

TITLE	HEALTH & SAFETY POLICY		
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POLICY OWNER	ALISON MORTLOCK, GOVERNANCE & RISK MANAGER	AUTHORISED BY	COUNCIL

PURPOSE

To meet FFI's legal obligations in relation to health and safety by setting out:

- The organisation's commitment to ensuring the health and safety of its employees, and those who come into contact with its activities, in accordance with Section 2 of the Health and Safety at Work etc. Act 1974
- The arrangements in place for managing health and safety at FFI
- The Health & Safety Management Structure and the responsibilities of those involved

POLICY STATEMENT

It is the policy of FFI to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the organisation and any other persons who may be affected by its undertakings, including visitors and members of the public, insofar as they come into contact with its activities, from any foreseeable hazard or danger.

FFI acknowledges that successful health and safety management requires an effective policy and organisational arrangements which reflect the commitment of senior management. To maintain that commitment, FFI will continually measure, monitor and revise, where necessary, this policy and its associated arrangements to ensure that health and safety standards are adequately maintained.

FFI recognises that successful health and safety management contributes to successful organisational performance and will allocate adequate finances and resources to meet these needs.

FFI will ensure a systematic approach to identifying hazards, assessing the risks involved, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

FFI will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances and the provision of adequate safety equipment; ensuring that appropriate information, instruction, training and supervision is given.



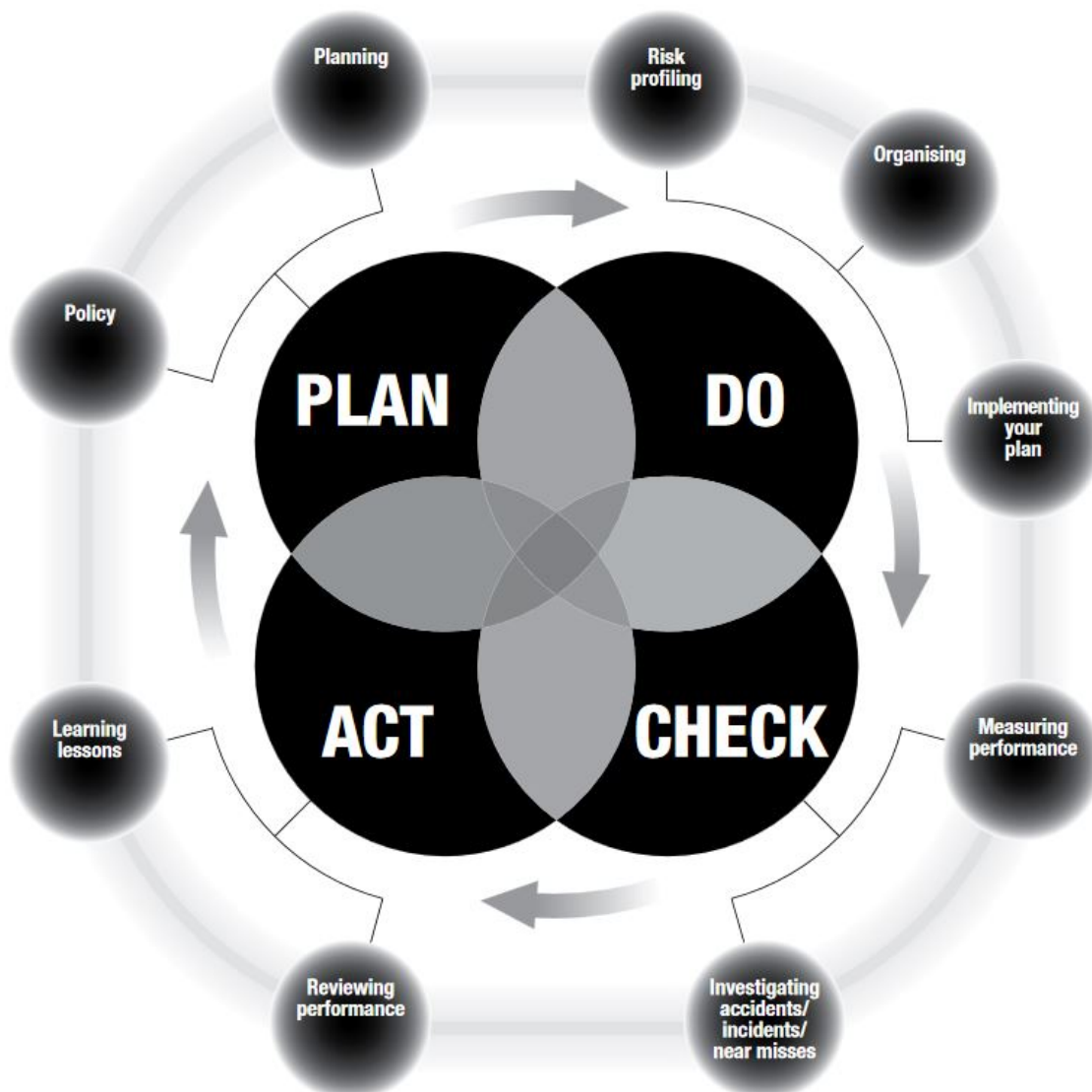
All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibility to take due care of their own health and safety and not to endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation's health and safety arrangements in order that FFI can comply with legal requirements and ensure successful implementation of this policy.

