

CYNNAL

HEALTH AND SAFETY POLICY

2013

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HEALTH AND SAFETY POLICY

1. INTRODUCTION

The Health and Safety Policy of Cwmni CYNNAL is set out in accordance with the requirements of the Health and Safety at Work Act [1974]. The contents apply to all Company employees.

This policy’s main objective is to outline CYNNAL’s arrangements for the management of health and safety issues, ensuring that all employees are aware of their responsibilities. The policy will be revised annually or more frequently if required in view of new legislation or in response to any representations by service users. **The policy will be distributed to all Company employees.**

In addition to the arrangements identified in this document, staff who visit schools should be aware of the content of the Health, Safety and Welfare Corporate Policies of Gwynedd and Ynys Môn councils.

2. POLICY AND MISSION STATEMENT

The company, CYNNAL, and thereby the Chief Executive and members of the Management Team, accept responsibility for ensuring a safe environment for all company employees. High priority will be given to securing and maintaining, as far as is reasonably practicable, the highest standards of health, safety and welfare for all its employees.

The Chief Executive and members of the Management Team will take all steps that are reasonably possible and practicable in order to implement the policy’s requirements.

The Chief Executive and members of the Management Team will be responsible for providing guidance in order to conform to health and safety requirements in relation to risk assessment and management, establishing a system for the recording of risk management assessments and arrangements and for monitoring the extent to which such arrangements are implemented on a day-to-day basis.

The Chief Executive and members of the Management Team will consult staff before delegating or devolving responsibilities connected with health and safety.

Where appropriate and practical, the Chief Executive and members of the Management Team will seek expert guidance in order to identify the health and safety risks within the Company and the actions required to control such risks.

The Chief Executive and members of the Management Team will attempt to provide guidance for all employees, and will take all reasonable steps to ensure access to training, to enable them to carry out their responsibilities and duties in a safe manner. They will ensure, through the risk assessment and appraisal process, that training needs are identified and acted upon so that employees are competent to undertake their duties safely.

All employees will be expected to ensure that they are familiar with the contents of Section 7 of the Health and Safety at Work Act [1974] and to comply with the requirements. In this context, all persons will be expected to pay due attention to health and safety issues in carrying out their duties and responsibilities, to follow regulations and guidelines for risk assessment and management, to use equipment that is in good condition in a safe manner and to notify management of any potential hazards as soon as practicable.

Chief Executive of CYNNAL

Date

3. RESPONSIBILITIES, FUNCTIONS AND ACCOUNTABILITY

The **Chief Executive** is accountable to the **Management Board** and is responsible for ensuring that the objectives of the company's Health, Safety and Welfare Policy are met thus safeguarding the health, safety and welfare of all CYNNAL employees. Furthermore, the company has a responsibility to others who are not employed by the company but who are likely to be affected by an activity or service provided by CYNNAL.

It is the **Management Board's** responsibility to:

- adopt and annually review a health, safety and welfare policy for the Company;
- ensure that the **Chief Executive, through the Management Team**, acts upon health, safety and welfare issues;
- review the effectiveness of the policy and the health, safety and welfare procedures of the services within the company by setting and considering suitable performance indicators;
- ensure specialist support to provide advice on all Company health, safety and welfare issues.

The **Chief Executive** is accountable to the Management Board and is responsible for the health, safety and welfare of service employees, and anyone else who may be affected by the service's activities. The **Chief Executive** is responsible for:

- all aspects of health and safety under his/her control;
- developing, and updating, a Health, Safety and Welfare policy for the company;
- ensuring that adequate health, safety and welfare support is provided at service level;
- delegating specific duties to key members of staff within the Company;
- ensuring, as far as practically possible, adequate resources to support the staff referred to above and enable them to fulfil their roles and responsibilities;
- establishing a system to ensure that
 - any substantial health, safety and welfare hazards within the Service are identified and appropriate arrangements are in place to manage them;
 - activities are undertaken safely without danger to staff or others who may be affected by the service's field activities;
 - relevant procedures are in place to ensure the provision of a safe and healthy working environment and safe work systems for all employees;
 - there is no unsafe use of equipment and machinery;
 - a comprehensive risk assessment register is developed and maintained within the services;
 - risk assessments are conducted, reviewed and monitored in order to control the risk assessment process;
- ensuring that managers identify employees' training needs, attend adequate training and keep a record of such training;
- ensuring that the service undergoes health, safety and welfare inspections as necessary;
- establishing appropriate consultation with employees on health, safety and welfare issues;
- establishing a procedure for recording, investigating and reporting on any accidents.

