



SAVE OUR SHROPSHIRE CIO POLICY DOCUMENT

POLICY: HEALTH AND SAFETY



1. Purpose of Policy

- 1.1. Save Our Shropshire CIO (SOS CIO) is a registered charity that supports education and facilitation of projects that will enable the people of Shropshire to reach Net-Zero Carbon emissions by 2030 and reduce to negative beyond 2030.
- 1.2. This Policy documents our approach to managing Health and Safety within its operations.
- 1.3. SOS CIO fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. SOS CIO requires its Chair to ensure that the following Policy is implemented and report annually on its effectiveness. This Policy will be reviewed every three years or more frequently as legislation, guidance from official bodies or industry best practice changes.
- 1.4. 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 regular line management processes.

2. Management responsibilities

- 2.1. The **Chair** has overall responsibility for the implementation of the Organisation's Policy. In particular, he/she is responsible for ensuring that the Policy is widely communicated and that its effectiveness is monitored.
- 2.2. **Trustees and Senior managers** are wholly accountable to the Chair for implementing and monitoring the Policy within the area of their specified responsibility.
- 2.3. The **Safety Officer** is a nominated manager responsible for coordinating effective health and safety policies and controls across the organisation. The Safety Officer is responsible for:
 - the production and maintenance of the Organisation'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 organisation's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Organisation services where this is required.

3. Health and safety management process

3.1. General considerations

3.1.1. SOS CIO believes that consideration of the Staff's Health, Safety and Welfare is an integral part of the management process. The provision of the Health and Safety at Work etc. Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the organisation. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

3.1.2. The organisation requires managers to approach health and safety systematically 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.

3.1.3. For significant additional expenditure, the Trustees will submit cases of need to the Board as required.

3.1.4. If unpredictable health and safety issues arise during the year, the Chair and the Board must assess the degree of risk in deciding the necessary resources and actions to commit to addressing these issues.

3.2. Health, safety and welfare guidelines

3.2.1. The Policy of SOS CIO requires departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and its work.



3.2.2. It is the manager's responsibility to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- a 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 of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by SOS CIO.

3.3. Identification of health and safety hazards - Annual audit and regular risk assessments

3.3.1. The Policy of SOS CIO requires a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires the review of:

- standards laid down in the Policy;
- departmental guidelines;
- 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.

3.3.2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.



3.3.3. The responsibility for ensuring that audit activity is carried out as part of this Policy rests with the Chair and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this Policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

3.3.4. The management's responsibility is to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

3.3.5. In addition to carrying out Safety Audits, the department manager's responsibility is to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area and to ensure that managers deal with problems immediately.

3.3.6. Managers have a continual responsibility for the elimination of hazards 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 these five 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

3.4. Safety representatives

3.4.1. SOS CIO 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. They will be officially notified of the remedial action taken or be given a reason why the action cannot be taken.



3.5. Training

3.5.1. Health and Safety training shall be incorporated within annual training programmes as part of developing a systematic training plan. Therefore, health and Safety training needs will be identified and planned for in the same manner as other training needs.

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

- training for managers, to equip them with an understanding of the manager's responsibilities under this Policy and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- 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 critical safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

3.6. Records, statistics and monitoring

3.6.1. The organisation will operate systems for recording, analysing, and presenting information about accidents, hazard situations and untoward occurrences. The Safety Officer's advice on systems will be provided where appropriate, with help from specialist advisory bodies, such as local Environmental Health Departments. The responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Board.

3.7. Reports to the health and safety executive

3.7.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive shall rest with the Chair as delegated to the Safety Officer.



3.8. Specialist advisory bodies

3.8.1. 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, managers may obtain this from expert individuals or bodies outside the organisation.

3.9. The Occupational Health Service

3.9.1. It is the policy of the organisation to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation

3.10. First Aid

3.10.1. The organisation's policy is to make provision for First Aid and the training of 'First Aiders' under the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the regulations are implemented and for identifying training needs.

3.11. Fire

3.11.1. The Chair is responsible for ensuring that the staff receive adequate fire training and that nominated fire officers are designated in all SOS CIO premises. The Chair delegates these responsibilities to the Directors.

3.11.2. In addition, the organisation will nominate a Fire Officer (this may be the Safety Officer or someone external to the organisation) who will:

- report and advise on the standard of fire safety in the organisation's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in investigating all fires in the organisation's premises and submitting reports of such incidents.



3.12. Condemnation And Disposal Of Equipment

3.12.1. The Chair determines procedures for the condemnation and disposal of equipment. Managers introducing new equipment should have such equipment checked initially by the Safety Officer.

3.13. Food Hygiene

3.13.1. Those managers responsible for food acquisition, storage, processing and serving, and staff induction and hygiene training are responsible for ensuring 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 Safety Officer.

3.14. Lifting And Handling

3.14.1. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure that lifting and handling are provided to staff who require it.

3.15. Non-smoking on Organisation premises

3.15.1. SOS CIO policy is that there will be no smoking in buildings. The overall aim is to reduce smoking, save lives, reduce fire risk, and prevent unnecessary illness and chronic disability. The rules relating to smoking on all premises are available from Head Office. These rules also extend to e-cigarettes / vaping.

3.16. Control Of Substances Hazardous To Health

3.16.1. The Control of Substances Hazardous to Health Regulations (COSHH) requires the organisation to identify those substances that are in use and hazardous to health (as legally defined) and assess the risk of those substances. The organisation 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 Safety Officer is responsible for implementing these Regulations.

3.17. Computer Installations And Visual Display Units

- 3.17.1. 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 such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment. New employees who regularly use VDUs will be required to undergo sight screening.


3.18. Control Of Working Time

- 3.18.1. SOS CIO is committed to the principles of the Working Time Regulations. No staff member 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., breaks, night workers, etc., will be complied with.

3.19. Health And Safety And The Individual Employee

- 3.19.1. 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 organisation for Health and Safety at Work.

- 3.19.2. 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.

4. People working on Organisation premises not employed by the Organisation

4.1. General Principle

4.1.1. Persons working in SOS CIO premises employed by other organisations are expected to follow Organisation Health and Safety Policies with regard to the safety of organisation employees, their own personal safety (and that of other parties such as the general public if appropriate, and their method of work). This responsibility will be included in contracts or working arrangements.

4.2. Visitors And Members Of The Public

4.2.1. The organisation wishes to ensure that as far as is reasonably practicable, visitors' Health, Safety and Welfare to all establishments engaged in SOS CIO activities will be of the highest standard.

4.2.2. Any member of staff who notices persons acting in a way which would endanger other staff should usually inform their Head of Department. If the danger is immediate, common sense must be used to warn, call for assistance or give aid as necessary. It is equally important not to overreact to a situation.

4.3. Contractors

4.3.1. The organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the organisation's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.



- 4.3.2. Contractors must also observe the Organisation's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, an Organisation Manager will be identified in the contract as having authority to stop Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working should inform their manager immediately.
- 4.3.3. In tendering for supply to SOS CIO, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Organisation's Manager managing the contract will be responsible for monitoring the Health and Safety performance of the Contractor, and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.