



Othona Community Health and Safety Policy Statement 2020

Othona Community (hereafter referred to as 'Othona') aims to undertake its activities in a manner which protects people, their safety, health and well-being and prevents losses to the Charity. Othona is committed to the principles of accident prevention and will continually work towards this by creating and reviewing its health and safety management systems, because people are at the heart of everything Othona does. To meet statutory obligations under the Health and Safety at Work Act 1974 and its Regulations, *as far as is reasonably practicable*, Othona will: -

- Provide robust health and safety leadership through its Trustees and Centre Manager.
- Ensure the completion of an annual Health and Safety Audit and regular workplace inspections.
- Appoint a H&S Consultant to act as the 'competent person' to Othona West Dorset, to provide specialist health and safety advice, guidance and training under a contract outlining agreed services.
- Provide and maintain safe working premises, equipment and environments, achieved through appropriate risk assessments, checks, inspections and maintenance.
- Create and review operational health and safety procedures to provide information on safe systems of work.
- Complete a Fire Risk Assessment for Othona West Dorset; biennial review the Fire Log book; an annual review of the emergency evacuation plan and 3-yearly refresher training for fire wardens/Core staff and volunteers, as appropriate.
- Ensure the safe handling and storage of materials, equipment and hazardous substances through specific risk assessments (Manual Handling, COSHH etc), information and training.
- Ensure generic risk assessments are suitable and sufficient and regularly reviewed.
- Provide adequate health and safety information, instruction and training, proportionate and relevant to the role.
- Consult and communicate with Core staff on significant health and safety changes through the Health and Safety Group.
- Investigate serious 'near misses', accidents, incidents and cases of work-related sickness absence of more than 7-days with the H&S 'competent person' who will report under RIDDOR to the Health and Safety Executive, if necessary.
- Carry out specific Display Screen Equipment or other *specific* risk assessments to ensure the medium-long term health of staff.
- Provide an appropriate number of qualified first aid staff for its staff and volunteers.
- Ensure Health and Safety Group meet quarterly to agree health and safety priorities with the H&S Trustee, the Centre Manager, other staff and the H&S 'competent person'.
- Strive to maintain and improve health and safety management systems by monitoring health and safety performance at the highest level of the organisation
- Review this Policy at least annually

Signed on behalf of Othona, Dorset Board of Trustees	Signed by Centre Manager
Date:	Date:

Section 2: Organisation

This section of the Policy details the general duties and responsibilities of those responsible for the day-to-day management of health and safety: -

The OWD Board of Trustees and Centre Manager, with the support of the Health and Safety Group, has overall accountability for the management of health and safety, reporting to the Chair of the Board of Trustees.

The OWD Trustees appoint a Trustee to represent them on the Health and Safety Group and act as 'Health and Safety Champion'.

The responsibility of health and safety operational leadership and implementation of this Policy is the responsibility of the Centre Manager who will: -

- a. Sign, approve and recommend the implementation the 'Health and Safety Policy Statement, Organisation and Arrangements' for Othona Community, Dorset.
- b. Appoint a 'competent person' to provide technical advice and guidance on health, safety and wellbeing.
- c. Approve and implement new and reviewed operational health and safety procedures detailed in Section 3 'Arrangements', which provide health, safety and well-being information for staff and volunteers.
- d. Report to the Trustees if insufficient funds and resources are available to implement the OWD Health and Safety Policy and discharge the Charity's statutory duties under H&S legislation, to ensure, as far as is reasonably practicable, compliance with all relevant health and safety legislation.
- e. Ensure that appropriate HR procedures exist and are invoked for any failures to comply with the Health and Safety Policy and ensure staff are accountable for any acts of negligence.
- f. Ensure those partner organisations working for or with Othona have in place their own safety procedures.
- g. Set quarterly performance objectives in consultation with Health and Safety Group and the Health and Safety Consultant, to continuously improve Othona's health and safety performance.
- h. Ensure the Health and Safety Policy and operational procedures are monitored and reviewed annually by the Health and Safety Consultant or reviewed as required, e.g. following changes in legislation etc.
- i. Implement the operational 'Terms of Reference' for Health and Safety Group as recommended by the Health and Safety Consultant.
- j. Provide strategic leadership on health and safety to the Centre Manager and staff who all have some delegated responsibilities for health and safety management and who direct the work of others, including volunteers.
- k. The Centre Manager will meet the Health & Safety Consultant by arrangement, to organise health and safety management objectives; plan essential training and agree health, safety and well-being priorities etc.
- l. Provide an annual Report to the Board of Trustees of Othona's health and safety performance including accident, incident and 'near-miss' data

2.1. Day to day health and safety management

The Centre Manager has the day-to-day responsibility for ensuring the H&S Policy and operational procedures are implemented and must:

