# Health & Safety Policy

This policy is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

#  Contents

**General Policy**

This section details how we manage our health and safety issues.

# Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

# Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

# Health and Safety Policy

**General Policy**

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer, and we have put in place the necessary arrangements to achieve this. This policy has been prepared after a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

# Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on noticeboards in our premises.

# Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, forms and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

**Relevant legislation**

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

# Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

We accept that we cannot transfer our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

# Health and Safety General Policy Statement

Scarf recognises that it has responsibilities for the health and safety of our workforce. We will assess the hazards and risks faced by our workforce in their work and control them to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and must take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

We intend to meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This is achieved by:

* Providing leadership and adequate control of identified health and safety risks.
* Consulting with our employees on matters affecting their health and safety.
* Providing and maintaining a safe working environment and equipment.
* Ensuring the safe handling of substances.
* Providing information, instruction and training where necessary for our workforce.
* Preventing accidents and cases of work-related ill health and keeping accurate records of incidents.
* Having trained staff who can advise on health and safety issues.
* Aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy.
* Ensuring the provision of resources required to make this policy and our health and safety arrangements effective.
* Recognising our duty to cooperate and work with other employers when on their premises.
* Ensuring visitors to our office are aware of our health and safety policies.

Our health and safety policies are explained to staff at induction and are set out in our Employee Safety Handbook, given to each employee. For further information please contact the Business Support Coordinator.

# Organisation Health and Safety Management Structure

Although the Chief Executive Officer has overall responsibility for the implementation of this policy day to day responsibility for specific issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day-to-day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



# Health and Safety Management Responsibilities

The Chief Executive Officer has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to act in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors to recognise hazards and potential risks and then taking steps to minimise their effects on employees and others.

# General

* Provide and resource an effective health and safety management system.
* Make arrangements to consult with employees on health and safety matters.
* Arrange and maintain appropriate Employers’ Liability Insurance cover.
* Ensure that health and safety implications are considered when acquiring new equipment and machinery.
* Ensure that contractors (when used) are competent and monitored during work.
* Ensure that a process is in place to identify and report hazards.
* Ensure that all employees receive appropriate health and safety training.
* Provide measures to protect the health and safety of employees working alone.
* Monitor the health and safety performance of the organisation.

# Occupational Health

* Ensure that adequate procedures are in place to identify and address occupational health risks.
* Ensure that the measures required to reduce and control employees’ exposure to occupational health risks are in place and used.
* Implement measures to reduce stress within the workplace.

# Accidents, Incidents and First Aid

* Record accidents and incidents.
* Complete accident and incident investigations, identify causes and measures for prevention.
* Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
* Ensure that adequate first aid arrangements are in place.

# Fire and Emergency Arrangements

Ensure that:

* Adequate arrangements are in place to deal with fire safety at our premises or at our member’s premises.
* Employees are aware of the fire and evacuation arrangements and other emergency procedures.
* Emergency equipment is provided, tested and maintained appropriately.
* Adequate Fire Risk Assessments are completed.

# Risk Assessment

Ensure that:

* Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
* Risk assessments are documented.
* The outcomes of risk assessments are carefully explained to the workforce.

# Premises

* Provide a suitable and safe working environment for employees with adequate welfare facilities.
* Ensure that the fixed electrical installation is adequately installed and maintained.
* Introduce and maintain measures to control and manage the risks from asbestos.
* Ensure good housekeeping standards are instigated and maintained.
* Provide suitable and sufficient maintenance of the facilities provided within the workplace.

# Equipment

Ensure that:

* All equipment provided by the organisation is suitable and properly used.
* All work equipment is adequately maintained and safe.
* Portable electrical appliances are adequately maintained, inspected and tested.
* Appropriate hand tools are provided and maintained.
* Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

# Substances

Ensure that:

* All substances are used safely.
* All substances are appropriately stored.

# Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

# Employee and workers’ responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically, we expect employees to:

* Ensure that company policies and procedures are read, understood and always followed.
* Take reasonable care of their health and safety and the safety of others whilst at work.
* Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
* Visually inspect tools, PPE and equipment prior to use.
* Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
* Follow all safety instructions and guidance when using equipment
* Report any near misses, incidents, accidents and non-conformances to the Business Support Coordinator.
* Contribute to the promotion of health and safety in the workplace
* Follow all written safe systems of work including method statements, risk assessments, COSHH data etc.
* Follow the safety instructions of senior management.
* Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
* Comply with legislation, Approved Codes of Practice and guidance notes.
* Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
* Consult on health and safety matters and investigations to ensure a safe working environment is established.
* Seek advice from management on any issues relating to health and safety at work.
* Obey all office safety signs, general office rules and arrangements.

