



Health and Safety Policy

Tir Coed's Health and Safety Policy comprises three parts:

1. *A Policy Statement* – setting out Tir Coed's beliefs and overall aims for health, safety and welfare within the organisation.
2. *An Organisational Statement* – setting out who is responsible – describes the general roles and responsibilities of staff and volunteers with regard to health and safety.
3. *An Implementation Statement* – setting out in brief how certain major areas of health and safety practice are dealt with.

Health and Safety Policy Statement

Our Commitment to Safety

Tir Coed believes that its staff and the people it works with are its most important asset. Tir Coed is committed to ensuring that all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with them. Tir Coed will work to provide a safe and healthy working environment for all our staff, contracted service providers volunteers and project participants, whether full time or part time, permanent or temporary, learners or participants.

To help Tir Coed achieve this commitment we require anyone covered by this policy to comply with all relevant aspects of it.

Meeting this Commitment

Tir Coed will work to meet this commitment by:

- Identifying and assessing significant hazards to which these people will be exposed, and arranging and introducing specific measures to eliminate or reduce the risks arising from them.
- Continuing to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures.
- Providing sufficient skilled supervision, relevant instructions and appropriate training to all levels, in both health and safety, and job specific skills.
- Checking the competency of contracted Service Providers, based on previous experience and training.
- Providing a safe and healthy working environment, with suitable welfare and first aid facilities.
- Providing and maintaining safe tools and equipment

- Ensuring safe handling and use of substances
- Consulting with staff when any new or changed safety procedures are being introduced or planned and encouraging staff to contribute their own ideas for such changes.
- Collecting and analysing information on accidents and dangerous incidents and using the information to review working practices.

Our Responsibilities

Tir Coed recognises and fully accepts its legal obligations under:

- ❖ the Health and Safety at Work etc. Act 1974.
- ❖ The Construction (Design and Management) Regulations 2007 (CDM); including, when construction projects last for more than 30 days on site or involve 500 person days of construction work, the duty to notify the HSE, and to ensure that a CDM co-ordinator and a Principle Contractor have been appointed.

Tir Coed regards legal compliance with these, and all other appropriate statutory provisions, as our minimum acceptable standards and will aim to achieve “best working practice” in health and safety.

This statement is supported by a Health and Safety Booklet, HSE guidance, Codes of Practice and other information which, as a whole, form our Health and Safety Manual. These notes clarify everyone's specific roles and responsibilities, and how Tir Coed expects work to be organised. Tir Coed requires those organisations working for, or with us, to have in place and to implement suitable and sufficient health and safety procedures and to co-operate with us in ensuring we can continue to meet our commitment.

This statement should be read by, and made available to, all staff, contracted service providers and volunteers who work for Tir Coed.

Organisation and Arrangements

Organisation

Within the Tir Coed staff structure the following health and safety responsibilities apply:

The Board:

Health and safety issues are reported to and addressed by the Tir Coed Board. It is the role and responsibility of the Tir Coed Board to ensure that the Health and Safety Policy Statement is reviewed at suitable intervals to ensure it meets the internal and external requirements. This will be no less frequent than every three years. The Management Regulations (MHSWR) requires Tir Coed to appoint one or more competent persons to aid them in meeting their health and safety obligations. The Board nominates one of its members as the **member with responsibility** for health and safety, he/she is called the **Health & Safety Manager**.

The Health & Safety Manager is currently

Ffion Farnell

He/She will:

- Draft, develop and update Policy, Codes of Practice, and other health and safety information on behalf of Tir Coed.
- Ensure that Tir Coed staff and the Board is kept up to date with relevant legislation, maintaining a resource of health and safety publications, new and revised Codes of Practice and information for use throughout Tir Coed.
- Facilitate a central advice service to Tir Coed personnel on health and safety matters.
- Work with Staff to monitor Tir Coed's implementation of the policy.
- Advise Staff on necessary skills, training and budgetary provision to ensure continued compliance with legal requirements.
- Lead investigations into serious accidents, dangerous incidents or complaints about safety on Tir Coed activities, and make recommendations for changes to work practices if appropriate.
- Ensure health and safety issues are addressed at Management Board meetings.
- Undertake training, as deemed necessary, to enable them to perform these duties.
- Seek advice, when deemed necessary, from the competent advisors, JCT Health & Safety Consultants.
- Ensure that this Policy is reviewed when appropriate, and the organisation and arrangements are reviewed, no less than annually, with any necessary amendments being made.

The Chair:

Within Tir Coed the **Chair** has overall *responsibility* for the implementation of the Health and Safety Policy and oversees the implementation of this policy across Tir Coed activities. He/She will:

- Ensure a specific **Health and Safety Contact** is nominated and recorded in each premises used by Tir Coed (whose role is identified later).

