



# UKIM Health & Safety Policy

**Original document provided by a commercial source in 2010**

**Reviewed, revised and updated by Dr. A.S. Bhutta July 2014**

At our organisation it is our policy to ensure, so far as is reasonably practicable, the health and safety of our members, associate members and volunteers, and anyone else who may be affected by our activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our activities and will operate according to the procedures that best promote health and safety in our Branches.

We accept our responsibilities for health and safety and are committed to giving health and safety high importance. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your cooperation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. Please help us by aiming to achieve the standards and procedures laid out in this manual.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Any materials or equipment kept by Branches will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within our organisation and individual Branches will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policyholder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

Policy Holder:

Signed:

Date:

Review Date:

## **GENERAL ARRANGEMENTS**

What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises, (see H&S Procedures: Fire Safety Arrangements in Section C).

You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see H&S Procedures: Incident Reporting Arrangements in Section C).

**FIRST AID.** The location of first aid boxes and the names of first aiders are displayed on notice boards.

We are responsible for the **INSTRUCTION** of members, associate members and volunteers in safe working methods and for ensuring that these methods are used. We are also responsible for initiating any steps necessary to improve unsafe conditions.

We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

**GOOD HOUSEKEEPING** is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Where possible, waste removal should form part of the operators normal duties.

We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see H&S Procedures: Section E - Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

**RISK ASSESSMENTS** will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary

# IMPLEMENTATION OF POLICY

Our policies will be implemented by:

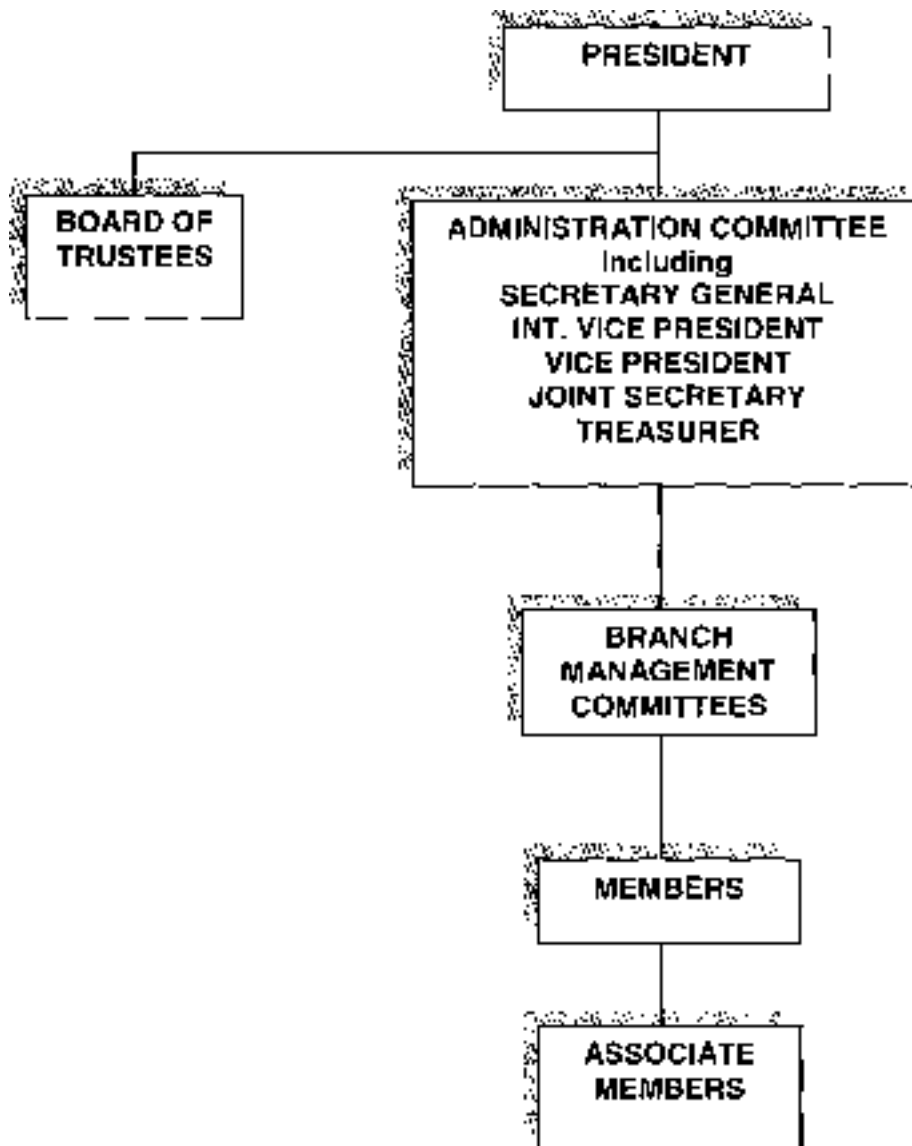
- taking health and safety into account when planning all activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that members, associate members and volunteers are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all members, associate members and volunteers and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of members, associate members and volunteers and subcontractors with regard to health and safety are specified clearly in writing.