Members of the **Management Team** are accountable to the Chief Executive and they are expected to coordinate health and safety issues at the service level for which they are responsible. It is the **Management Team's** responsibility to:

- coordinate health and safety issues in the units for which they are responsible and in co-operation with other units within the company;
- conduct an overview of all health and safety operational issues in their units and relevant offices;
- prioritize resources in order to ensure that staff follow health and safety procedures and that premises are maintained in a safe condition that reduces hazards;
- ensure, in co-operation with the Chief Executive, a suitable training programme for staff;
- establish suitable arrangements within the services for which they are responsible in order to ensure that
 - any substantial health, safety and welfare hazards within the Service are identified and appropriate arrangements are in place to control them;
 - activities are undertaken safely without danger to staff or others who may be affected by the service's field activities;
 - relevant procedures are in place to ensure the provision of a safe and healthy working environment and safe work systems for all employees;
 - a comprehensive risk assessment register is developed and maintained within the services;
 - risk assessments are conducted, reviewed and monitored in order to control the risk assessment process;

It will be arranged that a number of **Health and Safety Liaison Officers** are appointed within the company, and form an internal **Health, Safety and Welfare Team**. They will be accountable to the Chief Executive, and will be responsible for acting as internal advisers on health and safety issues. It is the responsibility of the **Health and Safety Liaison Officer** to :

- ensure that employees of the unit and the relevant offices comply to all relevant Occupational Health and Safety legislation and policies;
- raise awareness amongst unit employees of the importance of health and safety;
- ensure that
 - any substantial health, safety and welfare hazards within the Service are identified and appropriate arrangements are in place to control them;
 - activities are undertaken safely without danger to staff or others who may be affected by the service's field activities;
 - relevant procedures are in place to ensure the provision of a safe and healthy working environment and safe work systems for all employees;
 - equipment and machinery are safe;
 - a comprehensive risk assessment register is developed and maintained within the services;
 - risk assessments are conducted, reviewed and monitored in order to control the risk assessment process;
- advise management on issues of health, safety and welfare.
- collect and disseminate information within the appropriate service as required;
- attend meetings of the Health, Safety and Welfare Forum as required.

The **Health and Safety Liaison Officers** will receive extra training in the risk assessment process to ensure their competence to monitor all assessments undertaken. They will also have responsibility for organizing training for other members of the service.

Staff in the various units are accountable to their line manager [in accordance with the structure of the unit] and are responsible for the day-to-day implementation of the policy. In this context, all employees, whatever their function, have legal duties under Sections 7 and 8 of the Health, Safety and Welfare at Work Act 1974. It is noted that employees must take care of their own health, safety and welfare, and that of others who may be affected by their actions or their negligence. Specifically, all employees must:

- work in compliance with safe working practices;
- report faulty equipment and hazardous situations immediately in accordance with the workplace arrangements;
- use the safety equipment provided;
- conform to requests and instructions from Managers and key persons involving health, safety and welfare;
- refrain from using faulty equipment;
- refrain from misusing or damaging equipment;
- report all accidents, near misses and violent incidents in accordance with the service's field procedures;
- exercise reasonable care towards themselves and others;
- refrain from undertaking jobs that they are not trained to carry out;
- inform a manager or supervisor of any defects regarding their work arrangements;
- ensure that they are not working in an unsafe environment;
- conform fully to the contents of any relevant risk assessment.

4. INTERNAL CONSULTATION AND COMMUNICATIONS

CYNNAL is committed to aspire to the highest standards in communications in the field of health and safety and will ensure employee awareness at all levels. As part of this commitment health and safety issues will be included as a standing item on the agenda of meetings of the Management Team, and service unit teams.

Responsibilities under the Health and Safety [Consultation with Employees] Regulations 1996 are recognized and effective arrangements will be ensured for consultation on health and safety issues with Union representatives and others.

