

Heritage Lab CIC

OUR COMMITMENT TO HEALTH & SAFETY

Heritage Lab CIC believes that its employees, members and volunteers are its most important assets and is committed to ensuring that, so far as is reasonably practical, all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with, or affected by them. This includes all work sites, indoor premises, vehicles and any other operation. All staff, committee members and key volunteers will be made aware of the Health and Safety Policy and are expected to comply with that policy. HL CIC will work to provide a safe and healthy working environment for all our volunteers, members and others (e.g. visitors, contractors, members of the public, etc). It is recognised that as a company with fewer than 5 employees, that an organisational H&S risk assessment is not required by the HSE. However, HL CIC is committed to producing risk assessments for specific events involving more than 5 people.

STATEMENT OF INTENT

We will work to meet this commitment by:

1. promoting a genuine awareness of Health, Safety and Welfare matters;
2. using its best endeavours to prevent accidents and cases of work related ill health and providing adequate control of health and safety risks arising from volunteering activities
3. co-operating closely with land owners, Local Councils, Health & Safety Executive and safety advisers to ensure, so far as is reasonably practical, that procedures and practices are satisfactory and fit for purpose;
4. providing a safe and healthy working environment, with suitable welfare and first-aid facilities;
5. maintaining plant, equipment and machinery and ensuring safe storage and use of substances;
6. maintaining a register of active work site volunteers including emergency contact details;
7. engaging and consulting with members and volunteers on day-to-day health and safety conditions and providing advice and supervision on occupational health;
8. implementing emergency procedures in the event of fire or other significant incident;
9. displaying the Health and Safety Law poster at each work site;
10. providing a first-aid box and accident reporting instructions at each work site;
11. providing competent people to advise staff and others on meeting its obligations;

12. providing sufficient skilled supervision, relevant instructions and appropriate training to all levels, in both health and safety and job specific skills.
13. identifying and assessing significant hazards to which people will be exposed prior to construction/restoration works and/or operational activities, and use specific measures communicated by way of defined method statements to eliminate or reduce the risks arising from them;
14. continuing to build develop, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures, which will comprise a Health & Safety Plan/File;
15. making every reasonable effort to ensure that all members, volunteers, visitors and contractors comply with relevant health and safety requirements, including the use of Personal Protective Equipment and Safety Equipment as required in the identified Risks and documented method statements;
16. consulting with the ... committee when any new or changed safety procedures are being introduced or planned or suggested by members and volunteers. Agreed changes will be incorporated into the developing Health and Safety Plan/File, including any caveats from third party organizations;
17. monitoring the developing Health and Safety Plan/File, including collecting and analysing information on accidents, incidents and task-related ill-health and revising it when necessary. Formal reviews shall take place every 12 (twelve) months and shall be signed by competent officers of the Board and
18. keeping this policy under review and revising it when necessary.

ROLES AND RESPONSIBILITIES FOR HEALTH & SAFETY POLICY IMPLEMENTATION

1. Health and Safety Committee

The Board of Heritage Lab acts as the Health & Safety Committee and has overall responsibility for Health & Safety. In particular the committee:

1. shall ensure there is an effective Health & Safety policy;
2. shall give full support to this policy and any person implementing it;
3. shall ensure the necessary resources are made available;
4. give guidance and support to the Health and Safety Officer;
5. facilitate lines of communication (committee to Health and Safety Officer to Work Party Leaders to all others and in reverse);
6. shall periodically inspect and check standards are being implemented and that the Policy is effective;
7. monitor the Health and Safety Plan/File annually;
8. countersign all Standard Risk Assessments; and

9. shall set a good example on Health and Safety matters.

2. Health and Safety Officer

The Health and Safety Officer will be appointed by the committee and is responsible for the execution of this policy. In particular they will:

1. ensure the policy is implemented and arrange preparation of H&S Plans for all construction, restoration, and operational activities;
2. develop, maintain and update a Health and Safety File which includes all relevant documentation, and which accords with the Health and Safety Policy and all current legislation; and
3. keep up to date with legislation and guidance on Health and Safety;
4. consult and communicate with all interested parties (staff, members, volunteers, contractors and public) on matters affecting their health and safety so enabling ... to meet its legal responsibilities;
5. ensure staff and key volunteers are fully aware of their responsibilities under this policy, are correctly trained and certified in all relevant areas and that training is reviewed regularly;
6. ensure inspections, risk assessments and records are up-to-date;
7. ensure regular servicing, maintenance and certification of plant, tools and equipment is carried out in accordance with recommended procedures;
8. ensure fire precautions are in place;
9. ensure that adequate and appropriate Employer's and Public Liability insurances are in place and renewed annually;
10. be responsible for ensuring sufficient key volunteers have relevant and up-to- date first aid qualifications;
11. investigate, record and report all accidents and incidents;
12. report, record and analyse training, procedures and incidents to the committee annually;
13. write and review risk assessments for all activities;
14. ensure policy, guidelines and Risk Assessments are disseminated to all interested parties (via email, web-site, meetings etc);
15. set a good example on Health and Safety matters.

3. Work Party Leaders

Work Party Leaders [or volunteer coordinators] shall:

1. ensure their staff/volunteers are aware of the contents of this Health and Safety Policy and H&S Plans;

2. identify any training needs;
3. follow day-to-day health and safety compliance;
4. ensure adequate and appropriate provision of Personal Protective Equipment and Safety Equipment is available to all volunteers;
5. ensure additional hazards, accidents and near-misses are reported to the Health and Safety Officer;
6. through active management and training recognise the worth of volunteers;
7. set a good example on Health and Safety matters.

4. All employees, members and volunteers

All members and volunteers are expected to take reasonable care of their own Health and Safety and that of others who may be affected by their actions. In particular they should:

1. comply and co-operate with procedures and Health and Safety rules;
2. identify and report building and equipment defects, problems and other concerns;
3. report additional hazards, accidents and near-misses
4. complete additional specific Risk Assessments as required by the Work Party Leader or Health and Safety Officer;
5. not interfere with or misuse anything provided for their health, safety or welfare;
6. use correctly all work items provided in accordance with their training and the instructions they receive to enable them to use those items safely;
7. not undertake any work for which they do not feel they have been properly trained.

CONTACTS AND REPORTING

For correspondence and reporting purposes the contact is Rob Kenyon CEO. The H&S policy is to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995). Heritage Lab CIC views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Work Party Leader or volunteer coordinator detailing:

1. The circumstances of the accident including photographs and diagrams wherever possible
2. The nature and severity of the injury sustained
3. The identity of any eye witnesses
4. The time, date and location of the incident

5. The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to and analysed by ... who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. If deemed necessary a report will be submitted to the company's insurance providers. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

ACCIDENT PROCEDURE

A first aid box is carried to all work sites by the Work Party Leader. Heritage Lab CIC will work towards ensuring that the work part leader of volunteer coordinator will be a qualified first aider. Only minor injuries (ie where there is no significant risk to the patient) will be treated at the work site, by the Work Party Leader. The nearest casualty departments are situated at Queen Elizabeth the Queen Mother Hospital, Margate.

The Health and Safety Officer is responsible for maintaining the Accident Book and reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 1995 Regulations where applicable.

APPROVAL

v1.0 of this Health & Safety Policy was approved by Heritage Lab CIC Board on 10 September 2021