



## Earleywood Scout Campsite

### HEALTH AND SAFETY POLICY



#### **STATEMENT OF GENERAL POLICY**

1. Earleywood Scout Campsite ("**Organisation**") fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Organisation requires its Chairperson to ensure that the following policy is implemented and to report annually on its effectiveness.

#### **MANAGEMENT ORGANISATION AND ARRANGEMENTS**

##### **Introduction**

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the health & safety policy is to establish general standards for health and safety at work and to distribute responsibility to the Earleywood Management Board, employees, voluntary staff, visitors and contractors through the normal line management processes.

#### **MANAGEMENT RESPONSIBILITIES**

##### **Chairperson**

3. The Chairperson has overall responsibility for the implementation of the Organisation's health & safety policy. In particular, they are responsible for ensuring that the health & safety policy is widely communicated and that its effectiveness is monitored.

##### **Directors**

4. The Directors are wholly accountable to the Chairperson for the implementation and monitoring of the health & safety policy within the area of their specified responsibility.

##### **Health & Safety Director**

5. The Health & Safety Director is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the Organisation.
6. The Health & Safety Director is responsible for:
  - the production and maintenance of the Organisation's health & safety policy and ensuring that the Directors areas of responsibility are consistent with policy;
  - its application;
  - monitoring and reporting on the effectiveness of the health & safety policy;
  - the provision of general advice about the implication of the law;
  - ensuring the Scout Association Policy Organisation and Rules with regards to health & safety are complied with;
  - the identification of health and safety training needs.
  - acts on behalf of the Chairperson, as the Organisation's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
  - the production and maintenance of any health and safety documents as necessary for any relevant area of the Organisation services where this is required.

## Responsibilities for Specific Departments

DEPARTMENT	DIRECTOR	ACCOUNTABLE TO THE DIRECTOR FOR HEALTH AND SAFETY IN THEIR DEPARTMENT
Property Facilities Construction	Facilities Director	All employees, voluntary staff, visitors and contractors are accountable to the Facilities Director for their respective areas
Activities	Activities Director	All employees, voluntary staff, visitors and contractors are accountable to the Activities Director for their respective areas
Marketing	Marketing Director	All employees, voluntary staff and visitor are accountable to the Marketing Director for their respective areas
Bookings	Bookings Director	All employees, voluntary staff and visitor are accountable to the Bookings Director for their respective areas

## HEALTH AND SAFETY MANAGEMENT PROCESS

7. The Organisation believes that consideration of the health, safety and welfare of employees, voluntary staff, visitors and contractors is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Organisation. Responsibility for health and safety matters shall be explicitly stated in Director job descriptions.
8. The Organisation requires Directors 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 as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
9. For major additional expenditure, business cases will be submitted by Directors to the Chairperson.
10. If unpredictable health and safety issues arise during the year, the Chairperson must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

## HEALTH, SAFETY AND WELFARE GUIDELINES

11. The Directors are required to produce appropriate department health and safety documents and/ or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
12. It shall be the responsibility of the Directors' to bring to the attention of all employees, voluntary staff, visitors and contractors the provisions of the guidelines, and to consult with the Health & Safety Director about the updating of these documents. Suggested model contents of documents are:
  - a clear statement of the role of the department;
  - regulations governing the work of the department;
  - clear reference to safe methods of working, for example working at height and manufacturers' manuals;
  - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
  - training standards;

- the role and identity of the Health and Safety Director;
- names of specialist advisers who can be approached about the work of the department;
- the Director responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Organisation.

## **IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

13. The Organisation requires 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;
  - employees, voluntary staff, visitors and contractors attitudes;
  - employees, voluntary staff, visitors and contractors instructions;
  - methods of work;
  - contingency plans;
  - recording and provision of information about accidents and hazards and the assessment of risk.
14. The information obtained by the Audit will be used to update the plan for the department for the following year.
15. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chairperson and will be carried out by the Health & Safety Director. Although the Audit remains a Directors' responsibility, Directors are required as part of this policy to seek the involvement of the Health & Safety Director in the conduct of the Audit.
16. It is the Directors' responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
17. In addition to carrying out Safety Audits, it is the responsibility of the department Director to have checked regularly equipment in their area, and to ensure that all problems are immediately dealt with.
18. Directors 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** following 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

## **TRAINING**

19. Health and Safety training shall be incorporated within periodic 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. Training from The Scout Association will also be incorporated in the same manner.