5. CYNNAL HEALTH, SAFETY AND WELFARE FORUM

The main purpose of the group will be to provide guidance on health, safety and welfare issues affecting the whole Company. The group will comprise of:

- The Chief Executive
- Representatives from the Management Team
- Health and Safety Liaison Officers
- Employee / Trades Union Representatives

The Forum will:

- review accident statistics and any other relevant evidence in order to conduct an overview of the field with the aim of revising risk assessments, improving working practices and arrangements;
- deal with issues and concerns raised by Forum members;
- assist with the development of safety rules and safe working practices;
- check safety inspection reports;
- monitor the effectiveness of employee safety training contents;
- monitor the adequacy of health and safety communications and publicity in the workplace;
- receive/discuss any relevant reports.

Minutes and matters raised in the Forum will be considered by the Management Team. Thereafter, matters with wider implications, or ones that cannot be solved at Management Team level, will be referred to the attention of the Management Board.

6. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following is a list of areas that will form part of the company strategy to ensure the health, safety and welfare of its staff. The list is not exhaustive and will change as circumstances and working practices vary over a period of time. Individual documents have been compiled outlining the arrangements for the control of those risks associated with these hazards. The following should be regarded as a synopsis of the arrangements.

Fire Safety / Emergency Exit Procedures

The Health, Safety and Welfare Team will be responsible for establishing a system formalising regular evacuation exercises to ensure that employees are familiar with the emergency procedures. Instructions on what to do upon reducing the risk / discovering fire, and the procedure to follow upon hearing the Fire Alarm will be displayed in all company premises.

The relevant Emergency Planning guidelines will be followed in dealing with bomb scares or suspicious packages.

Accident Reporting

A procedure will be adopted for reporting injuries, illnesses, dangerous incidents or any violent incidents. This requires employees to record all relevant details on the relevant statutory forms. Following an incident or a near miss, a copy of the completed form will be sent to the Personnel/Health and Safety Assistant. In addition, the Health, Safety and Welfare Team must be informed of any severe or fatal injury, illness, dangerous incident or violent incident suffered by employees or members of the public, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Chief Executive will conduct an inquiry into all RIDDOR reportable accidents, and produce a report on his findings to the Management Board and/or Health and Safety Executive as appropriate.

First Aid

The company provides trained First Aid Assistants and first aid materials in accordance with the Health and Safety (First Aid) Regulation 1981 and it's Code of Practice. Each unit/office should have a nominated individual to administer first aid. The Personnel/Health and Safety Assistant will be responsible for updating the contents of the First Aid Boxes, and for informing the Health, Safety and Welfare Team and completing an accident reporting form when an incident occurs.

Training and refresher training will take place in accordance with statutory requirements.

Office and General Tidiness

The majority of accidents happen due to individuals slipping, tripping and walking into objects. In this respect, tidiness reduces the risk of accidents. The following list is a useful guide to reduce the risks of slips, trips and falls.

- Electric cables should not be allowed to trail on the floor.
- All items should be kept in their proper places.
- Large and heavy items should not be kept in a place where they could fall and injure an individual.
- Desk drawers should not be left open.
- Any tools should be returned to their proper place.
- Any defects in floor coverings should be brought to the attention of Health, Safety and Welfare Team.

Regular inspections will take place to ensure the general tidiness of offices, and the removal of items deemed to be hazards.

Risk Assessments

The Chief Executive, through the Health, Safety and Welfare Team, will set up a procedure to undertake and monitor risk assessments, and to ensure that their contents are reviewed regularly.

The Health, Safety and Welfare Team will ensure that risk assessments are undertaken where hazards are identified, and will be responsible for forming an action plan to establish management measures to reduce the risk. A **Health and Safety Liaison Officer** will be responsible for conducting risk assessments, and formulating control measures. In order to ensure this, formal training in the principles and practices of conducting risk assessment will be arranged.

Flammable Liquids and Substances

Flammable liquids will be kept in a metal container and a 'NO SMOKING' sign will be displayed in the room. CYNNAL has a policy of NO SMOKING throughout the workplace.

Harmful Substances

In accordance with the requirements of COSHH, a risk assessment should be conducted of the possibility of staff coming into contact with harmful substances. A member of the Management Team (currently the Workshop and Services Manager) should be designated to be responsible for implementing the control measures identified in the risk assessments, and for monitoring the degree of compliance with any safety measures identified.

Manual Handling

Situations that require an individual to lift substantial weights are to be avoided. In such situations, ensure that a competent individual conducts a risk assessment. In view of the company's activities, training should be provided for all staff involved with the manual handling of goods and equipment.

