

Lomond & Argyll Advocacy Service Policy Manual

HEALTH & SAFETY

General Statement of Policy

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, place a duty on Lomond & Argyll Advocacy Service to publish and issue a Health and Safety Policy statement, with arrangements to achieve the objectives of the policy.

Lomond & Argyll Advocacy Service's continuing aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, instruction, training and supervision as they need for the purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy are set out below. Competent persons will be appointed to assist us in meeting our statutory duties, including, where appropriate, specialists from outside our organisation.

The policy will be kept up to date, particularly as Lomond & Argyll Advocacy Service changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

This statement of health and safety policy will apply to all parts of Lomond & Argyll Advocacy Service wherever the organisation's staff or volunteer may be working. It includes premises, which belong to other organisations as well as premises we own.

Every member of staff must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from us all.

Responsibilities

Health and Safety within Lomond & Argyll Advocacy Service is the responsibility of the Board of Directors. Responsibility for the day-to-day monitoring of health and safety matters will be delegated to the Advocacy Manager, who will advise the Board of Directors on relevant issues and take responsibility for implementing and reviewing health and safety policies and their effectiveness.

It will be the responsibility of the Advocacy Manager to ensure that:

1. a risk assessment is carried out in relation to any “significant” risks and the necessary steps are taken to rectify or minimise risks to health and safety identified through this process;
2. that the Health and Safety Policy is implemented and that those to whom specific responsibilities are given are aware of and discharge these responsibilities;
3. that matters pertaining to health and safety which he/she has not the authority to deal with are brought to the attention of the Board of Directors;
4. action is taken on matters concerning health and safety which are brought to his/her attention;
5. health and safety training, information, instruction and supervision is arranged for all employees as appropriate, including induction training for new employees; training records are kept and maintained and that all employees have either seen or been given a copy of this policy or have ready access to it;
6. all incidents, diseases and dangerous occurrences are reported and investigated in accordance with the organisation’s reporting procedure;
7. all employees are made aware of existing safety rules, procedures, regulations and codes of practice and that these are properly implemented and enforced;
8. plant, machinery and equipment are provided and maintained in a safe condition to enable them to be used for the purpose for which they were designed;
9. all statutory examinations are carried out at the appropriate time and that records of such examinations are maintained;
10. specific safety rules and procedures are drawn up as appropriate to deal with identified hazards or usage practices and similarly ensure that these are made known to all employees and are properly implemented and enforced;
11. the appropriate safety devices, equipment and protective clothing are installed and/or issued and used;
12. relevant information regarding risks to health and safety is communicated to visitors and contractors who have occasion to be on the organisation’s premises;

13. matters requiring specialist advice are brought to the attention of the Board of Directors.

Advocacy Co-ordinators will be expected to ensure that Health and Safety policy is implemented in their locality and to assist the Advocacy Manager in carrying out his responsibilities.

Individual employees and volunteers also have a responsibility, and it is the duty of each member of staff and volunteer, while at work to take reasonable care for their own health and safety and that of other members of staff, service users and visitors. Employees have a responsibility to co-operate with any provision made towards achieving policy objectives and complying with statutory duties.

All staff and volunteers must:

1. Take reasonable care for their own health and safety;
2. Consider the safety of other persons who may be affected by their acts or omissions;
3. Work in accordance with the information and training given, and within the established safe systems of work, established for the particular activity;
4. Refrain from misusing, or recklessly interfering with anything which has been provided in the workplace for health and safety reasons;
5. Report any hazardous defect in plant and equipment, or shortcomings in the existing safety arrangement, to a responsible person without delay;
6. Not undertake any task for which authorisation and/or training has not been given.