

HEALTH & SAFETY POLICY

Contents

- Declaration
- Organisation for Carrying Out the Policy
- Appendix A – Untoward Incident and Accident Reporting
- Appendix B – Lifting and Handling
- Appendix C – COSHH

1. Declaration

- 1.1. The health, safety and welfare of all employees and others affected by their work activities is recognised by Outposts Ltd (OL) as being of prime importance; it is an essential function of good management to ensure they are never put at risk. It is the duty of management, so far as is reasonably practicable, to prevent personal harm being caused by the design, construction, operation and maintenance of plant, equipment and facilities. Equally, it is the duty of all employees to exercise personal responsibility and to take reasonable care not to harm themselves or others.
- 1.2. Statement of General Policy:
 - 1.2.1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
 - 1.2.2. To provide adequate training to ensure employees are competent to do their work.
 - 1.2.3. To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
 - 1.2.4. To implement emergency procedures – evacuation in case of fire or other significant incident.
 - 1.2.5. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- 1.3. OL will so far as is reasonably practicable:
 - 1.3.1. Ensure the health and safety of all employees by providing safe systems of work, a safe working environment including safe and healthy premises with suitable welfare facilities.
 - 1.3.2. Ensure the provision and maintenance of safe plant, machinery, equipment, appliances and safe methods of use and handling of materials.
 - 1.3.3. Ensure adequate instruction and training is given to employees with supervision by competent personnel.
- 1.4. OL will also:
 - 1.4.1. Agree with the employees or their representative's adequate arrangements for joint consultation on measures for promoting health and safety at work to include inspections of the workplace.
 - 1.4.2. Require management at all levels to set an example in safe working and maintain a continuing interest in safety.
 - 1.4.3. Whenever necessary provide competent technical advice on safety and health matters to assist Line Managers and supervisors with their responsibilities for ensuring safe conditions at work.
 - 1.4.4. As a minimum, satisfy the legal requirements of the Health & Safety at Work Act 1974, all current and future legislation.



1.5. All Employees have a Duty to:

- 1.5.1. Act in the course of their employment with due regard for their own health and safety, the health and safety of other employees and members of the public, observing Health and Safety Rules wherever applicable.
- 1.5.2. Adhere to procedures, agreed on their behalf, for secure safe working and in particular to use any protective clothing and equipment provided.
- 1.5.3. Co-operate with the company to enable it to carry out its responsibilities successfully.

This policy will be reviewed regularly.

2. Organisation for carrying out the policy:

- 2.1. Michael Kingscote, Managing Director, has overall responsibility.
- 2.2. Chloe Harman, Operations Director, is the Health and Safety Officer.
 - 2.2.1. The organisation of safety within their service and ensuring that the Policy aims are complied with on a day to day basis.
 - 2.2.2. Seeing that safe systems of work and procedures for carrying out the Policy are produced. They are to ensure that all works carried out for OL either by direct employees or contracted in resources conform with the Health & Safety at Work Act 1974 / 2008 and any other relevant legislation.
 - 2.2.3. Applying the procedures detailed in the Policy to control the work and working environment in their areas of responsibility. To control the safety of works under their supervision and to investigate accidents with the object of establishing causes and preventing recurrences.
- 2.3. Safety Representatives responsibilities are as for other employees but have additional functions as laid down in the Safety Representatives and Safety Committee Regulations 1977.
- 2.4. Employees are responsible for working safely and adhering to procedures for securing a safe workplace and for reporting to supervisors / managers defects in any item which may render the workplace unsafe. It is the duty of all employees while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work. As regards any duty of requirement imposed on their employer or any other person by or under any of the relevant legislation; to co-operate with him or her so far as is necessary to enable that duty or requirement to be performed or complied with. Furthermore, no person, including an employee, may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant health and safety legislation. Failure to report faults / situations could result in disciplinary action being taken.

3. Implementation, Monitoring and Consultation

- 3.1. OL will monitor the Policy and consult with employees, and Safety Representatives.
- 3.2. Accident statistics are a means of monitoring safety performance and will be collated by the Managing Director.
- 3.3. Any concerns regarding health and safety, including updates and revisions, will be raised at Staff Meetings.



APPENDIX A

Untoward incident and accident reporting:

- All accidents and incidents will be recorded in the Accident Book which is held in the main office.
- Senior Managers must be informed of any accident or incident; the Health and Safety Officer will investigate all accidents which are immediately reportable to the Health & Safety Executive in accordance with RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- All notable accidents will be investigated and, where indicated, prompt a risk re-assessment.
- Untoward incidents will be recorded in the accident book. The chief instructor for the day will be responsible for reporting these incidents to the Health and Safety Officer to assess the impact on working practices.

APPENDIX B

Lifting and handling:

- Staff are responsible for assessing items or objects that may be awkward or hazardous to lift or manoeuvre. Items of this nature are not to be handled or lifted alone, if in doubt always ask for assistance (when lifting or pulling any equipment.)
- Staff working away from the building with equipment are to observe the safety policies on the NOP for each activity.
- If in doubt always ask for help or assistance.
- If possible, ask to be put on a manual handling course.

APPENDIX C

Control of substances hazardous to health (COSHH):

- OL has taken a decision to purchase only cleaning materials that are available to the general public for domestic use.
- Any special substances purchased for use by the organisation, e.g. toners, print cartridges should be used in accordance with the instructions.
- All spillages should be dealt with immediately and hands washed thoroughly.
- Splashes into the eyes should be washed out either with warm water or using the sterile water irrigation bottle in the kitchen.
- All chemicals associated with the farm will be supervised by Michael Kingscote (MD) and kept in a lockable place away from any areas visited by clients.

APPENDIX D

Emergency procedures:

- Evacuation in case of fire or another significant incident:
 - All staff to meet at the assembly point: in the yard by the pond, away from danger. Roll call to be conducted.
- Please also refer to the Outposts Ltd Emergency Procedures document.

First aid box is located: in the main office kitchen

Date: February 2019

Review date: February 2020