Use of Machinery / Tools

Machinery/tools should only be operated by competent individuals. A record should be kept of any training provided. The equipment should also have been appropriately maintained.

Work Pressures / Stress

If any possibility exists of pressure caused by work the individual's workload should be carefully monitored. As far as possible, all practical steps should be taken to reduce the individual's workload / stress levels. Access to an Occupational Health Scheme / Counselling Service should be available to all staff.

Noise / Vibration Levels

Noise and vibration levels when working should not be higher than the prescribed decibels when involved with matters such as drilling etc. Personal Protective Equipment will be supplied, and staff will be expected to wear them at all times. Work should be regulated to minimise the risks / exposure.

Management of Contractors on CYNNAL Property

Work on site must be carried out by competent contractors only. The Council will monitor compliance with statutory duties, e.g. Construction Design Management Regulations, and only contractors approved by the Council's will be employed in CYNNAL property.

The Council [and Cynnal] will be expected to ensure that contractors are aware of, and adhere to, all Health and Safety requirements appertaining to a specific location or job.

Display Screen Equipment

All staff will be required use DSE's as part of their general day-to-day duties and responsibilities, and consequently, free eye tests should be available for all staff, irrespective of their posts. A risk assessment of all workstations/environment should be conducted, and appropriate measures recommended to minimise the risk.

Portable Electrical Appliances

Electrical appliances should be regularly inspected – currently on an annual basis. The Health, Safety and Welfare Team will be responsible for arranging the tests, and for maintaining a register of all electrical appliances in the establishment. The 'test badge' should be displayed in a prominent position, and equipment that fails either the electrical test or the visual test should be decommissioned immediately.

Driving on School Grounds/Property

CYNNAL employees should not take cars/vans onto school grounds, without the school's permission, if there is no staff car parking area. Pupils' access and play areas should be avoided, especially at 'break' times. Schools will be expected to conduct a risk assessment of vehicular traffic on school grounds and put in place control measures.

Smoking in the Workplace

Smoking is not permitted in the workplace or in premises where CYNNAL staff work. This is for the benefit of the health of the individual as well as the health and welfare of colleagues and other members of the public.

Driving / Using Mobile Phones while Driving

Advice will be provided to staff on safe driving techniques, and line managers will be expected to monitor journeys and driving styles. CYNNAL employees are not allowed to use mobile phones (both business and personal) while driving. Instructions should be drafted and circulated to all staff. Annual checks will be made to ensure that staff hold current valid driving licences, and that personal vehicles are adequately insured and road-worthy.

Safe Working / Working at Height

Staff must be provided with the appropriate tools and equipment to carry out cabling work and install ceiling projectors (such as a standing platform and scaffolding for working at height). Regular checks will be made to ensure the safety of such equipment, and the numbers of staff expected to work at height will be kept to the minimum.

Health Surveillance

Arrangements should be made to regularly monitor the health / condition of those staff exposed to potential risks from noise, vibration, dermatitis, and respiratory diseases due to the nature of their work. All staff should also have access to general health checks, on an annual / bi-annual basis.

Working with Asbestos

Training and asbestos-awareness sessions will be arranged for all staff likely to be working on the fabric of buildings. CYNNAL will not undertake any licensed asbestos removal work, but arrangements will be put in place for low-risk, non-licensed asbestos work in exceptional circumstances. Every effort will be made to reduce the exposure of staff to any levels of asbestos.

Criminal Background Checks

In view of the activities of the company, working in schools, criminal background checks should be made on all staff visiting or working in schools as part of their normal activities. Checks should also be made on those staff with access to pupil data stored in MIS systems

Work Experience Students

An appropriate induction programme should be introduced for the induction of students/pupils on short-term work experience placements. The programme should pay particular regard to health and safety issues, working arrangements, suitability of individuals etc.



Staff Emergency Contacts

Arrangements should be made to confidentially keep a record of the emergency contact details of all staff, and also for contacting staff during emergencies (e.g. a text messaging service informing of office closures at times of inclement weather)

7. MONITORING HEALTH AND SAFETY PERFORMANCE

On an annual basis, CYNNAL's Health, Safety and Welfare Team will formally monitor the implementation of the Health and Safety Policy, absence records, accident / near misses records etc., and will also monitor all CYNNAL offices in order to ensure the safety of employees.

Reviewed: May 2013