- a. Ensure robust 'generic' and/or 'specific' risk assessments are undertaken for all significant hazards.
- b. Ensure health and safety is a standing item at team meetings.
- c. Ensure that control measures for risk reduction are implemented following risk assessment. This may include completion of active monitoring checks or inspections for quality assurance.
- d. Ensure the necessary resources (people, time, finances, equipment, training etc) are identified to meet statutory obligations and the objectives detailed within this Policy.
- e. Maintain safe working environments, machinery and equipment and provide a healthy workplace.
- f. Ensure specialist checks and inspections are completed by 'competent persons'
- g. Ensure communication of the current Health and Safety Policy and further operational H&S procedures to all staff and volunteers.
- h. Monitor the progress of actions agreed at Health and Safety Group and the meeting Action Notes, to ensure agreed deadlines are met or monitored.
- i. Provide adequate information, instruction and training for staff to ensure their health, safety and well-being; including volunteers
- j. Ensure sufficient numbers of trained first-aid qualified staff are on duty to deal with an emergency.
- k. Seek advice and guidance from the H&S Consultant on issues or queries relating to occupational safety, health and well-being.
- l. Ensure staff, placements and volunteers are aware of **their** duties and responsibilities (see pages 4-5).
- m. Ensure their staff attend the required mandatory and essential health and safety training relevant to their role and responsibilities.
- n. Ensure emergency procedures and plans are in place appropriate to the work, activities and environment in which staff or volunteers are completing tasks.
- o. Ensure all accidents, incidents and 'near misses' are reported within required timescales, using the OWD Accident Report or Incident/Near Miss form. Where appropriate, serious accidents may need reporting to the Health and Safety Executive by H&S Consultant.
- p. Support the Centre Manager by engaging openly with the H&S Consultant to ensure we learn from any mistakes and avoid repeat accidents.
- q. Attend H&S training essential to your role and responsibilities (e.g. Managing Health & Safety)
- r. Ensure relevant contracts are in place for the completion of work requiring special knowledge or competencies and/or certificated inspections (e.g. Legionella risk assessments; Asbestos surveys; etc).
- s. Manage contractors on site from selection through to completion of work, to ensure the safety of the Othona's staff and those who may be affected by their work (e.g. visitors, neighbours and the public).

2.2 Health and Safety ‘Competent Person’

A freelance Health and Safety Consultant is contracted-in by the Trustees to provide agreed H&S services to Othona, Dorset.

Key tasks undertaken by the Health and Safety Consultant of Safety and Health 1st includes:

- a. Providing timely support, advice and guidance to managers on health, safety and well-being matters such as changes in H&S law or advice on training etc by email/phone.
- b. Creation and review of the annual OWD Health and Safety Policy Statement, Organisation and Arrangements.
- c. Creation and review of specific operational Health and Safety Procedures in consultation with and approved by Othona’s Health and Safety Group.
- d. Quarterly Health and Safety Group meetings.
- e. One-to-one meetings with the Centre Manager for the purpose of H&S planning and organising.
- f. Design and delivery of agreed bespoke health and safety training.
- g. Completion of specific risk assessments, such as Fire (FRA); Control of Substances Hazardous to Health (COSHH); Display Screen Equipment (DSE); Manual Handling etc.
- h. Reactive monitoring (e.g. follow-up of ‘near misses’, incident and accident investigations).
- i. Reviewing accident report forms and completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence) reports to Health and Safety Executive, as required.
- j. Active monitoring e.g. H&S Audits, Workplace Inspections, etc.
- k. Provision of first-aid training through an Associate trainer, Branch Training and recommending externally certificated training.
- l. The H&S Competent Person also provides advice and guidance on Safeguarding and delivers OWD’s Safeguarding training.

2.3 Staff

All staff have legal duties and responsibilities and they must:

- a. Be aware of organisational health and safety policies, procedures and risk assessments and take full account of these in the execution of their tasks.
- b. Take reasonable care for their *own* health and safety and anyone under their supervision, taking extra care to supervise inexperienced adult volunteers and visiting children and vulnerable adults.
- c. Ensure they do not endanger other persons by their acts or omissions (e.g. the things they do, or the things they *don’t* do, but should have done).
- d. Co-operate with Othona West Dorset in the execution of their legal duties and responsibilities.
- e. Not misuse or interfere with anything provided to them in the interests of their health and safety.
- f. Report any faults, failures or practices which may be unsafe or they suspect may become unsafe.
- g. Follow all safe working procedures at all times, including lone working.
- h. Report all accidents, incidents or ‘near misses’, no matter how minor.
- i. All staff driving at work must provide annual details of their driving licence and insurance to the Centre Manager.

2.4 Contractors

- a. All contractors will be expected to adhere to Othona's Health and Safety Policy and co-operate to ensure both Client and Contractor meet their legal and moral obligations for the safety of everyone including volunteers, visitors and the public, during the work undertaking.
- b. For further guidance, see local arrangements for the management of contractors and relevant method statements, risk assessments etc.
- c. Contractors will be provided with an adequate induction into Othona's accident reporting procedures, Fire risk assessment etc by the Centre Manager.

