***HEALTH AND SAFETY POLICY TEMPLATE***

*This template is intended as a guide for your organisation to create a suitable policy for your organisation. It should always be checked to ensure that all activities or considerations are covered by this document.*

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| 1. *Key:*
* *The sections in* **\*RED\*** *are for you to edit to tailor to the organisation’s details.*
* **\*INSERT ORGANISATION\*** *is for the name of the group/organisation.*
* **\*INSERT ROLES\*** *is for the different categories within (e.g. staff, volunteers, trustees, committee, board).*
* **\*INSERT POSITION\*** *is the person acting as the lead for the task (e.g. Treasurer, Manager etc.).*
* Sections in black are usually not for editing. Only edit these if it contradicts an existing system or policy that you already have. Think clearly before you edit those areas.
* Sections in orange are discussion points for your organisation. Areas in which a decision will need to be made on the best way of doing it for your organisation and all those involved.
* *Sections in italic purple are guidance notes. The purple sections should be deleted and the orange text you are keeping should be coloured black once the document is completed.*
* *This template is designed to help you develop a suitable Health and Safety Policy for your organisation. The information here is generic and you should always consider your operation, venue, people and activities when creating your bespoke document.*
* *Throughout this document there is recurring mention of the role of the Safety Officer, make sure you check if that is the right person.*
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**\*INSERT ORGANISATION/LOGO\***

**HEALTH AND SAFETY POLICY**

1. **STATEMENT OF GENERAL POLICY**

**\*INSERT ORGANISATION\*** fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The organisation requires it's **\*INSERT ROLES\*** to ensure that the following policy is implemented and to report annually on its effectiveness.

1. **RESPONSIBILITY OF THE ORGANISATION**

This section provides a summary of the overall responsibility of the organisation. It is not intended to replace the policy as a whole.

**\*INSERT ORGANISATION\*** has a responsibility, insofar as is reasonably practicable to:

* provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
* assess the risks to the health, safety and welfare of volunteers, staff, contractors and visitors whilst they are on the premise the organisation uses and to maintain a record of these findings as required under the management of Health and Safety at Work regulations 1999.
* adopt a systematic approach to safety that identifies priorities and sets objectives whereby risks are eliminated or minimised by the correct selection and design of activities.
* provide information, operational policies and procedures, training, instruction and supervision to enable everyone to perform their tasks safely and efficiently.
* formally assess any spaces and equipment used for the delivery of activities
* make available all necessary safety devices and protective equipment and to provide instruction in their use
* maintain a constant and continuing interest in health, safety and welfare matters, consulting and involving everyone wherever possible
* liaise with partners upon its sites regarding their activities and how they may affect the health, safety and welfare of the organisation’s people
* assist independent practitioners associated with the organisation to understand their responsibilities in assessing and providing safe conditions for everyone involved
1. **LEADERSHIP, ORGANISATION AND ARRANGEMENTS**

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 and to distribute responsibility for their achievement to everyone involved in the organisation.

**LEADERSHIP RESPONSIBILITIES**

* 1. **\*INSERT ROLE\*** *Board, Committee, Trustees, Directors – whatever your organisation calls them*

The Board (or appropriate term) has the responsibility to ensure that the appropriate people are ensuring high standards of safety and risk mitigation are being met. They are involved in monitoring any incidents and ensuring that any subsequent risk mitigation is in place.

* 1. **\*INSERT ROLE\*** *Chief Executive, Chief Officer, Manager etc*

The Chief Officer *or appropriate term* has overall responsibility for the implementation of the organisation's policy. In particular, they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

* 1. **SAFETY OFFICER**

The Safety Officer is a nominated person responsible for coordinating effective health and safety considerations and controls across the organisation.

