

Little LifeSavers Health, Safety & procedure

HSP-002

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1. Introduction

This health and safety procedure defines when amendments and updates are necessary and establishes the health and safety arrangements within our organisation which apply to all persons who work for us or on our behalf.

The Procedure is designed to facilitate the management of health and safety within our organisation and to control all areas of risk arising from our activities that may affect our employees, volunteers, young persons, members of the public, clients etc.

Our health and safety Procedure includes:

The organisation within our charity to ensure that health and safety standards are met.

The documented arrangements in place to ensure that health and safety standards are met within our workplaces in accordance with our procedures together with the appropriate record keeping and monitoring.

This Procedure is produced in accordance with the requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. Updates and Amendments to the Procedure

The Procedure may require amendments or updates under the following circumstances:

- Changes in health and safety legislation
- Changes in statutory requirements
- Changes in British Standards
- Substantial changes to our charity activities
- The introduction of new equipment
- Changes in nominated responsible persons.
- Changes in the responsibilities of nominated persons
- Changes in management policies or procedures

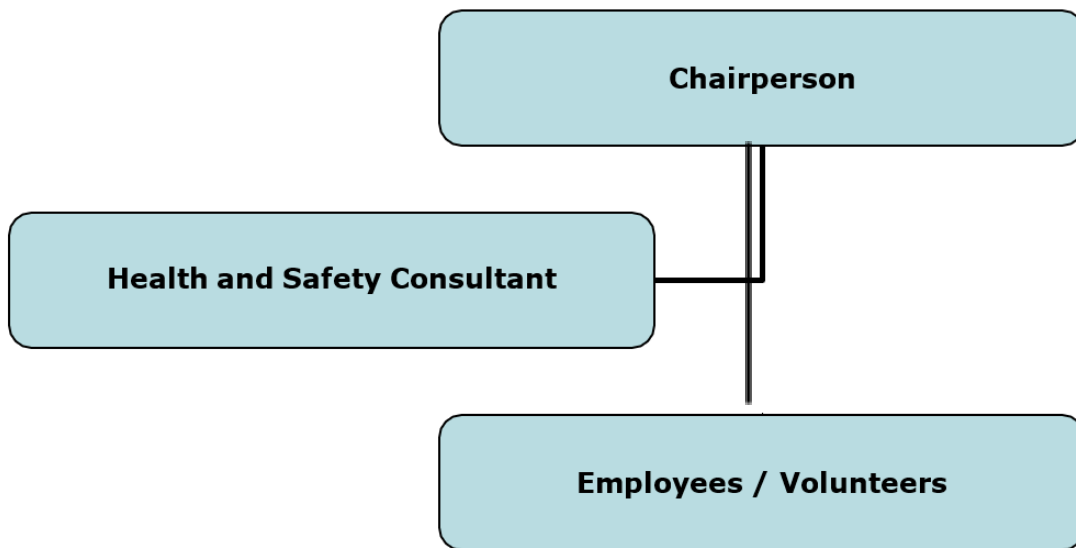
3. Management Structure & Responsibilities

i). Competent Persons

Current health and safety regulations require employers to appoint one or more competent persons to assist them in the day-to-day management of health and safety. Little LifeSavers have fulfilled this requirement by appointing an external advisor to achieve an appropriate level of competence where required.

ii). Health and Safety Management Structure

The table below provides an outline of the internal health and safety structure within our Company.



iii). Chairperson

The Chairperson will have overall and final responsibility for health and safety within our organisation and fully supports the health and safety Procedure.

The Chairperson's responsibilities are to:

- Ensure that all personnel working on our behalf fully understand and observe the health and safety Procedure and their delegated responsibilities.
- Ensure that effective channels of communication are provided within the organisation.
- Ensure that effective health and safety training is provided throughout the organisation.
- Ensure that arrangements are in place for long term health and safety plans.
- Ensure effective planning through identification of significant hazards and control of reasonably foreseeable risks through risk assessments and suitable safe systems of work.
- Provide adequate insurance cover for both statutory and charity needs.
- Provide funds within the charity's budget, which are adequate to meet health and safety requirements.
- Monitor the activities of employees and volunteers to ensure that their delegated responsibilities are being carried out effectively.
- Ensure that all employees and volunteers are aware of and trained in safe systems of work and that records of all training are kept.
- Ensure adequate first aid arrangements are in place in the schools and venues where our services are provided.
- Instigate accident investigations where necessary and will take prompt action in reporting any appropriate action to avoid reoccurrence.
- Ensure that, where applicable, we provide suitable and safe equipment for use during training sessions.
- Ensure that the health and safety Procedure is reviewed at least annually and whenever there is a substantial change in operational activities.

iv). All Trustees / Volunteers Working on our Behalf

All employees and volunteers working for on our behalf, must:

- Comply with the health and safety Procedure.
- Fully observe the safety rules.
- Report any safety concerns in connection with their activity to the Chairperson.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in a professional and orderly manner in the workplace.
- Use all safety equipment and/or protective clothing as may be required.
- Maintain all equipment in a good condition and report any defects to the Line Manager when they occur.
- Use only those items of equipment or machinery which they have been trained and authorised to use and in accordance with manufacturer's guidance.
- Report all accidents to the Chairperson whether injury is sustained or not.
- Attend as requested any training course designed to further the needs of health and safety.
- Observe all laid down procedures concerning processes, procedures with regard to any substances to be used.
- Follow all Safe Systems of Work as instructed.

