

Health & Safety Protocols and Procedure

Responsibilities

The CEO

The CEO has the overall responsibility for ensuring that Culture& Health and Safety Policy is applied across the whole Culture& and for ensuring that all relevant and appropriate matters are brought to the attention of the Trustees.

The CEO will also direct the execution of the Health and Safety Policy and ensure adequate resources are available to enable continual improvement in health and safety performance.

Heads of Department

Heads of Department are responsible for ensuring the implementation of Culture& Health and Safety policy within their departments.

They are required to:

- Foster positive attitudes towards health and safety by leadership and personal example throughout their Department.
- Ensure that subordinates know and fulfil their individual responsibilities towards health and safety and that they receive relevant information and training so they can be competent to carry out the health and safety tasks assigned to them.
- Ensure that their staff are given the advice, information and support such that the requirements of relevant health and safety legislation and approved codes of practice are met
- Incorporate health and safety responsibilities into their departmental employees' job descriptions as needed.
- Ensure adequate consultation with the appropriate specialist support services and employee representatives before introducing any change which is likely to affect health and safety.
- Make necessary arrangements to ensure that safety representatives and representatives of employee safety who are appointed under regulations can effectively carry out their duties as required by statute.
- Be responsible for developing departmental policy which details the organisation and arrangements for health and safety in their department.
- Prepare, implement and monitor their departmental health and safety plan and appoint a departmental health and safety coordinator.

- Ensure compliance with Culture& fire plan and allocate sufficient resources to meet the requirements of the plan in their area by appointing departmental and sector fire wardens.
- Ensure that staff are competent and capable of performing their duties to the required standard and that adequate training is provided to ensure competency is maintained.

Managers

Line Managers are responsible for ensuring that activities carried out under their control are in accordance with Culture& policy and in compliance with statutory provisions.

They are required to:

- Set a clear leadership example and promote a high degree of health and safety awareness.
- Develop health and safety objectives and targets based on the health and safety policy.
- Follow Culture&'s Disciplinary Procedure if a member of staff does not comply with the requirements of these Procedures.
- Select contractors who can meet Culture&'s standards for health and safety and ensure contractors are monitored to meet those standards.
- Make suitable arrangements for consulting with staff on health and safety matters.
- Ensure that all hazards or accidents involving or having the potential to cause injury or harm to persons or damage to property are reported and investigated and that any corrective action is taken based on risk assessment.
- Obtain advice and support from the Health and Safety team as needed.
- Ensure suitable and sufficient risk assessments and safe methods of work are in place.
- Co-operate in the implementation of departmental health and safety plans.
- Make staff aware of any actions required by them in an emergency.
- Ensure staff understand their responsibility for health and safety and that they are assessed against these responsibilities as part of the performance management process.
- Ensure workplaces are kept clean and tidy and all emergency routes and equipment are unobstructed.
- Ensure equipment is maintained in a safe condition and in good working order. Unsafe equipment should be locked off and rendered unusable until repaired.
- Ensure suitable precautions are taken when disposing of articles and substances to prevent injury or risk to health.

- Encourage staff to participate in maintaining and improving health and safety procedures.
- Involve staff in the development of effective procedures and methods of work based on risk assessments.
- Ensure that safe methods of work are adhered to.

Employees and volunteers

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others and to co-operate with their employer in health and safety matters.

In addition, employees and volunteers are required to:

- Report any significant hazard or malfunction (e.g. damaged chemical containers, trip hazards) to their manager and, where necessary, to the appropriate safety representative.
- Conform to all reasonable instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment that may be provided.
- Conduct themselves at all times in an orderly manner in the workplace.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Maintain tools and equipment in good condition, reporting any defect to their supervisor
- Not bring into the workplace without the appropriate authority any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their manager all accidents, whether injury was sustained or not. This includes any incidents of violence, aggression and/or bullying.
- Attend and participate in relevant training or courses required to carry out their duties competently and ensure this knowledge is used in an appropriate manner
- Acquaint themselves with all processes, materials and substances used by them and with safe practices and methods of work specified for the minimisation of risk.
- Be aware of emergency evacuation procedures, positions of fire alarms, equipment and exits.
- Know who the Fire Warden and First Aider are for the area where they are working.
- Cooperate in the implementation of the Policy.

- Work in line with these Protocols and Procedures, and the Health and Safety Policy as failure to comply with these may result in disciplinary action being taken you under Culture&'s Disciplinary Procedure.