FFI regards health and safety legislation in its entirety as a minimum standard and expects management to achieve the organisation's charitable objectives without compromising health and safety.

HEALTH & SAFETY MANAGEMENT SYSTEM

The Management of Health and Safety at Work Regulations require employers to have effective arrangements in place to control health and safety risks.

In order to meet these requirements FFI has the following arrangements in place, which are guided by the Health & Safety Executive's (HSE) "Plan, Do, Check, Act" approach:





1. **Policy** – a written Health and Safety Policy will set out the organisation’s commitment to ensuring that a healthy and safe working environment is maintained at all times.
2. **Planning and organisation** – effective systems and organisational arrangements will be put in place in relation to health and safety planning, with FFI ensuring that there is sufficient competence and resourcing available to implement those health and safety plans, including accessing external advice where needed.
3. **Risks Assessment** – suitable and sufficient assessments will be carried out to evaluate the risks associated with particular activities or circumstances. These will identify the risks to employees, and any other people affected by the organisation’s activities, and enable FFI to take appropriate preventative and protective measures to mitigate, or minimise exposure to, those risks.
4. **Communication and consultation** – employees will be provided with information on workplace risks and the measures in place to protect their health and safety. They will receive instruction and training and will be consulted on health and safety matters, with consideration being given to all suggestions and recommendations they may make regarding health & safety issues at FFI.
5. **Measuring and review** – active monitoring and review of FFI’s health and safety management systems will be undertaken in order to gauge performance. Risk Assessments will be subject to regular review in order to monitor and control risks on a continuous basis and accidents, incidents and near misses will be investigated and action taken in relation to lessons learned.
6. **Reporting** – there will be regular reporting on health, safety and security matters to the Senior Management Team and Trustees of the organisation.

HEALTH & SAFETY MANAGEMENT STRUCTURE

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of the nominated responsibilities for ensuring the health, safety and welfare of all employees. Legislation requires that the responsibilities for Fire Safety within the organisation are separately defined.

Trustees’ Responsibilities – The Council of Trustees will ensure that:

- They understand the main requirements of the Health and Safety at Work etc. Act 1974 and have access to competent advice in order to discharge their duties under health and safety legislation;
- FFI fully complies with the requirements of the Health and Safety at Work etc. Act 1974, regulations made under that Act, the Management of Health and Safety at Work Regulations 1999 and other relevant Health and Safety legislation;
- The risks to employees and any other persons who could be affected by FFI’s activities are suitably and sufficiently assessed;
- Arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
- There is a management system in place to ensure that employees are involved in decisions that affect their health and safety;
- Health and safety arrangements are adequately resourced;
- They receive regular reports on health and safety and that periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out.



NOMINATED RESPONSIBILITIES

Operational responsibility for health & safety at FFI then rests with the following nominated roles:



The CEO will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied and all levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.