# SECTION B

## ORGANISATION and RESPONSIBILITIES

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### HEALTH AND SAFETY MANAGEMENT STRUCTURE



# INDIVIDUAL RESPONSIBILITIES

## GENERAL RESPONSIBILITIES OF ALL MEMBERS, ASSOCIATE MEMBERS AND VOLUNTEERS

The Organisation takes seriously the health, safety and welfare of all our members, associate members and volunteers and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all members, associate members and volunteers.

Members, associate members and volunteers who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. If you have specific monitoring responsibilities, these are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards.

All members, associate members and volunteers must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell a member of the Branch Management Committee or use the consultation procedure described in Section C of the H&S Procedures.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that members, associate members and volunteers have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with the Branch Management Committee to enable them to comply with their statutory duties;

- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you or the Branch Management Committee.

## **SPECIFIC RESPONSIBILITIES**

### **A) Vice President (for North Gower Street) and Branch Management Committees**

Responsibilities include:

- understanding and implementing our Safety Policy;
- ensuring that any testing or examination is carried out on any article to comply with any Regulations;
- carrying out safety inspections in those areas under their control;
- ensuring that adequate safety checks in those areas under their control are undertaken;
- ensuring that suitable written records are kept and maintained of such inspections;
- carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities;
- ensuring that everyone on the premises are aware of the fire procedures and first aid facilities;
- ensuring that good housekeeping standards are maintained;
- ensuring the recording and reporting procedures for accidents and dangerous occurrences are complied with;
- setting a personal example.

## **B) Members, Associate Members and Volunteers**

Responsibilities include:

- being familiar with the Safety Policy and implementing it at all times;
- developing a concern for safety personally and for others, particularly those new to the premises and any vulnerable persons;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- operating only items and equipment for which you have been trained, deemed competent and authorised to use;
- keeping equipment in good condition;
- reporting any industrial injury, disease, or any incidents which could result in personal injury or property damage, to the Management Committee;
- complying with any risk assessments which have been undertaken;
- obeying our safety rules;
- setting a personal example



# SUMMARY OF RESPONSIBILITIES

## OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

## SPECIFIC RESPONSIBILITIES

Responsibility	Name
<b>Policy Implementation</b>	
Review:	Secretary General
Health and Safety Budget/Funding:	Secretary General
Insurance Provision:	Secretary General
Instruction in Safe Working Practices:	Vice President and Chair of Branch Management Committee
Training:	Vice President and Chair of Branch Management Committee
Health and Safety Inspections and Monitoring:	Vice President and Chair of Branch Management Committee
Person responsible for Safety Consultation:	Vice President and Chair of Branch Management Committee
Office Safety Inspections:	Vice President and Chair of Branch Management Committee
Person Responsibility for Disciplinary Procedures:	Vice President and Chair of Branch Management Committee
<b>Equipment Maintenance and Inspection</b>	
Outside Services:	Vice President and Chair of Branch Management Committee
First Aid Provision:	Vice President and Chair of Branch Management Committee
<b>Fire</b>	
Equipment:	Vice President and Chair of Branch Management Committee
Evacuations:	Vice President and Chair of Branch Management Committee
Computer Equipment:	Vice President and Chair of Branch Management Committee
Housekeeping:	Vice President and Chair of Branch Management Committee
Accident Reporting and Recording:	Vice President and Chair of Branch Management Committee
Accident Investigation:	Vice President and Chair of Branch Management Committee
Person responsible for dealing with Civil Claims:	Secretary General
Visitors (inc. Sub-contractors):	Vice President and Chair of Branch Management Committee
<b>Risk Assessments</b>	
General:	Vice President and Chair of Branch Management Committee
Hazardous Substances:	Vice President and Chair of Branch Management Committee
Manual Handling:	Vice President and Chair of Branch Management Committee
PPE:	Vice President and Chair of Branch Management Committee
DSE:	Vice President and Chair of Branch Management Committee
Asbestos:	Vice President and Chair of Branch Management Committee
<b>Services</b>	
Gas & Gas Equipment:	Vice President and Chair of Branch Management Committee
Electricity & Electrical Equipment:	Vice President and Chair of Branch Management Committee
Water Supply (Legionellosis):	Vice President and Chair of Branch Management Committee

## RESPONSIBILITIES OF CONTRACTORS

The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and Method Statements or
  
- Safe Systems of Work they are required to comply with;
  
- areas where personal protective equipment (PPE) must be used;
  
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Persons engaging contractors are responsible for obtaining contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with. We reserve the right to submit contractors' Risk Assessments and Method Statements to our external consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises before the commencement of work and at regular intervals during the period of work.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.

**We reserve the right to order off our premises any contractor not complying with the Safety Policy and/or Safe Systems of Work.**