These are currently:

Denmark Farm Office:

Angela Martin

Aberyswyth Office:

Ffion Farnell

The Line Managers:

Across the whole of Tir Coed, responsibility for *implementation* of this policy lies with the line management system. Within their sphere of control he/she will:

- Ensure all activities are planned and undertaken in a safe and healthy manner.
- Ensure potential major hazards, reportable accidents and dangerous occurrences are investigated.
- Ensure health and safety is a regular item in team meetings
- Review, monitor and evaluate the health and safety arrangements and progress in health and safety matters on a bi-annual basis, and inform the Board on health and safety performance at least annually.
- To ensure that all new employees are given job-specific Health & Safety induction training and that this training is recorded
- Ensure the provision of information, instruction, and training in safe practices for staff and volunteers under their management
- Ensure that Staff follow lone working procedures
- Ensure investigation into health, safety and welfare complaints relating to the people under their management.
- Inform the Chair of any inability to meet these responsibilities.

The Project Officers:

Have responsibility for ensuring the premises, activities, equipment and people under their authority meet and work to this policy. They will:

- Ensure that suitable and sufficient risk assessments and method statements are undertaken and that controls are actioned for all activities, hazardous substances and premises under their control and management
- Ensure that operations under their control are carried out in accordance with Tir Coed health and safety procedures.
- Ensure that all tools and equipment used on activities meet health & safety standards and are correctly maintained
- Ensure that the Board is advised of the health and safety performance of the projects and activities under their control.
- Ensure that COSHH assessments are carried out where relevant
- Ensure all staff, contracted service providers, volunteers and project participants have access to, implement or comply with, the health and safety instructions and information provided, and which is relevant to their work.
- Ensure that contracted Service Providers have signed Tir Coed's Health & Safety checklist as part of their work contract
- Ensure investigation of major accidents and dangerous incidents occurring in their sphere of control.
- Ensure investigation into health, safety and welfare complaints relating to the people involved in their projects.

- Ensure sufficient resources are allowed to enable service providers and projects to meet their health and safety responsibilities.
- Inform their Line Manager of any inability to meet these responsibilities.

Health and Safety Contacts

Every premises occupied by Tir Coed personnel, whether salaried or voluntary, has at least one nominated and recorded Health and Safety Contact. His/Her role is:

- To monitor health and safety practice within their specific premises and on their activities.
- To ensure that an emergency fire procedure is in place, escape routes are kept clear and fire extinguishers are maintained on an annual basis.
- To display the Health & Safety Law poster at every Tir Coed office
- To report any concerns to their line manager, recommending or carrying out any corrective action needed.
- To ensure that the office or team's Health and Safety Manual is kept up to date, and that any new health and safety information or instructions are available to everyone within their office.

Everyone, including staff, contracted Service Providers, learners and volunteers, has a responsibility:

- To protect their own and colleagues' health and safety.
- To inform managers of any inability to do so, and of any unsafe equipment or practices.
- To operate in accordance with Tir Coed's safety procedures and practices.
- Not to interfere with anything provided for their health and safety.
- Not to undertake any task which training, instruction or authorisation has not been given.
- Not to use any power tools which require certification and for which Tir Coed is not covered by insurance
- To cease work in any situation which poses a serious or imminent threat to their health and safety.

Arrangements

Codes of Practice

The implementation of the Policy Statement is supported by appropriate internal Codes of Practice, and other documents to detail safe practice and legal obligations. All staff are instructed to familiarise themselves on a regular basis with those codes relevant to their work.

The Health & Safety Manager is responsible for issuing new and updating existing Codes of Practice. It is a line management responsibility to ensure that all staff, learners and volunteers are aware of the content and take the appropriate actions as detailed in the Codes of Practice.

Every office where Tir Coed personnel are based has a Health and Safety Manual, where a copy of the Policy and associated Codes of Practice are kept. All new staff, contracted Service Providers and Volunteer

Officers have this manual drawn to their attention as part of their induction. A list of current Codes of Practice is kept at the front of the relevant section of the manual, which is updated when each revision to the manual is produced.

First Aid

It is the responsibility of the Tir Coed Project Officers, through their operational staff; to ensure there are sufficient First Aid kits, accident books and suitably trained people available and accessible on all practical projects, and in any other directly managed activity.

Dangerous Occurrences, Accidents and Cases of Disease

The most senior person in charge of a site is responsible for reporting dangerous occurrences, accidents and/or cases of disease, under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR) 1995; please refer to **Appendix 1 - Tir Coed "Accident Report Procedure"**. All accidents requiring first aid are recorded on an Accident Report Form or in the Accident Report Book and stored in the Accident File. In line with the RIDDOR 1995 regulations changing in 2013 an absence over 7 days is reported and 3 day absences are recorded.

Any changes to Tir Coed policy or agreed safe systems of work are initiated by the Health and Safety Manager, and shared via the Chair and Project Officers

Hazards and Risk Assessment

A specific requirement under Management of Health and Safety at Work Regulations (MHSWR) is that of identifying significant hazards present within the work activities, and assessing and reducing risks associated with them. It is one of the most significant ways in which Tir Coed can meet its objectives. Tir Coed has produced generic risk assessments for common work activities (including in electronic format), and these are modified to take account of local conditions. This procedure is explained by the Tir Coed Health & Safety Booklet and includes assessing areas of work where no generic risk assessment is available.