The Health and Safety Manager

The Health and Safety Manager is responsible for advising Culture&, its management and employees on all aspects of health and safety including the implementation of relevant legislation, statutory regulations and approved codes of practice.

The Health and Safety Manager is required to:

- Interpret all UK and EC legislation relating to health and safety matters, including statutory regulations, approved codes of practice, and advise appropriately of their implications in consultation with the Head of Legal Services.
- Ensure policies and guidance notes are prepared on health and safety for adoption within Culture&.
- Assist managers in their duties to carry out risk assessments and advise upon measures to prevent or protect against identified hazards.
- Monitor and review, in conjunction with department heads, the health and safety management performance in departments in accordance with an agreed programme.
- Accompany, together with those staff concerned, members of the enforcing authorities when they visit Culture& premises.
- Initiate sampling of environmental conditions, in conjunction with other staff, including, where necessary, liaison with specialist laboratories to obtain analyses of hazards and initiate proposals for improvement.
- Compile and analyse data on accidents, including near misses, in order to monitor trends and advise accordingly.
- In association with department heads, ensure a full and precise evaluation of specific accidents or incidents and make appropriate recommendations to prevent a recurrence.
- Report incidents in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- In consultation with Human Resources assist in the identification of training needs and the provision of health and safety training.
- Maintain and provide accessible information systems on relevant legislation, guidance, developments in health and safety management and ensure information flows throughout Culture&.
- Represent Culture& in liaison with outside bodies and individuals on relevant issues
- Develop and integrate risk management strategies in consultation with other Culture& managers

Departmental Safety Coordinators

Coordinators are appointed by Heads of Department. They are required to:

- Develop experience and knowledge of the departments working routine and take on the role of managing the general day to day health and safety issues of their area, being responsible to the Head of Department.
- Provide a point of reference within the department for Culture&'s Health and Safety Manager, ensuring that health and safety information passed to them is disseminated to all staff in their department. This will include attending quarterly departmental safety coordinator meetings.
- Ensure the maintenance and revision of the Safety Plan, is brought to the attention of all staff and that they are appraised of any changes.
- Monitor the progress of risk assessments and safe methods of work and report on these to their Head of Department.
- Ensure that significant hazards are attended to, removed or reduced to an acceptable level as quickly as possible.
- Familiarise themselves with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) and ensure that all known accidents and near misses are immediately investigated by a competent person within the department and correctly reported as soon as possible on Assure. In the case of a serious accident, inform the Department Head and Health & Safety Manager as soon as possible.
- Support managers during the induction of new members of staff, itinerant workers and visitors, in matters of health and safety, welfare, fire appliances, fire precautions and emergency procedures. Instruction, information and training on fire appliances, fire precautions, exits and emergency procedures should be carried out during the first day of attendance in the Department and refreshed regularly.
- Ensure that the requirements for first aid provision are met including the availability of a trained first aider for the department and access to a fully stocked first aid box.
- Support the department in the identification of H&S training requirements and support management to ensure that mandatory H&S training is delivered and completed on time.
- Attend quarterly coordinators health and safety meetings and other health and safety meetings as required.

Documentation

Culture& Health and Safety Policy is available to all staff in hard copy from the Health & Safety Manager.

Assurance and review

In order for these procedures to be effectively implemented there needs to be an assurance process. Assurance will be established by:

Documentation

Departmental safety plans including copies of risk assessments and safe working methods will be written down and copies lodged with the Health and Safety Manager. Training requirements will be logged and signed off by staff when completed. Maintenance records will be kept for the required period.

Reporting

All incidents including near misses will be logged and investigated by line manager. Any remedial action and response will be identified within the database. The Health and Safety team will monitor reported accidents and incidents to identify trends that will be fed back to Culture& management.

Independent Review

The Health and Safety Manager will audit Departments. Heads of Department will ensure that active monitoring is carried out in their Department. In addition, inspectors of the enforcing authorities and health and safety representatives appointed by recognised trade unions will conduct independent inspections and audits. Management welcomes this and sees it as an integrated part of Culture&'s health and safety assurance programme.

Annual report

The Health and Safety Manager will produce an annual report to the Trustees' Audit Committee giving an independent view on the state of health and safety across Culture& including performance and a statistical analysis of incidents over time. This will be presented together with management's response to any health and safety issues requiring policy review or change in Culture& procedure. The Audit Committee will then recommend to the Board revisions to policy and or procedures as appropriate.