The Safety Officer for **\*INSERT ORGANISATION\*** is (In this part you can put the role, e.g Chief Officer or you can name a person. If you do name a person, remember that you have to update the policy if that person changes)

The Safety Officer is responsible for: *rearrange or allocate to other roles as appropriate*

* ensuring that activities are safe and consistent with this policy
* monitoring and reporting on the effectiveness of the policy
* giving general advice about the implication of the law
* the identification of health and safety training needs
* the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the organisation’s activities where this is required
	1. **VOLUNTEERS, STAFF AND CONTRACTORS** *remove any that don’t apply*

All volunteers, staff and contractors have a duty whilst delivering the organisation’s activities:

* To take reasonable care for the health and safety of themselves and of all other people who may be affected by their acts or omissions
* To observe the provisions of this Safety Policy and other policies, codes of practice etc, relating to health and safety
* Not to intentionally interfere with, or misuse, anything provided for health, safety or welfare
1. **HEALTH AND SAFETY MANAGEMENT**

**\*INSERT ORGANISATION\*** believes that consideration of the health, safety and welfare of everyone involved is integral to effective operation.

The provision of the Health and Safety at Work Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the organisation. Responsibility for health and safety matters is listed in Section 2.

If unpredictable health and safety issues arise during the year, the **\*INSERT ROLES\*** must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

It is the policy of **\*INSERT ORGANISATION\*** to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the organisation and the activities it delivers.

It shall be the responsibility of the **\*INSERT ROLES\*** manager to bring to the attention of everyone involved the guidelines. It is everyone’s responsibility to alert **\*INSERT ROLES\*** about hazards and challenges.

1. **HEALTH AND SAFETY GUIDELINES**

The organisation should have clear guidelines written in plain language for everyone involved to follow. The guidelines will depend on the activity or service provided but some elements that could be included are (in no particular order):

* a clear statement about the mission of the activity
* any regulations governing the activity
* a clear reference to safe methods of delivery
* organisation safety rules
* information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
* fire procedures
* training standards
* the role and identity of the Health and Safety Representative *if applicable*
* names of specialist advisers or support who can be approached about the activities
* accident reporting procedures
1. **IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**
	1. It is the policy of **\*INSERT ORGANISATION\*** to require a thorough examination of health and safety performance across the organisation, **at least** annually. The technique to being adopted for such examinations will be the 'Safety Audit'. The Audit requires a review of:
* standards laid down in the policy
* activity guidelines
* relevant regulations
* environmental factors
* volunteer, staff and contractors' attitudes
* volunteer, staff and contractors instructions
* methods of delivery
* contingency plans
* recording and provision of information about accidents and hazards and the assessment of risk

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

* 1. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the **\*INSERT ROLES\*** and will be carried out by the \*INSERT ROLES\*.

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

* 1. In addition to carrying out Safety Audits, it is the responsibility of **\*INSERT ROLES\*** to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
	2. Managers have a continual responsibility for the elimination of hazards to maintain a safe operating environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
* Identify the hazards
* Decide who might be harmed and how
* Evaluate the Risks and decide on precautions
* Record the findings and implement the precautions
* Review the assessment and update when necessary
1. **TRAINING**

Health and Safety training shall be incorporated into the relevant training programmes. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

* 1. There are four areas of need that should be given special priority:
1. training for leadership, to equip them with an understanding of their responsibilities under their policy, and the role and purpose of safety representatives
2. training for safety officers to enable them to discharge their function
3. training for all volunteers and staff (instructions for contractors) to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
4. induction and in-service training for everyone to acquaint them fully with new requirements and hazards
	1. **\*INSERT ROLES\*** will ensure that all training will be recorded. This is invaluable in the event of an incident or a civil action and provides evidence that statutory training has been carried out.
5. **RECORDS, STATISTICS AND MONITORING**

**\*INSERT ORGANISATION\*** will operate systems for recording, analysis and presentation of information about incidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with leadership 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 **\*INSERT ROLES\***.

1. **REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

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 **\*INSERT ROLES\*** as delegated to the Safety Officer.

1. **SPECIALIST ADVISORY BODIES**

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, this may be obtained by Leadership from expert individuals or bodies outside the Company.

