

**Statement of Intent**

The promotion of health and safety is of the highest priority and After Adoption will do all that it reasonably can to prevent personal injury and damage to property by providing a safe working environment in accordance with the relevant statutory requirements.

All equipment and materials purchased for use at work will be so designed as to be safe and without undue risks to health. Where additional safety precautions are needed, full information will be made available by the suppliers.

After Adoption will encourage all staff to work safely and will provide training and supervision where necessary to ensure that the health and safety of members of staff and the public is not jeopardised in any way.

Whilst the overall responsibility for health and safety lies with the Chief Executive, all employees have a duty to comply with this policy and to act responsibly at all times.



**Lynn Charlton, Chief Executive**

(signed)

August 2016



**Hugh McLaughlin, Chair of the Board of Trustees**

(signed)

August 2016

## **HS 01: Health and Safety Policy**

### **1.0 Scope**

1.1 This policy applies to all staff, volunteers, students and trustees of After Adoption (the 'Organisation')

1.2 It complies with the Health and Safety at Work Act, 1974 {HASAWA 1974} and provides guidance on the obligations for each member of staff and the Organisation itself with regards to Health and Safety matters.

### **2.0 Definitions**

**Staff** is used to refer to employees, agency supplied workers, volunteers, students, trustees and any other people undertaking work for After Adoption.

**Accident** – any unplanned event, which result in injury or ill health to persons, damage or loss to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown.

**Near Miss** - any unplanned event, which does not cause injury or damage, but could do so. Example: articles falling near to people but not hitting them.

**Hazard** means a possible source of danger, or an unexpected random event.

**Risk** is the chance, high or low, that somebody will be harmed by the hazard.

### **3.0 Policy detail**

Section 2 of the HASAWA (1974), requires all employers to prepare a written policy statement regarding the health and safety of their employees. It imposes a statutory duty on employers to ensure in so far as reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Regulation 3 of the Management of Health and Safety at Work Regulation, 1999 (MHSWR 1999) also requires employers to assess risks to employees and to plan and implement any preventative or protective measures.

Where five or more people are employed at one location a written record of this statement should be kept and made available for inspection by any member of staff or an Environmental Health Officer.

#### **3.1 Responsibilities**

After Adoption will, so far as is reasonably practicable, ensure that:

- The Organisation provides and maintains a safe and healthy working environment in accordance with the relevant statutory requirements.
- There is provision of all safety devices and protective equipment required by statute and supervision of their use.
- Regular safety inspections are made and contributions on safety matters are sought from employees.
- Employees and all other persons using the premises are advised of the safest and quickest means of exit from the building in the event of fire.
- Fire-fighting equipment provided is fully maintained and a daily record of attendance is kept for reference in all After Adoption offices, in case the building needs to be evacuated.

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- Each office provides and maintains a record of any personal accident or injury occurring on any After Adoption premises.
- Each office provides and maintains a supply of first aid equipment.
- Risk assessments are regularly carried out and periodically reviewed.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- Monitoring activities are undertaken to maintain agreed standards.
- All employees are provided with such information, instructions, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.

### Chief Executive delegated to the Director of Finance and Support Services

- Oversee the effective application of the Organisation's health and safety policy with the aim of preventing accidents and reducing hazards
- Ensure the requirements of health, safety and welfare legislation are adhered to
- To report to the Chief Executive, Board of Trustees and Senior Management on matters of health, safety and welfare
- To arrange adequate funds and facilities to meet the requirements of the health and safety policy
- To ensure that the appropriate insurance cover requirements are met and maintained

### Health & Safety Committee

- Ambassadors for Health & Safety in the workplace with responsibility for monitoring risk levels within the organisation
- To oversee the development and review of After Adoption's Health & Safety policies and procedures including the monitoring of their implementation
- To keep under review the Agency's compliance with legislation
- To monitor near misses, accidents and dangerous occurrences.
- To ensure that the recommendations of inspections and audits carried out are implemented.
- To receive and review monthly reports from the regional managers and take any necessary actions
- To advise on Health & Safety training matters including statutory requirements, ie. Fire Marshal and First Aid.