4. Communications

Effective communication with our trustees / on health and safety issues is an essential element of maintaining a safe and healthy working environment within our organisation. We shall encourage our volunteers to openly express their views on matters of health and safety and will take due consideration of these views when reviewing our Procedures through risk management.

Employees and Volunteers will be consulted when:

- i). There is any change which may substantially affect their health and safety whilst at work or on Charity business such as the introduction or change of any policies or procedures, addition of new equipment or working practices.
- ii). Our arrangements for getting competent persons to assist us in satisfying health and safety legislation.
- iii). Information that our employees / volunteers must be given on the likely risks and dangers arising from their activity and the measures to reduce or eliminate these risks and what employees should do if they have to deal with a risk or danger.
- iv). The planning of any health and safety training.

5. Process Details and Documents

i). General

We intend to meet the commitments set out in the Statement of Intent / General Statement of Procedure. Arrangements provide key health and safety information designed to manage workplace risks to an acceptable level. In most cases the arrangements stated in this document will constitute the full extent of any required risk controls. However, where it is considered that additional detail is required reference will be made within the arrangement to any additional supporting health and safety procedures or documentation.

ii). Authorisation

The signature in the General Procedure Statement confirms that the arrangements have been reviewed by the trustees and subsequently authorised for use.

The document will be kept under review to ensure that:

- i). It is a true and fair reflection of the Charity's health and safety arrangements.
- ii). Any additional operational procedures and safe systems of work required to support the arrangements, are drafted, implemented and communicated to all.
- iii). These arrangements are reviewed on an annual basis, as a minimum standard, or when there is a significant change to our practices.
- iv). This document is circulated to all relevant persons within our organisation and any interested third parties.

iii). Risk Assessments (Document LLS Risk Assessment 001)

All employers/volunteers are required to assess the risks to which employees or others may be exposed to while undertaking work on behalf of the organisation.

Organisations with more than five employees / volunteers are required to record the significant findings of any risk assessments carried out and communicate those findings to relevant persons, as required.

Our risk assessments will:

- Identify the hazards to which employees and other persons who may be affected by the company's undertaking.
- Establish the likelihood of harm arising from the hazards identified i.e. the risk from exposure.
- Evaluate the extent of the risks taking into account control measures or precautions already in place.

The risk assessments, therefore, will reflect the likelihood that harm will occur and its severity. The purpose of the assessments is to assist our charity in determining the measures the organisation needs to take to comply with our duties under the relevant statutory provisions.

The risk assessments are intended to be working documents which can be used to guide future action aimed at improving health and safety within our organisation.

It is the responsibility of the Chairperson to ensure that significant hazards associated with work activity are suitably assessed and controlled with the significant findings relayed to all employees and other personnel working on our behalf.

iv). Safe Systems of Work / Method Statements

Safe working procedures will be developed as required for all operations with relevant information from the risk assessments being used to formulate these which will then be used for training to persons working on our behalf.

v). External Health and Safety Consultants

Little LifeSavers have appointed Mr Nigel Francis of NorWest Medical as our external Health and Safety Consultant who will provide:

- Advice of any new safety legislation or changes in existing legislation.
- General assistance to our organisation to aid in the fulfilment of its obligations and duties as set out in statutes.
- Assist where required or requested, with the initial implementation of the changes required by updates of legislation.

vi). Working on Client Premises

All activity undertaken on client premises will be in accordance with the relevant provisions of current safety regulations. In particularly:

- The Management of Health and Safety at Work Regulations
- The Provision and Use of Work Equipment Regulations

All work activity will be:

- Planned and coordinated with the person in control of the workplace.
- Managed and overseen by persons with suitable supervisor competence and experience.
- Undertaken by suitably trained and experienced.
- Supported with suitable and sufficient risk.
- Supported by co-ordinated first aid and welfare.
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Any persons working for, or on behalf of Little LifeSavers must observe the following requirements when working on client premises:

- Observe any specific site safety rules provided on arrival.
- Highlight any safety concerns with the host employer and agree suitable control measures.
- Respond to any emergency as directed by their hosts.

Little LifeSavers recognises that all persons working on our behalf are entitled to suitable welfare facilities while undertaking services on our behalf.