2.5 Volunteers

- a. All volunteers are required to adhere to Othona's Health and Safety Policy and follow risk assessments and safe working procedures for their activities, as directed by the staff responsible for planning and organising their activities or tasks.
- b. Volunteers must be adequately supervised and receive appropriate induction training and information for their role and tasks undertaken on an unpaid, voluntary basis
- c. During their work activities on behalf of Othona, volunteers must take reasonable care for their own health and safety; wear the Personal Protective Equipment (PPE) provided and follow the instructions provided in their pre-task safety briefing.
- d. Volunteers, depending on their role, may be required to complete mandatory training e.g. Food Hygiene and Food Safety etc.
- e. All 'near-misses', incident and accidents must be reported (refer to Staff responsibilities page 4).
- f. Volunteers will not drive Othona vehicles.
- g. Volunteers may use hand tools but not agricultural machinery and equipment unless the responsible Centre Manager has checked and approved their competency e.g. relevant skills, knowledge and experience and if required, qualifications/certificates.

Section 3: Arrangements

The following are the arrangements for the management of health and safety at OWD:

- a. An annual Health and Safety Audit undertaken by the Health and Safety Consultant.
- b. Ongoing development and review of operational H&S procedures every two years. They will be updated earlier if required, to ensure their compliance with current legislation; approved and implemented by H&S Group.
- c. The H&S Policy will be available in the Compliance folder to all Trustees, staff and volunteers.
- d. The Compliance folder contains key H&S documents, held centrally and accessible to all.
- e. Othona's premises will have a Fire Risk Assessment conducted annually; trained Fire Wardens; an Emergency Evacuation Plan (also reviewed annually) and a Fire Log book.
- f. Risk assessments will be reviewed regularly by responsible risk assessment 'owners'; approved by the Centre Manager and made available to all in the H&S file.
- g. Page 7 of this Policy details the arrangements for health and safety under topic headings. Trustees, the Centre Manager, staff and volunteers are directed to find further safety guidance and procedural information by referring to Operational Procedures, relevant to the risks associated with their work or to seek advice and guidance from the H&S Consultant.
- h. The Training Needs Analysis details essential health and safety training, by role. The H&S Consultant delivers most of Othona's in-house training; however, certificated external training is required too e.g. Fire Warden/Fire Extinguisher; First-aid and Food safety training.
- i. Health and Safety Group meets quarterly, and its members are: -
 - Tony Jaques Centre Manager
 - Caroline Walker Othona Trustee and H&S champion
 - Andrea Lakin Health and Safety Consultant to OWD.
 - Core staff available on the day of the meeting.

Operational procedures, forms and templates.

Operational health and safety policies with forms and templates are listed below.

- Fire Policy and logbook
- OP-1 Managing Health and Safety and Risk Assessment
 - Appendices: Risk Matrix and Risk Assessment template
- OP-2 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
 - Appendices: Accident Report form & Incident/near-miss Report form
- OP-3 Managing Contractors
 - Appendices 1-8 include pre-contract questionnaire/contract/Permit to Work etc
- OP-4 Control of Substances Hazardous to Health (COSHH)
 - Appendix: COSHH Risk Assessment template
- OP-5 Manual Handling
 - Appendix: Manual Handling template
- OP-6 Work at Height and Ladder Safety
 - Appendices: Ladder Safety Risk Assessment & Ladder Register
- OP-7 Controlling risks from Legionella bacteria
- OP-8 Managing Asbestos
- OP-9 Risk Management of Trees
 - Appendix: Tree survey Inspection Form
- OP-10 Display Screen Equipment
 - Appendix – DSE Risk Assessment form
- OP-11 Safeguarding Children & Vulnerable Adults
- OP-12 First aid
- OP-13 Electrical safety

Risk Assessments

Othona's risk assessments are held centrally and accessible to all. The Risk Assessment Register is monitored by the H&S Group.

- **Generic risk assessments** - *Generic risk assessments are for single work tasks or activities, carried out in repeatedly and/or in different geographical locations.*
- **Site-specific risk assessments** - *These are more specific risk assessments, for a one-off activity or task or specific location;*
- **Other risk assessments** *such as Fire, Asbestos, Legionella, COSHH, Manual Handling etc. are most likely to be created by the Health and Safety Consultant or an external specialist approved by the Centre Manager.*

Advice and Guidance

The Health and Safety Consultant is available for advice and guidance as follows:

Andrea Lakin
Safety and Health 1st
4 Maple Road
Heckford Park
Poole Dorset BH15 2NA
M. 0751 708 7777 | E. safetyandhealth1st@gmail.com

Other useful contacts and websites

Health and Safety Executive

www.hse.gov.uk

Charities Commission – Risks and how to manage them

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26>

Leadership checklist for Trustees and Centre Manager

<http://www.hse.gov.uk/leadership/checklist.htm>

Andrea Lakin

Health and Safety Consultant

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