### Health & Safety Co-Ordinator

- To remain fully conversant on existing and proposed health, safety and welfare legislation
- To report quarterly to the Committee on all matters of health, safety and welfare
- To advise the Health & Safety Committee of any changes to legislation and regulation
- To receive all monthly reports from the regional managers for central record and report to the Health & Safety Committee
- To carry out regional office Health & Safety inspections and provide advice as and when required
- Ensure annual Health & Safety checks are completed as appropriate, ie. DSE, homeworking risk assessments
- To maintain the organisational accident book

### Heads of Service/Service Managers/Team Manager

It is the responsibility of each Head of Service/Service/Team Manager (as appropriate) to complete and submit monthly a health and safety report (Managers' Health and Safety Update Report HS01A). This report is designed to ensure ongoing compliance with Health

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and Safety regulations, as well as check for any risks to the health, safety and welfare of all staff in the workplace.

In addition, Heads of Service/Service/Team Managers have the following responsibilities;

- To co-ordinate the administration of the health and safety policies and procedures
- To ensure all notices and documentation required within the health and safety policy is in place and current
- To be one of the contacts for health and safety issues
- To advise as appropriate on issues of health, safety and welfare
- To liaise with Enforcing Authorities and Fire Authorities, accompany them on site visits and advise Senior Management of their recommendations
- To initiate and administer appropriate methods of reporting, investigation and costing of injury, damage and loss, to promote action to preclude reoccurrence and initiate analysis to highlight accident trends
- To ensure suitable and sufficient health, safety and welfare audits of all premises where services are delivered and undertaken.
- To ensure any testing or examination of equipment that is required under health and safety policy is carried out within the allotted time scales
- To ensure suitable and sufficient risk assessments are carried out by competent personnel and that suitable records are maintained
- To ensure that risk assessments are reviewed regularly and prior to a change in activities, or after a significant loss
- To ensure staff under their control are aware of their responsibilities under health and safety legislation, are adequately trained in proper and safe working methods and are fully aware of any hazards in the workplace
- To ensure that all employees in the local team(s) are aware of the fire procedures and first aid facilities
- To seek to develop safety awareness within work activities and encourage safety suggestions from staff
- To ensure that any hazardous defect in the workplace is reported and subsequently rectified
- To complete accident reports, in accordance with the reporting procedures, for all accidents involving injury, damage or lost time
- To ensure that staff on the premises avoid risks to the health and safety of themselves and any person not employed, but who may be affected by the operations of the Organisation

Employees should:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions at work.
- Not misuse or interfere with any device provided in the interest of health safety or welfare.
- Conform to the Organisation's policies and procedures with regards to health and safety and accept and carry out their responsibilities.
- Inform those with responsibility for health and safety coordination of any hazards of which they are aware in order that appropriate corrective action may be taken promptly
- Take an active interest in promoting safety issues in the work place and participate in any relevant training when required to do so.

All contractors, visitors and volunteers are also required to comply with the Organisation's Health and Safety policies and practices. Employees who authorise work to be carried out must ensure that sufficient information, instruction and supervision facilities are provided to

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enable others to avoid hazards and contribute to their own health and safety at work (Section 2 (2) 3 C HASAWA 1974).

### **4.0 Procedures**

- 4.1 All staff to read and understand the Health and Safety Policy and related policies; to receive a copy of the H&S Handbook and to complete and return the related questionnaire.
- 4.2 Files should be established at all regional offices to record all Health and Safety monitoring information.

### **5.0 Related Policies / Documents**

Health and Safety – HS01A Managers' Health & Safety Update Report  
Health and Safety – HS 02 Accident and Near Miss Reporting Policy  
Health and Safety – HS 03 COSHH Policy  
Health and Safety – HS 04 DSE Policy  
Health and Safety – HS 05 Fire Safety Policy  
Health and Safety – HS 06 Health, Safety and Wellbeing Policy  
Health and Safety – HS 07 Manual Handling Policy  
Health and Safety – HS 08 Risk Assessment Policy  
Health and Safety – HS 09 Dignity at Work Policy  
Health and Safety – HS 10 Smoking Policy  
Health and Safety – HS11 Lone Working Policy  
Health and Safety – HS13 Home Working Policy  
Health and Safety – HS 14 First Aid Policy  
Health and Safety – HS15 Safe Driving Policy  
Health and Safety – HS16 Corporate Manslaughter  
Health and Safety Handbook