As we usually work in school or similar settings it is reasonable to assume that we will have access to all staff facilities at each venue, as required.

vii). Training

Little LifeSavers are committed to ensuring that all personnel working on our behalf are suitably trained and therefore competent in the tasks that they are due to undertake.

We will undertake suitable due diligence on all persons working directly under our control to ensure that they hold the required level of formal training and certification and appropriate experience to undertake the work required of them.

The Charity will retain documented evidence of all such training and qualifications.

All personnel are actively encouraged to raise any queries in regard to any health and safety training with the Chairperson.

viii). Contractors and Subcontractors

The Charity does not instruct any external contractors to carry out work on our behalf.

ix). Alcohol and Controlled Drugs

It is strictly forbidden for personnel to enter a place of work or to drive a vehicle in an unfit state whilst under the influence of alcohol or illegal substances whilst conducting any business-related activity on behalf of the Charity.

The Charity takes a very stern view in this regard and shall instigate immediate disciplinary action should any employee or volunteer be found in the possession of illegal substances while representing our organisation.

x). First Aid

As the Charity teaching sessions occur within schools, we shall ensure that the volunteers have access to suitable first aid arrangements.

Volunteers with any questions or concerns regarding the provision of First Aid facilities within hosting organisations should immediately contact the responsible person of the organisation and then report the matter to the Chairperson.

xi). Accident / Incident Reporting

All employees and Volunteers are strictly required to ensure **all** accidents, incidents and near misses which occur during a Session are entered within the School's Accident Book and that **the relevant details are notified to the Chairman immediately by telephone.**

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents through compliance with the relevant Health & Safety legislation.

It will be the responsibility of the Chairperson to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Should an incident occur, the Charity will take advice from their Competent Person to establish if any further action be required.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the Chairperson or their nominated representative. Depending upon the

circumstances of the accident, the Chairperson may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.

xii). Personal Protective Equipment (PPE)

Under the Personal Protective Equipment at Work Regulations 2002 & 2022, all employers are required to assess workplace risks to their employees and where contact with hazards is unavoidable provide suitable PPE as part of their package of risk controls. There are currently no identified risks to volunteers, or any legislation in place that would require PPE to be issued for the nature of activities conducted during the sessions.

xiii). Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 the personnel of all organisations (including charities) are required to ensure that all items of work equipment provided to persons working for, or on their behalf meet the requirements of these regulations.

Little LifeSavers will ensure that all work equipment is:

- Suitable by design, construction or adaptation for the purposes for which it is intended to be used or provided.
- Suitable for use in the place it is intended to be used and only used in accordance with the manufacturer's instructions and its intended use.
- Maintained in efficient working order and in good repair.
- Only uses which are in good working order, well maintained and suitable for the task.
- Supported by suitable and sufficient risk assessments and method statements which must be followed at all times.
- Which is defective is reported to the Chairperson in order that it can be repaired or replaced. Any defective equipment must not be used, and other operatives are to be notified of the equipment/plant concerned.

xiv). Equipment Inspections & Records

Personnel must carry out a visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Chairperson.

Where an inspection reveals a defect, it will be the responsibility of personnel to ensure that the equipment is not used until such time as a suitable repair has been affected.

If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

xv). Health Surveillance & Employee / Volunteer Engagement

Little LifeSavers recognises its duty of care to all those who work as part of our charity undertaking. This extends to ensuring that there are basic arrangements to protect operatives working for, or on our behalf.

Although it is anticipated that all significant hazards associated with our work will be identified and controlled through our risk assessments, we encourage operatives to report any health issues connected with their work on behalf of Little LifeSavers to enable the Chairperson to address any potential health issues at the earliest possible opportunity.

xvi). Serious or Imminent Danger

It is a Procedure of the organisation that no employee, volunteer or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all operatives should be aware that there are regulations and procedures regarding serious or imminent danger.

All personnel are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Little LifeSavers authorises any operative to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Operatives must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire-fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

xvii). Young Workers

Young persons are defined as persons above regular school leaving age but below the age of 18. Little LifeSavers recognises that young persons can be at greater risk in the workplace due to their lack of experience and general lower perception of risk.

In order to comply with current regulations (and in addition to existing standard safety arrangements) Little Life Saves will implement further risk control measures in the event that young workers operate under our control. This will include as a minimum:

- Produce a Job Specific Risk Assessment and Method Statement (RAMS) as a direct result of the presence of a "Young Person".
- Provision of additional training, as required.
- Provision of additional supervision, as required.

xviii). Manual Handling (SMOW Documents)

In addition, Little LifeSavers will ensure that all operatives are provided with information in the following areas:

- How to recognize harmful manual handling
- Appropriate systems of work
- Good lifting and handling techniques

Should any operatives have any queries about Manual Handling they must contact the Director in the first instance.