health and safety work programme and to ensure that it is carried out.
- Ensure the objectives and responsibilities outlined within the Statement of Intent are communicated to all relevant persons.
- Ensure adequate funds, training, support, equipment and human resources are provided to meet all safety requirements and obligations placed upon Life.
- Ensure that, in consultation with the Board, and with advice from other specialists as appropriate, that health and safety factors are taken into account when new methods, processes, equipment, substances or changes in operational activities are introduced.
- Ensure that a competent person is appointed within Life to provide advice on health and safety matters.
- Understand Life's policy for Health and Safety and the responsibilities that it places upon them including having overall accountability for all health and safety matters within their own departments.
- Ensure that the organisational structure of their department is appropriate to effectively manage health and safety.

Board of Trustees:

The Board of Trustees have responsibility for matters relating to Life's obligations under the Health and Safety at Work Act and any relevant statutory provisions affecting employees/volunteers, clients, members of the public and any other persons who may be affected by work activities. Trustees will ensure they support the Health and Safety policies and take account of health and safety issues in the course of managing Life's affairs.

This will be achieved by:

- Ensuring that an effective Health and Safety Policy exists to meet Life's legal obligations and the policy is reviewed in line with legislative or organisational changes
- Receiving a report on Health and Safety matters and any recommendations from the Leadership team
- Ensuring, where reasonably practicable, that the necessary resources are made available for the successful implementation of the policy
- Delegating responsibility to the CEO for the successful implementation of the Health and Safety Policy

Health and Safety Committee:

The primary purpose of the committee is to assist the Senior Leadership Team to fulfil their responsibilities in relation to all health and safety matters arising out of the activities of Life. In doing so, it may advise on health, personal and process safety issues in relation to staff, volunteers, clients, contractors and the general public.

The principle duties of the committee is to:

- Review and consult with staff on other health and safety policies as and when required in line with current legislation
- Assess and monitor Life's departmental compliance with all health and safety policies
- Receive and review incident and accident reports including "near misses" and liaise with the Senior Leadership Team on recommendations for corrective action.
- Monitor staff performance and training and review progress on promotion of a positive health and safety culture.
- Monitor the adequacy of health and safety communication within Life
- Consider health and safety issues that may have strategic, business and reputational implications for Life and recommend to the senior leadership team appropriate measures, responses and targets.
- Examine external safety audit reports

Director of Central Services:

The Head of Central Services will:

- Actively promote a positive health and safety culture in the workplace overseeing that legislation and policies are developed, adopted and implemented throughout the charity
- Chair the Health and Safety committee
- Ensure the adequacy and effectiveness of communications for health and safety matters within the workplace
- Liaise with staff and Senior Leadership Team with regards to external inspections and audits that have taken place and action that is required by Enforcing Authorities.
- Ensure that effective procedures are in place for the recording, notification and investigation of accidents, near misses and dangerous occurrences.
- Produce reports for the Senior Leadership Team and Board of Trustees updating on any Health and Safety issues and relevant actions or recommendations required.
- Ensure any health and safety issue for which they cannot achieve a satisfactory outcome within the resources available to them is referred to the CEO

Managers:

It is critical that any person in a managerial position must not allow any unsafe practices to develop. The safety of any individual always come first. If an accident arises due to safety being undermined, then this will be regarded in the first instance, as being the direct responsibility of the manager.

Managers have a responsibility to report to Senior Leadership Team and the Director of Central Services on:

- Major issues resulting from routine inspections and/or involving areas accessible to members of the public, visitors and/or contractors
- Major or significant risks arising from completion of risk assessments
- Unsafe equipment, work methods or other matters where an employee/volunteer had to stop work due to an imminent risk of injury to either themselves or others was considered likely
- Comply fully with the procedures laid down for reporting accidents, dangerous occurrences and violence at work incidents, taking prompt action to prevent recurrences where the measures come within their responsibilities

Managers will:

