

Health & Safety Policy



LIGHTHOUSE
FUTURES TRUST

Title	Health & Safety Policy
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Approved by	Trustees
Issue date	December 2020
Review date	December 2022
Links to other procedures	All health & safety procedures and arrangements

Health & Safety Policy Statement

As a leader of the community that it serves, Lighthouse Futures Trust (LFT) recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by LFT's activities.

The LFT's commitments are:

- To prevent injury and ill health associated with LFT's activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve LFT's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement

In our positions as Chairman of the Trustees and Chief Executive, we are committed to integrating health and safety into decision-making and risk management processes within LFT. The Trustees will support us in this role and, together with the Leadership Team, will ensure the effective leadership of health and safety for LFT and others affected by its activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that LFT complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by LFT's activities, to encourage a joint approach to the management of health, safety and welfare.

The Trust expects all employees and those undertaking work on behalf of, or in partnership with, LFT to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with LFT in the performance of its moral and statutory duties.

LFT will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Chair of Trustees

Chief Executive

Health and Safety Organisation

This Section details the health and safety roles and responsibilities assigned to specific posts and functions within the Society.

Chair of the Trustees

The Chair of the Trustees ensures that the work of the Senior Leadership Team and Trustees is conducted in accordance with LFT's policy and procedures for health and safety and with due regard for relevant statutory provisions.

All Trustees

All Trustees ensure that all the decisions they make are in line with this policy and other LFT policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all committees and during all contacts with employees and members of the public.

Chief Executive

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in LFT. The Chief Executive carries out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of LFT's culture, of its values and performance targets.
- Provide effective leadership to Trustees by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance.
- Ensure that adequate resources are made available to achieve high standards of health and safety.
- Monitor and review health and safety performance by receiving both specific (e.g. incident-led) and routine reports.

The Health and Safety Lead

The Health and Safety Lead is responsible for the effective implementation of this health and safety policy and associated management systems on site. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures on their site. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards on site.
- Ensure that their college has a clear management structure, and that health and safety responsibilities are effectively communicated.
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Oversee implementation of the health and safety action plans and monitor their implementation.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance.
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports;

- Ensure that arrangements are in place, so they are advised of any accidents, incidents and health and safety issues occurring on site.
- Keep health and safety performance under review and play a full and active part in the review process at Leadership Group meetings.
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks.
- Ensure that health and safety issues are taken into account in all activity plans etc.
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable.
- Monitor the need for any further health and safety measures, instruction and training.
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Consult the HandS and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site.
- Maintain suitable arrangements in the premises to manage any asbestos present in the building.
- Maintain suitable arrangements in the premises to manage any legionella risk in the building.

NYCC HandS Service

LFT has appointed the NYCC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. The HandS Service provides strategic health and safety advice and support to the Trustees, Chief Executive, Health and Safety Lead and employees of The Trust. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with LFT to develop an annual health and safety action plan by undertaking the Paperwork Evaluation Checklist.
- To escalate or report as appropriate any failure to implement the health and safety plan to the Chief Executive.
- To contribute to, and engage in, the development of policies and procedures relating to health and safety.
- Develop and advise on the implementation of health & safety policy, procedures and management systems for existing and new activities.
- Support and empower the Health & Safety Lead to develop and implement effective health & safety risk management.
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety.
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection.

- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust.
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures.
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities.
- Conduct an annual fire risk assessment.
- Ensure appropriate health and safety signs and information is displayed.
- Ensure suitable first aid arrangements are maintained at the premises.
- Ensure emergency procedures are developed and periodically tested for the premises.
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of health and safety arrangements between all parties.
- Ensure that suitable and sufficient risk assessments are carried out. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary.
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC HandS Service for reporting to the HSE on LFT's behalf.
- Report to management on health & safety performance and standards.
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities.
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

Trade Union Safety Representatives

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place through the various risk management and health and safety groups. ***LFT does not currently have any Trade Union representatives.***

All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to LFT's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Co-operate with all the Health and safety Lead and the HandS Service on health and safety matters.
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention.
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager.
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare.

- Report any accident/incident or near miss to the Health and Safety Lead (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on LFT premises, sites or affected by LFT activities, which comes to their attention.
- Report to the Health and Safety Lead any work situation they consider represents a serious and immediate danger to health and safety, or any other relevant matter that they consider represents a shortcoming in current arrangements for health and safety.
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.