

Health and Safety Policy 2023

Safety, like any other aspect of Northumberland Community Development Company NCDC undertakings, must be properly managed. All employees and contractors, at whatever position, must act according to the aims and objectives of this policy statement. The cost-effective management of health and safety, together with a commitment from directors and staff, will not only reduce instances of individual suffering and hardship, but will also pay financial dividends. Enhanced public perception of our services, reduced claims against NCDC, reduced lost time through employee injuries, and an improved ability to complete on health and safety competence are all goals worth striving for. NCDC expects you all to play your part in keeping health and safety as a top priority in all the undertakings and activities of our work.

**INTRODUCTION**

This policy statement lays down NCDC aims and objectives in the important area of health and safety. It sets out, in broad terms, how to implement these aims and objectives. All employees must co-operate in this endeavour.

The policy statement will be available centrally to all employees and contractors.

**AIMS OF THE POLICY**

**1.**  To conduct all NCDC undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities, and all other people who works on, or visit, our premises.

2. To create and maintain a positive health and safety culture within NCDC, so that there is a continuous, cost effective, improvement in our health and safety performance.

These aims will be pursed regardless of whether the services which form part of NCDC undertakings are performed by our own employees, or by outside contractors acting for us.

These aims will be borne in mind in all policy and operational decisions made by NCDC, its committees and sub-committees, especially in relation to the adequate provision of resources. The aims will also be borne in mind by all individual directors in their dealings with NCDC staff and other persons. Indeed, it is recognised that individual directors and staff could render themselves liable under criminal health and safety law should they place requirements upon staff that are contrary to this policy, or conflict with the Board or sub-group decisions on health and safety or operational matters.

**OBJECTIVES OF THE POLICY**

 NCDC expects, and requires, every one of its staff to work towards achieving the following objectives in the field of health and safety.

1. To comply always with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 2003, and all other relevant statutory provisions, Health and Safety Executive codes of practice and guidance, and relevant fire safety legislation and Home Office guidance.

2. To effectively identify all significant hazards arising from our activities, to assess all the resultant risks to the health and safety of our employees, service users, and other people, and to develop the appropriate preventive and protective measures necessary to control these risks.

3. To effectively plan, organise, implement, control, monitor, and review the preventive and protective measures.

4. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services.

5. To provide and maintain suitable and safe equipment, and systems of work.

6. To provide employees with adequate health and safety training and supervision, and to take account of employees capabilities as regards health and safety matters when assigning tasks to them.

7. To provide employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.

8. To avoid safety, health, and fire risks in connection with the use, handling, and storage.

9. To provide a safe place of work and a healthy working environment.

11. Where beneficial to the prevention of work related illnesses or ill health conditions, to provide employees with appropriate health surveillance.

12. With respect to outside contractors engaged to undertake work or services on behalf of NCDC to:

(a) Vet their health and safety competence before engaging the contractors.

**ORGANISATION**

**Northumberland Community Development Company (NCDC)**

1. Will ensure that there is an effective policy for health and safety within NCDC.

2. Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.

3. Will ensure that relevant risks are assessed within NCDC, and will make available sufficient funds to allow for the appropriate control of these risks.

4. Will ensure that liability is adequately covered by insurance.

5. Will be responsible for the establishment and operation of the Health and Safety policy within NCDC.

6. Must ensure the implementation of such a policy and fully support all persons who carry out that policy.

7. Will have the responsibility of discharging NCDC duty, under Section 2 (3) of the Act, of bringing the General Statement of Health and Safety Policy and the Organisation and Arrangements for the carrying out of that policy to the notice of the employees.

8. Will ensure that the Health and Safety Policy of NCDC is understood at all levels.

9. Will co-operate fully in the training of staff and arrange for consultation on Health and Safety matters as appropriate.

10. Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to NCDC and the Health and Safety Executive, as necessary, and make recommendations to prevent recurrence.

**Project Officer / Nominated Director**

11. Will brief employees on Health and Safety procedures and policies.

12. Will monitor both employees and contractors in compliance with this policy.

13. Will advise and assist in the implementation of any necessary training requirements.

**Employees / Visitors**

14. Will fully familiarise themselves with the Safety Policy of NCDC and ensure that all people comply with the Safety Policy at all times.

15. Will ensure that all accidents are recorded in the accident book and that they are investigated.

16. Will ensure that people in their charge are aware of the fire procedure.

17. Will ensure that people know the whereabouts of First Aid Box.

18. Will devise safe working practices for tasks under their control and will ensure that only safe working practices are used, in order to provide maximum safety for all.

19. Will maintain good housekeeping standards in their sections at all times.

20. Will ensure that any health and safety problem are raised quickly with NCDC Project Lead

**All Employees**

21. Will report unsafe system of work which develop contrary to instructions, unsafe working conditions, damage to equipment, and will report accidents immediately.

22. Will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.

23. Will co-operate with NCDC so as to enable it to carry out its own duties and responsibilities.

24. Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare by NCDC.

25. In addition all employees shall:

(i) make themselves familiar with the escape routes from their place of work in the event of fire or other serious or imminent danger;

(ii) ensure that they have read and fully understand NCDC instructions in the event of fire or other serious or imminent danger;

(iii) familiarise themselves with NCDC accident procedure.

**GENERAL ARRANGEMENTS**

**First Aid**

**Maintenance of Safe Working Conditions in Premises used by NCDC**

26. All persons will ensure that only safe systems of work are used at all times.

27. Firefighting equipment is provided and regularly maintained.

28. Fire doors/smoke stop doors will be maintained in a good and serviceable condition. Such doors **must not** be wedged in the open position or obstructed at any time.

29. Fire exit doors will be provided and maintained in good condition. These exits will be clearly identified as such and will be kept free of obstruction at all times.

30. Alarm and door codes maintained and changed yearly or as and when necessary. People only to allow access to their own visitor/clients.

The above policy was reviewed and updated by the Board of Directors (NCDC)

 Signed September 12th 2023

 Patrick Barber(Director NCDC)