20. Four areas of need shall be given special priority:

- training for Directors, to equip them with an understanding of their responsibilities under this policy, and their role and purpose;
- training for all employees, voluntary staff, visitors and contractors 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 employees, voluntary staff, visitors and contractors to acquaint them fully with new requirements and hazards.

## **RECORDS, STATISTICS AND MONITORING**

21. The Organisation 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 Health & Safety Director, 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 Directors. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, request for additional expenditure made to the Chairperson.

## **REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

22. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chairperson as delegated to the Health & Safety Director.

## **SPECIALIST ADVISORY BODIES**

23. 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 Directors from expert individuals or bodies outside the Organisation.

## **THE OCCUPATIONAL HEALTH SERVICE**

24. The Organisation will obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

## **FIRST AID**

25. The Organisation will make provision for First Aid and ensure the employees, voluntary staff, visitors and contractors have the relevant training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health & Safety Director is responsible for ensuring the Regulations are implemented.

## **FIRE**

26. The Chairperson is responsible for ensuring that the employees & voluntary staff receive adequate fire training, and that nominated fire officers are designated. The Chairperson delegates these responsibilities to the Directors.

27. In addition, the Health & Safety Director will:

- report and advise on the standard of fire safety in the Organisation's premises and the standard of fire training of its employees & voluntary staff;
- undertake overall responsibility for fire training;

- assist in the investigation of all fires in the Organisation's premises and to submit reports of such incidents.

### **CONDEMNATION AND DISPOSAL OF EQUIPMENT**

28. Procedures for the condemnation and disposal of equipment are determined by the Chairperson. Directors introducing new equipment should have such equipment checked initially by the Health & Safety Director.

### **FOOD HYGIENE**

29. Those Directors who have responsibility for food acquisition, storage, processing and serving, and employees & voluntary staff induction and hygiene 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 Health & Safety Director.

### **LIFTING AND HANDLING**

30. Directors are responsible for informing employees & voluntary staff of safe lifting techniques. The Health & Safety Director will identify specific training needs and ensure training in lifting and handling is provided to employees & voluntary staff who require it.

### **NON-SMOKING ON COMPANY PREMISES**

31. There will be no smoking in the Organisation's buildings or within 3m of the perimeter of the buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

32. The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation 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. The Organisation 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 & voluntary staff; and provide information, instruction and training for employees & voluntary staff on all these matters. The Health & Safety Director is responsible for implementing these Regulations.

### **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

33. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees & voluntary staff operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees & voluntary staff who regularly use VDUs will be required to undergo sight screening.

### **CONTROL OF WORKING TIME**

34. The Organisation is committed to the principles of the Working Time Regulations. No employees & voluntary staff are expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

### **HEALTH AND SAFETY AND THE INDIVIDUAL**

35. The Health and Safety at Work Act requires employees and voluntary staff 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.

36. The refusal of any employees and voluntary staff to meet their obligations will be regarded as a serious matter to be dealt with seriously. In normal circumstances counselling should be sufficient, however if the problem continues, or where an employee or voluntary staff member leaves themselves or others open to risk or injury, it may be necessary to implement formal proceedings.

## **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

37. Persons working in the Organisation premises who are employed by other organisations are expected to follow the Organisation Health and Safety Policies with regard to 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.

## **VISITORS AND MEMBERS OF THE PUBLIC**

38. The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to the Organisation premises will be of the highest standard.
39. Any employee or voluntary member of staff who notices persons acting in a way which would endanger others, should inform their Director. 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.

## **CONTRACTORS**

40. The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Organisation's premises will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
41. Contractors must also observe the Organisation's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors by the department Director. In addition, the department Director has authority to stop the work of Contractors who are placing themselves or others at risk. Any employee or voluntary staff member who judges there is a risk where contractors are working, should inform the department Director immediately.
42. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The department Director appointing the Contractor will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

### Version Control

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