The particular needs of children and young people will be assessed when they are working with Tir Coed, and where appropriate the results of this assessment are shared with Support Workers & parents or guardians (as detailed in MHSWR). It is the responsibility of the Health and Safety Manager, to review the content and scope of the generic assessments. A fully completed risk assessment takes account of all other assessments indicated as appropriate by Manual Handling Operations Regulations, Provision and Use of Work Equipment Regulations, the Control of Substances Hazardous to Health Regulations (COSHH), Personal Protective Equipment at Work Regulations and Noise at Work Regulations.

Safety and Welfare on Practical Projects

All Tir Coed practical projects have a designated leader or supervisor responsible for the safety and welfare of the volunteers or participants. Instruction in safe use of tools and working practices is given, and compliance monitored throughout the work. All necessary tools, equipment, and personal protective equipment are provided. Facilities for the provision of hot drinks and washing of hands are provided where reasonably practicable.

Where powered equipment is required, suitable people are selected with minimum levels of competence to operate such equipment. Where equipment is not detailed, managers must utilise the principles of risk assessment to decide on suitable control measures.

Occupational Health

Tir Coed recognises the importance of protecting and promoting the physical and mental health of its employees. Tir Coed will work towards establishing arrangements to assess employees' fitness for the work they do, will seek to identify work which would put individuals at risk, and to ensure they are prevented from undertaking such work.

Lone Working

Tir Coed staff sometimes have to work alone in remote areas. To ensure safety whilst lone working all staff must carry mobile phones at all times when out of the office. All staff must inform another member of staff if

they are lone-working, giving details of location(s) and expected completion time; the lone-worker must therefore inform a member of staff on completion.

Consultation with Employees

Tir Coed seeks to fulfil the requirements of the Health and Safety (Consultation with Employees) Regulations by ensuring that ALL staff have access to health and safety information by means appropriate to its size and internal communication structure. Project Officers can discuss Health & Safety issues with their line manager at monthly Team Meetings, or more frequently, by phone, email, or by making an appointment to meet. The line manager will support Project Officers:

- To implement and review Codes of Practice.
- To assist with the communication of health and safety issues within their sphere of operations.
- To ensure a wide range of views are represented before any Code of Practice is issued.
- To identify key issues affecting health and safety and make recommendations on how these might be addressed.

Internal Audit/Monitoring

The Health and Safety Contact has a responsibility to:

- Monitor the implementation of the Health and Safety Policy within their specific premises.
- Advise their line manager on any remedial action necessary to comply with this Policy. Any major difficulties in meeting health and safety standards that may have a wider implication should also be reported to the Health and Safety Manager.
- Oversee the implementation of agreed action.

Training

It is the responsibility of all line managers to ensure any training required for their staff in health and safety matters, risk assessment, etc. is appropriately identified and provided. The Health and Safety Manager will work to identify any organisational training needed to improve health and safety performance, and to initiate training to meet those needs.

Training in job related skills and activities will be provided for all staff and volunteers to a plan drawn up with their line managers. This includes induction to the Health and Safety Policy and its implementation locally, and any safety information appropriate to their work.

Working with Vulnerable Groups

Tir Coed recognises that some groups are more at risk from its activities than others. All risk assessments take into account the nature of the group of people undertaking the activity and will list any extra measures needed to adequately control those risks.

Placement with Other Organisations

Tir Coed has a number of key programmes that rely on placing volunteers or learners with other organisations for work experience or training purposes. In the case of direct placement by Tir Coed (rather than placement via a third body) these organisations will be checked to ensure they offer a safe placement to minimum standards. Any organisation which does not meet the standard initially, or falls below it during the period of placement, will be expected to improve or face having the placement withdrawn.

Appendix 1 – Accident Report Procedure

Accident Report Procedure

All accidents, incidents and work-related ill-health must be recorded on Tir Coed's **Accident Report Form** or using a Tir Coed issued **Accident Report Book**.

These include:

- Accidents to Tir Coed staff, tutors/trainers or support workers; including minor injuries
- Accidents involving third parties, ie participants, volunteers, support workers from partnership organisations, visitors, trustees etc
- Dangerous occurrences such as fires
- Work-related ill-health

RIDDOR (1995) Regulations require Tir Coed to notify the Health and Safety Executive (HSE) of certain types of incidents. Tir Coed's Health & Safety Manager must be notified immediately of the following:

Major Injuries including:

- fractures, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- death

3-Day Injuries

- Any accident or incident, connected with or arising out of a work activity, resulting in a person being away from or unable to resume their normal work for more than 3 days.

Dangerous occurrences (see HSE Guidelines)

Reportable Diseases (see HSE guidelines)

- Specified diseases associated with certain work activities, or exposure to certain substances.

If there is any doubt about what should be reported contact Tir Coed's Health & Safety Manager.

Please note: All Accident Report Forms & Accident Books should be returned to Tir Coed Offices (Lisburne House, Pontrhydygroes or Denmark Farm, Betws Bledrws) and stored in the Accident File.

This policy was reviewed by the board of trustees on 03/07/2015

Signature

A handwritten signature in black ink, appearing to be 'D. Smith'.

Date

25/09/15

Signature

A handwritten signature in black ink, appearing to be 'H. Evans'.

Date

25/9/15