

# AKT Health and Safety Policy

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## **AKT Health and Safety Policy**

The Albert Kennedy Trust regards the management of health and safety as an integral part of the organisation and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees, volunteers and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Albert Kennedy Trust's activities, and critical to developing the professional culture of the Company and establishing and maintaining a solid reputation with all of our clients.

The organisation and arrangements to meet the above objectives and for the implementation of this policy are detailed within this document.

The objectives of this policy are fundamental to our business and the chief Executive and Board of Trustees are responsible for ensuring that the requirements of this policy are achieved.

Management, staff and volunteers have responsibility for implementing the specific arrangements made under this policy throughout the organisation. All employees are expected to read the relevant sections of this policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Employees and volunteers are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the manual describes the arrangements for employee consultation and feedback.

All employees and volunteers are required to cooperate with the Trust and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The Trust will provide appropriate training and make available competent health and safety advice and adequate resources, so that legal obligations may be met.

This policy will be audited for its effectiveness and it will be reviewed as necessary.

## **Organisation Responsibility**

### The Health and Safety at Work etc Act 1974

*"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all his employees."*

## **Employer Statutory Obligations**

So far as is reasonably practicable:

AKT shall provide safe premises, plant and equipment.

Ensure the safety of contractors, visitors and the general public who may be affected by the Organisation's business activities. AKT will ensure that:

- Safe working practices are established.
- Information and training to workers regarding risks and safe systems of work is provided.
- Suitable and sufficient emergency procedures are devised.
- Risk assessments are conducted as appropriate.
- Welfare checks are carried out as appropriate.

## **Management Responsibility**

Safety is a management responsibility.

AKT Management are responsible for ensuring that Health and Safety policies and procedures are implemented and monitored.

Management is required to highlight areas for improvement as well as Health and Safety training needs of their people.

## ***Managers and Supervisors***

- Ensure staff attend Health and Safety induction training where applicable and are instructed in the operation of equipment
- Are responsible for ensuring that risk assessments identifying workplace hazards are carried out as appropriate.
- Ensure resultant controls from risk assessments are complied with and communicated to staff.
- Are responsible for monitoring safe working practices.
- Are responsible for all equipment under their control so as to ensure it is maintained in a safe, serviceable condition.
- Ensure that their team members are conversant with Emergency and Fire Safety Procedures.
- Encourage team members to be proactive in reporting issues that may affect the health and safety of the working environment, themselves and visitors.
- Advise the Chief Executive of an accident, near miss or work-related ill health so an appropriate investigation is completed and when required a statutory RIDDOR report submitted.
- Follow AKT policy for consideration to disciplinary action to breaches of AKT Health and Safety Policy.

## ***All employees, temporary staff and volunteers***

- Ensure all equipment is maintained and in a safe working condition and report any problems to a Manager or Supervisor.
- Commit to assisting the Company to comply with Health and Safety legislation.
- Attend Health and Safety inductions and other Health and Safety training as required.
- Identify hazards in the workplace and report it through their Manager or Supervisor.
- Must not tamper with safety devices and safety equipment provided.
- Take reasonable care of themselves and of others.

## **HEALTH AND SAFETY TRAINING**

AKT is committed to the continuing development of all members of staff and considers Health and Safety training at all levels throughout the organisation to be important.

Staff will be provided with training on induction to a new post as appropriate.

The training given will ensure that staff are aware of the general issues associated with safety and those specific to the work they are required to do.

Risk assessments, safe systems of work and accident reports will be used to review Health and Safety training needs and to update training programmes.

All managers hold Health and Safety responsibilities and will be trained accordingly.

Staff are required to take advantage of the training opportunities provided and to make reasonable efforts to develop competent and implement what they have learned about safe systems of work.

Training records will be kept reflecting staff attendance on training courses.

## **ACTION IN THE EVENT OF A FIRE/EMERGENCY**

If you discover a fire

- Raise the alarm immediately.
- Leave the building by the nearest available exit and report to the Assembly Point.
- The building management will respond and call the Fire Service.
- Everybody must remain at the Assembly Point until the all clear has been given.

On hearing the fire alarm

- Leave the building by the nearest available exit and report to the Assembly Point.
- Do not use the lift.
- Do not stop to collect belongings.
- Do not take unnecessary personal risks.
- Report any missing persons to the Fire Marshals at the Assembly Point.

## **MANUAL HANDLING IN THE WORKPLACE**

Manual handling is the movement or support of a load using physical effort.

All manual handling operation shall be identified and assessed and these risk assessments shall be reviewed regularly by the Organisation.

It is the responsibility of the individual to ensure that they are capable of manually lifting, putting down, pushing, pulling, carrying or moving any object. They must be able to do this without causing strain or injury to themselves or to another person.

To assess the risk think **TILE** before a lift.

<b>Task</b>	Can I use mechanical equipment to carry out the lift? Is team lifting appropriate?
<b>Individual</b>	Am I capable of carrying the load?
<b>Load</b>	Is it too heavy, stable, has any sharp edges, will it hold together, will the next person be able to lift it?
<b>Environment</b>	Are there any slippery floors, too hot/cold, enough light to carry out the task? Is the working area or route clear of obstructions?

Report any pre-existing relevant medical conditions to your Manager or Supervisor. Failure to do so may result in allocation of work which is beyond your capability.

## **USING DISPLAY SCREEN EQUIPMENT (DSE)**

AKT acknowledges that Health and Safety hazards may arise from working with DSE and shall take steps to ensure the health and safety of workers using DSE.

The organisation will provide information to enable workers to have an understanding or health issues that may arise from the use of DSE e.g. musculoskeletal (MSD), visual or fatigue and stress.

AKT will provide appropriate furniture, equipment (hardware and software) and a working environment suitable for working with DSE.

A DSE and workstation assessment will be carried out as a reminder of best practice as well as with new employees and whenever there is a significant change to the office layout, furniture, DSE or a user's health or if there are changes to the statutory requirements.

All DSE users must report immediately to their managers or supervisors in the event of

- Any problems or defects with their use of DSE.
- They become aware of health-related symptoms or a change to their health that may be caused or aggravated by use of DSE.
- A change in health status that could affect their ability to work comfortably and safely.

## **REPORTING AN ACCIDENT OR INCIDENT OR NEAR MISS**

An accident is an unplanned and uncontrolled event which has led to, or could have caused, injury to persons, damage to plant or other loss to an organisation.

All accidents that happen during AKT working hours must be reported in the accident book held at the site where the accident occurs. This is to protect the persons involved, the organisation and the premises controller.

The accident book is located in each AKT office.

Everyone is responsible for ensuring accidents are reported immediately to a manager or supervisor who must ensure the appropriate record is completed and persons informed.

First Aiders who are in attendance will complete the details required and forward to the Chief Executive who will inform the Trustees where appropriate, carry out an investigation and submit a statutory RIDDOR report as required.