- Understand Life's policy for health and safety and the responsibilities that it places upon them including the health and safety of employees/volunteers and workplaces
- Work within the legislation, codes of practice and safe operating procedures applicable to their areas of responsibility
- Communicate to employees/volunteers any health and safety directive/ instruction issued and to give clear instruction that no risks are to be taken.
- Ensure that employees/volunteers and contractors work within the confines of legislation, codes of practice and/or Life safe operating procedures applicable to the work being undertaken. Particular attention being paid to non-routine operations
- Ensure that any new employee/volunteer and/or contractor does not start any work for or on behalf of Life without appropriate induction or instruction and not until the supervisor is satisfied that the employee/volunteer or contractor is capable of working safely.
- Ensure that risk assessments are completed and recorded for all work activities under their control.
- Ensure Life's safety procedures and instructions are known and complied with by the relevant staff/volunteers.
- Ensure that equipment is safe to use and that workers are trained, competent and authorised to use them.
- Set a personal example for all employees/volunteers to follow in observing Life's health and safety requirements
- Ensure that employees/volunteers are familiar with evacuation procedures and with the safe use of firefighting equipment as appropriate
- Ensure that visitors, clients including contractors and subcontractors are aware of possible risks that may exist on premises for which they are responsible.
- Ensure the provision and maintenance of adequate first aid facilities and inform employees/volunteers and other relevant persons of such arrangements.

Employees/Volunteers:

Employees/volunteers have a responsibility to report to their Line Manager:

- Any work practice or situation where an accident to themselves, other employees/volunteers, clients, visitors, partners, contractors or members of the public can be foreseen
- Unsafe equipment, work methods or other matters and to stop work if an imminent risk of injury to either themselves or others considered likely
- Any injury sustained at work (including violent and/or threatening behaviour)
- All incidents, however minor, which could have resulted in injury (near misses)

Each Employee/Volunteer will:

- Understand Life's policies for health and safety and comply with them
- Follow safe systems of work/safe working procedures making use of control measures identified in risk assessments
- Report to their Line Manager/Supervisor any defect in or loss of equipment or machinery (including PPE) provided as a control measure to reduce risks to their health and safety.
- Bring to the attention of their Line Manager any health and safety issue affecting their employment (or that of a colleague) with Life that gives cause for concern.
- To undertake periodic workplace inspections and to complete relevant reports
- Ensure the Accident Book is completed in respect of any accident to him/her resulting in injury.
- Ensure they are aware of the location of the nearest first aid box and first aid procedures.
- Report any incidents involving violent or threatening behaviour.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Ensure that the workplace is kept clear and free from obstructions that may cause harm
- Use all articles and substances provided by Life in the manner prescribed.
- Attend and complete training designed to increase their knowledge of health and safety
- Familiarise themselves with fire evacuation procedures and the position of firefighting equipment
- Bring to the attention of their Line Manager any change in personal circumstances which could increase risk, or not be covered by health and safety legislation
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others

Clients:

- Understand Life's policy for health and safety and comply with it.
- Co-operate in complying with the requirements of health and safety legislation and Life policies. In particular this will include following safe systems of work/safe working procedures making use of control measures identified in risk assessments (including the wearing of personal protective equipment).
- Report to a member of staff/volunteer any defect in or loss of equipment or machinery (including PPE) provided as a control measure to reduce risks to their health and safety.

Reporting structure for H&S issues:



1 Life– GDPR compliance

o This policy does not concern the collection, storage or processing of any personal data, nor does it affect any other policies or systems that concern personal data. (If you have highlighted the above there is no need to complete the rest of this declaration)

1. I have read and understood the Life GDPR Policy and confirm that the Policy above fully complies with it in all areas.

2.

	Lawful Basis for this Policy:	Add 'yes' to which one(s) apply
a	Legal obligation	√
b	Legitimate interest	
c	Contract	
d	Vital interest	
e	Consent	
d	Special Category (e.g., Children's data)	
	Please state the purpose for special category:	

3.

	I confirm that all personal data is:	Add 'yes' to which one(s) apply
a	Held only in the locations detailed in this Policy	√
b	Used only for the purposes stated	√
c	Held securely	√

4.

	By signing this Policy, you are agreeing to the following:
a.	A Data Processor Agreement is in place with all external organisations (Data Processors) who are in receipt of personal data under the terms of this Policy
b.	The relevant Policy Notices under this Policy have been published in an appropriate manner.

5.

	The person(s) responsible for data protection covered by this Policy are: (List Persons below)	Insert Date
1	Emma Turner	06 July 2022

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6. As the above-named person, I confirm that this Policy complies with the General Data protection Regulations 2018

Signed:



Name: Emma Turner

Date: 06 July 2022