 **HOPS HEALTH AND SAFETY POLICY**

1. **STATEMENT OF GENERAL POLICY**
   1. HOPS fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. HOPS requires its Committee Chair to ensure that the following policy is implemented and to report annually on its effectiveness.
2. **MANAGEMENT ORGANISATION AND ARRANGEMENTS**

**Introduction**

* 1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

1. **MANAGEMENT RESPONSIBILITIES**

**Committee Chair**

* 1. The Committee Chair has overall responsibility for the implementation of HOPS's policy. In particular s/he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

**Committee members**

* 1. These are wholly accountable to the Committee Chair for the implementation and monitoring of the policy within the area of their specified responsibility.

**Safety Officer**

* 1. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.
  2. The Safety Officer is responsible for:
* the production and maintenance of HOPS's policy and ensuring that Department Guidelines are consistent with policy;
* its application;
* monitoring and reporting on the effectiveness of the policy;
* the provision of general advice about the implication of the law;
* the identification of health and safety training needs. The safety officer also acts on behalf of the Committee Chair, as HOPS's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
* the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within HOPS.
  1. 3.5 Responsibilities for Specific Workplaces

1. **HEALTH AND SAFETY MANAGEMENT PROCESS**
   1. HOPS believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within HOPS. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
   2. HOPS requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
   3. For major additional expenditure, cases of need will be submitted by Committee members to the Committee Chair.
   4. If unpredictable health and safety issues arise during the year, the Committee Chair must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.
2. **IDENTIFICATION OF HEALTH AND SAFETY HAZARDS**

* **ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**
  1. It is the policy of HOPS to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
* standards laid down in the policy;
* departmental guidelines;
* relevant regulations;
* environmental factors;
* staff attitudes;
* staff instructions;
* methods of work;
* contingency plans;
* recording and provision of information about accidents and hazards and the assessment of risk.
  1. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by August of each year.
  2. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Committee Chair and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
  3. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
  4. In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
  5. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
     + 1. Identify the hazards
       2. Decide who might be harmed and how
       3. Evaluate the Risks and decide on precautions
       4. Record the findings and implement the precautions
       5. Review the assessment and update when necessary

1. **SAFETY REPRESENTATIVES**
   1. HOPS will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.
2. **TRAINING**
   1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
   2. Four areas of need shall be given special priority:

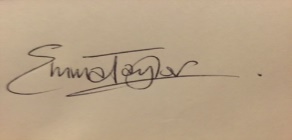
* training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
* training for safety representatives to enable them to discharge their function;
* training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
* induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

1. **RECORDS, STATISTICS AND MONITORING**
   1. HOPS will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Committee Chair
2. **REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**
   1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Committee Chair as delegated to the Safety Officer.
3. **SPECIALIST ADVISORY BODIES**
   1. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside HOPS.
4. **FIRST AID**
   1. It is the policy of HOPS to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.
5. **FIRE**
   1. The Committee Chair is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Committee Chair delegates these responsibilities to the Committee members.
   2. In addition HOPS will nominate a Fire Officer (this may be the Safety Officer or someone external to HOPS)

* report and advise on the standard of fire safety in HOPS's premises and the standard of fire training of its staff;
* undertake overall responsibility for fire training;
* assist in the investigation of all fires in HOPS's premises and to submit reports of such incidents.

1. **FOOD HYGIENE**
   1. Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer
2. **LIFTING AND HANDLING**
   1. Managers are responsible for informing staff of safe lifting techniques.
3. **NON-SMOKING ON COMPANY PREMISES**
   1. HOPS has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.
4. **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**
   1. The Control of Substances Hazardous to Health Regulations (COSHH) require HOPS to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. HOPS must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.
5. **HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**
   1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with HOPS for Health and Safety at Work.
   2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themself or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.
6. **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY HOPS**
   1. Persons working in HOPS premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.
7. **VISITORS** **AND MEMBERS OF THE PUBLIC**
   1. HOPS wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.
   2. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Signed: Emma Taylor



Title: Chair

Date: July 2016