1. **THE OCCUPATIONAL HEALTH SERVICE**

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 of hazards and accidents, environment studies, health interviews and employment medicals.

1. **FIRST AID**

It is the policy of the organisation to make provision for First Aid and the training of 'First Aiders' following the First Aid Regulations (1982). The **\*INSERT ROLES\*** are responsible for ensuring the regulations are implemented and for identifying training needs.

1. **FIRE**

The **\*INSERT ROLES\*** are responsible for ensuring that the relevant people receive adequate fire training, and that nominated fire officers are designated in all places of delivery.

In addition, the organisation will nominate a Fire Officer (this may be the Safety Officer or another relevant person) who will:

* report and advise on the standard of fire safety in the places where the organisation delivers
* undertake overall responsibility for fire training
* assist in the investigation of all fires in the places where the company delivers and submit reports of such incidents
1. **CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the condemnation and disposal of equipment are determined by \*INSERT ROLES\* Leadership introducing new equipment should have such equipment checked initially by the Safety Officer.

Disposal of Waste Electrical and Electronic Equipment (WEEE) will follow the guidelines of the Health and Safety Executive’s guidelines.

Other goods must be disposed of appropriately and by a reputable agency.

1. **FOOD HYGIENE**

Anyone that has the responsibility for food acquisition, storage, processing and serving, and volunteer, staff or contractor induction and hygiene training, is responsible for ensuring that 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 **\*INSERT ROLES\*.**

1. **LIFTING AND HANDLING**

**\*INSERT ROLES\*** are responsible for informing everyone involved of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

1. **NON-SMOKING ON COMPANY PREMISES**

**\*INSERT ORGANISATION\*** policy is that there will be no smoking in any place it operates. The overall aim is to reduce smoking and save lives, reduce the risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking in places the organisation uses are available from **\*INSERT ROLES\***. These rules also extend to e-cigarettes / vaping.

1. **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Control of Substances Hazardous to Health Regulations (COSHH) requires the organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to 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.

1. **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

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 volunteers, staff and contractors 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. (you may need to discuss this with your team if you wish to do this).

1. **CONTROL OF WORKING TIME**

**\*INSERT ORGANISATION\*** is committed to the principles of the Working Time Regulations. This also applies to volunteers and whilst there are no legal limitations or guidelines, \*INSERT ORGANISATION\* is committed to the wellbeing of our people and a strong work/life balance. No member of staff 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. concerning breaks, night workers etc. will be complied with. (you can either insert guidance here or word it in a way that suits your delivery, but keep the principle).

1. **HEALTH AND SAFETY AND THE INDIVIDUAL**

The Health and Safety at Work Act requires each person 'to take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and omissions' and co-operate with leadership to enable leadership to carry out their responsibilities under the Act. Everyone involved has equal responsibility with the organisation for Health and Safety at Work.

The refusal of anyone to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances, counselling of the individual should be sufficient. With a continuing problem, or where an individual creates a hazardous situation, it may be necessary to implement the formal stages of the Disciplinary Procedure.

1. **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

People working in **\*INSERT ORGANISATION\*** spaces (rented or owned) who are volunteers or employed by other organisations are expected to follow our organisation’s Health and Safety Policies concerning the safety of our volunteers/staff, their 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.

1. **VISITORS AND MEMBERS OF THE PUBLIC**

The organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to places where the organisation delivers will be of the highest standard.

Anyone who notices persons acting in a way that would endanger others should normally inform \*INSERT ROLES\*. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to overreact to a situation.

1. **CONTRACTORS**

The organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the places where the organisation delivers 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 health risks.

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, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of volunteer/staff who judges there is a risk where contractors are working should inform their **\*INSERT ROLES\*** immediately. You may not wish to have a Company Manager, you may want it to be another role, discuss this with your team.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting 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.

**DISCLAIMER**

**This good practice model policy is produced by Warrington Voluntary Action for you to adapt to suit the needs of your organisation. Please note that we do not accept any liability for how it is used. Last updated April 2022.**