# Responsibility Table

This Responsibility Table shows the allocation of responsibility for health and safety issues to named people or management positions.

*Key*

CEO - Chief Executive Officer HRM - Human Resources Manager CM - Centre Manager

BSC – Business Support Coordinator TL – Team Leader

CCM – Contracts and Commercial Manager

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Safety arrangements** | **CEO** | **HRM** | **CM** | **BSC** | **TL** | **CCM** |
| **Managing Safety & Health at Work** |  |  |  |  |  |  |
| **Accident, Incident, Ill Health Reporting and Investigatio** |  |  |  |  |  |  |
| **Workplace H&S Consultation - One-to-one** |  |  |  |  |  |  |
| **Risk Assessment and Hazard Reporting** |  |  |  |  |  |  |
| **Substance & Alcohol Abuse** |  |  |  |  |  |  |
| **Purchasing** |  |  |  |  |  |  |
| **New and Expectant Mothers** |  |  |  |  |  |  |
| **Lone Working** |  |  |  |  |  |  |
| **Health & Safety Training** |  |  |  |  |  |  |
| **Health & Safety of Visitors** |  |  |  |  |  |  |
| **Home Working** |  |  |  |  |  |  |
| **Safe Systems of Work** |  |  |  |  |  |  |
| **Action on Enforcing Authority Reports** |  |  |  |  |  |  |
| **Equality and Disability Discrimination Compliance** |  |  |  |  |  |  |
| **H&S Information for Employees** |  |  |  |  |  |  |
| **Fire Safety - Arrangements and Procedures** |  |  |  |  |  |  |
| **First Aid** |  |  |  |  |  |  |
| **Welfare, Staff Amenities, Rest Rooms & the Working****Environment** |  |  |  |  |  |  |
| **Housekeeping and Cleaning** |  |  |  |  |  |  |
| **Building Services** |  |  |  |  |  |  |
| **The Control of Hazardous & Non Hazardous Waste** |  |  |  |  |  |  |
| **Access, Egress, Stairs & Floors** |  |  |  |  |  |  |
| **Windows, Glass & Glazing in the Workplace** |  |  |  |  |  |  |
| **Workplace Signs** |  |  |  |  |  |  |
| **Premises** |  |  |  |  |  |  |
| **Electrical Safety** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Safety arrangements** | **CEO** | **HRM** | **CM** | **BSC** | **TL** | **CCM** |
| **The Provision, Use & Maintenance of Work Equipment** |  |  |  |  |  |  |
| **Office Equipment** |  |  |  |  |  |  |
| **Storage of Chemical Substances & Agents** |  |  |  |  |  |  |
| **Slips, Trips & Falls** |  |  |  |  |  |  |
| **Occupational Road Safety** |  |  |  |  |  |  |
| **Work Related Upper Limb Disorders WRULD** |  |  |  |  |  |  |
| **Manual Handling** |  |  |  |  |  |  |
| **Display Screen Equipment & DSE User Eye Tests &****Spectacles** |  |  |  |  |  |  |
| **Asbestos at Work-No Survey & Off Site Risk** |  |  |  |  |  |  |
| **Stress in the Workplace** |  |  |  |  |  |  |
| **Aggression & Violence in the Workplace** |  |  |  |  |  |  |
| **Project Safety for Travelling & Multi-Site Workers** |  |  |  |  |  |  |
| **Contractor Control & Management** |  |  |  |  |  |  |
| **CDM - Client** |  |  |  |  |  |  |



*Note:*

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

# Monitoring

The operation of this policy and arrangements is actively monitored through the annual review of our Health and safety register SCA-HSE-016 and by using Periodic Workplace Checklists. The Chief Executive Officer has overall responsibility for this, but some of the routine tasks may be delegated.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be considered during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

|  |
| --- |
| **Authorisation** |
| **Name** | Lawrence Johnston | David Mackay |
| **Job Title** | Co-CEO | Co-CEO |
| **Signature** |  |  |
| **Date** | 11/09/2024 | 11/09/2024 |