The COO will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied and all levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- An appropriate organisational structure is in place to manage health and safety and that the same management standards are applied to health and safety as to other management functions.
- Sufficient funds are made available for health, safety and welfare requirements.
- Nominated competent persons complete, record and review risk assessments in relation to the activities taking place within the organisation and employees are informed of the significant findings of the assessments.
- Adequate health and safety training is provided for all employees, beginning at induction and including any specific training required to perform their duties and work-related tasks. Suitable and sufficient personal protective equipment is provided to employees at no cost.
- Consultations between management and employees take place as described in the policy.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.



The Governance & Risk Manager will ensure that:

- In relation to the activities and hazards within the organisation, suitable and sufficient risk assessments are completed, recorded and reviewed and that employees are informed of the significant findings of those assessments.
- The organisation's arrangements for fire safety are implemented and all employees are made aware of the procedures in the event of a fire.
- Qualified first aiders are provided and employees and other relevant persons are informed of the location of first aid personnel and facilities.
- Regular safety checks are undertaken and records available of the testing, maintenance and inspections of work equipment and any faulty equipment which is identified is immediately taken out of service until repaired or replaced.
- Where relevant, contractors have the necessary competence to carry out work safety and to adhere to safety rules and procedures.
- Relevant statutory signs and notices are visibly displayed.
- Employees understand their duties under the Health and Safety at Work etc. Act 1974 and comply with the organisation's health and safety policies and procedures.
- Employees are provided with adequate health and safety training, beginning at induction and including any specific training needs identified in order to perform their duties and work-related tasks and that suitable training records are kept.
- Information on health and safety matters is regularly updated and communicated to employees and that they are provided with the means to consult on such matters. All hazards and health and safety issues identified or raised by employees are investigated and corrective action taken if necessary.
- The organisation's health and safety management systems are monitored and regularly reviewed and that the arrangements relating to health and safety are revised if and when necessary.
- All accidents, incidents and near misses are recorded, investigated and reported as appropriate and that control measures are implemented to prevent any recurrence. Records and statistics of accidents and incidents that occur within the organisation are compiled.
- Regular reports on health and safety management and on the performance of the organisations health and safety arrangements are made to the trustees and senior management of the organisation.

The Office Manager / UK Health & Safety Coordinator will

Support the Governance & Risk Manager in ensuring that health and safety arrangements in relation to the organisation's offices at The David Attenborough Building (DAB) are effectively managed and implemented by:

- Ensuring that University and CCI H&S policies and procedures, as they relate to the DAB, are communicated to FFI employees
- Carrying out, recording and regularly reviewing Risk Assessments and making these available to employees



- Liaising with CCI services and internally to ensure FFI has sufficient trained Fire Warden & First Aid cover at all times
- In conjunction with FFI's First Aiders and CCI Services, ensuring that medical assistance is called, if necessary, when an accident or incident occurs and that appropriate and sufficient first aid equipment and supplies are available
- Ensuring that accidents/near misses are recorded, investigated and reported appropriately and that any H&S issues relating to site maintenance and repair are brought to the attention of CCI Services & acted on
- Coordinating with CCI Services to ensure regular H&S monitoring and maintenance & testing of safety equipment
- Undertaking H&S inductions of new staff and Display Screen Equipment (DSE) and Workstation Assessments and following up appropriately in terms of actions and/ or purchase of equipment
- Holding and maintaining FFI's H&S records and supplying information on the UK for H&S reporting to trustees and senior management of the organisation

FIRE RESPONSIBILITIES

The Governance & Risk Manager will ensure, in liaison with those having overall fire safety responsibility for the David Attenborough Building, that:

- All FFI employees receive a comprehensive induction, to ensure that they are fully aware of the arrangements in place during the building evacuation procedure, and that the requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety.
- A fire evacuation drill is carried out at least annually and recorded in the fire logbook.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.
- Regular checks are made to ensure escape routes and doors are not obstructed and that fire exit doors are unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.
- An effective Fire Warden system is in place in order to ensure that evacuations are timely and conducted in a methodical and organized manner.