

HEALTH AND SAFETY POLICY

SECTION A GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Kent County Scout Council (KCSC) will adhere to the following General Statement of Health and Safety Policy, so far as is reasonably practicable, in accordance with the Health and Safety at Work Etc. Act 1974 (the Act), and associated Regulations. This applies equally to everybody whether they be employees, volunteers, contractors or visitors (all persons). **NB:** *it does not apply to visitors who are not present in a work or volunteer related capacity, e.g. a member of the public, such as a parent, who is visiting Lower Grange Farm, the County Headquarters / Activity site.*

1. To provide and maintain a safe place of work without risk to health, safety and welfare.
2. To provide systems and procedures which ensure that significant risks, arising from work / activities under our control, are eliminated, or minimised to an acceptable level.
3. To provide and maintain plant and equipment for work which minimise the risk to safety and health.
4. To make arrangements that minimise the risks to safety and health in connection with the use, transport, storage and handling of articles and substances which are inherently, or potentially, dangerous.
5. To maintain any workplace, including access and egress, under KCSC's control, in order to minimise the risks to health, safety and welfare.
6. To communicate KCSC's commitment to health, safety and welfare, and to provide appropriate information, instruction, training and supervision.
7. To provide and maintain a working environment which minimises risks to health and safety, and which provides adequate welfare facilities and arrangements.
8. To provide a working environment free of undue stress or excessive working hours.

All Scouting activities will be undertaken in accordance with the guidance in Policy, Organisation and Rules (POR).

The policy will be reviewed annually, or sooner if there have been significant changes or incidents since the last review, to reflect changes to responsibilities and operating procedures. Risk assessments and operational guidelines for specific areas and / or operations supplement this general policy and should be read in conjunction with the policy document. These are accessible via the Centre Manager.

Signed by

Dated: 19/03/13



Chair of the Board of Trustees

SECTION B RESPONSIBILITIES

1. General Responsibilities

- a. It is the responsibility of all persons working at Lower Grange Farm (KCSC's County Office / Activity site), or other locations owned, used or managed by KCSC, to ensure that they do not endanger the health, safety and welfare of others. Any incident leading to actual or potential injury or health case, or damage to premises or equipment, which could have been prevented by risk assessment and its resulting controls will be regarded as a breach of the Health and Safety Procedures and may also constitute a breach of KCSC's Disciplinary Policy.

Everyone has the responsibility to co-operate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. Additionally, everyone should aim to achieve the same standards of Health, Safety and Welfare when undertaking any business for, and on behalf of, KCSC in non-KCSC premises.

- b. All employees are issued with a copy of KCSC's Health and Safety Policy and sign to the effect that they have read it. They are required to follow the procedures laid down in the Policy. Failure to do so could constitute a breach of KCSC's Health and Safety Policy and may also constitute a breach of KCSC's Disciplinary Policy. Failure to comply with this Health and Safety Policy may also result in a breach of the Health and Safety at Work Act 1974 (hereinafter called the Act), and subsequent amendments and acts, which may lead to enforcement action, eg, formal Notices or prosecution. Material breaches of health and safety legislation may also lead to cost recovery, under the Health and Safety (Fees) Regulations 2012, if the Health and Safety Executive becomes involved.
- c. All contractors working at KCSC's site(s) are not only required to meet their own company's health and safety policy, risk assessments and procedures but any additional local requirements stipulated by KCSC's own policy, Code of Practice for Contractors and method of work conditions. The appropriate KCSC staff will be the point of contact for the contractor. It is essential that KCSC and contractors exchange copies of policies, risk assessments and procedures, etc, to check and ensure that there is no conflict that may result in incidents occurring.
- d. KCSC staff and contractors are to report and record all incidents, near misses or defects. KCSC will regularly review these reports with an aim to taking corrective action as necessary.
- e. All activities run under the auspices of the County are the responsibility of, and responsible to, The County Board of Trustees.

2. Responsible Officer and Subsequent Responsibilities

Overall and final responsibility for Health and Safety within KCSC is that of the Chair of the Board of Trustees.

The Deputy Chair of the Board of Trustees will be responsible in the absence of the Chair. Details of how to contact the Chair / Deputy Chair can be found in the County Directory or by contacting the County Office.

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The Chair and Officers of the Board of Trustees are responsible for ensuring that:

- a) those adults working in a paid or voluntary capacity, supporting KCSC on its premises, comply with their responsibilities as detailed below

and

- b) that all work practices minimise the risk to health, safety and welfare by complying with the requirements of the Act, and associated Regulations.

Centre Manager, Office Manager and their nominated deputies:

are responsible for Health and Safety provisions at Lower Grange Farm, including the following:

- a) Ensuring that all persons responsible to them are aware of hazards and risks and suitable controls are in place.
- b) Ensuring that all persons understand and comply with the operational guidelines for their area of work.
- c) Identifying and monitoring training needs and ensuring appropriate instruction, training and supervision is received and recorded and up-dated.
- d) Ensuring all accidents, cases of work related ill-health and incidents (including near misses) are reported to the Health and Safety Representative (the Centre Manager) for the site. Fatal accidents, major injury accidents / conditions and dangerous occurrences must be reported immediately by the quickest possible means to the Health & Safety Executive, and less serious incidents within 15 days of the accident or occurrence. See Section C, Sub-section 2, for full details.
- e) Ensuring all health, safety and welfare issues are reported to the Centre Manager who must take the appropriate action and report the matter to the Board of Trustees. In an emergency the Centre Manager must report directly to the County Commissioner and the Chair of the Board of Trustees or their deputies.

3. Health and Safety Communications

Health and Safety will always be an agenda item for the Board of Trustees and staff meetings. The Board of Trustees Health and Safety discussions / decisions will be reported at the staff meetings and vice versa.

4. Individual Responsibilities

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- All members of staff / adults working to support KCSC in a voluntary capacity and contractors have a duty to report unsafe working practices or conditions that could cause harm to persons, property or the environment. The report should be made to the Centre Manager.
- All members of staff / adults working to support KCSC in a voluntary capacity and contractors who become aware of breaches of the Health and Safety Policy must report them immediately to the Centre Manager.

SECTION C ADMINISTRATIVE ARRANGEMENTS

1. Risk Assessments

- a) Lower Grange Farm. The Centre Manager is responsible for ensuring risk assessments are undertaken, putting in place appropriate control measures, undertaking reviews as necessary and maintaining records which are accessible to site users as required.
- b) County Office. The Office Manager undertakes all the above in relation to the County Office.

This risk assessment process must be applied to the following points.

2. Reporting of Accidents, Incidents, Work-Related Ill Health and Dangerous Occurrences

All accidents, incidents (including near-misses), cases of work-related ill health and dangerous occurrences, no matter how trivial, are to be reported by staff and adults acting in a voluntary capacity to the Centre Manager or Office Manager (as appropriate) as soon as possible.

Where an accident or incident occurs, as soon as possible this must be reported to the Centre Manager or Office Manager (as appropriate) who will record appropriately.

In the event of a major injury, fatal accident or dangerous occurrence the County Commissioner or the Chair of the Board of Trustees (or their deputies) must be informed immediately.

Certain serious accidents, incidents, work-related ill health cases, and dangerous occurrences are required to be reported to the Health and Safety Executive (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)*) – refer to the HSE's webpage <http://www.hse.gov.uk/riddor/report.htm> for full details. This will be done by the Centre Manager who will inform the Chair of the Board of Trustees.

The Centre Manager must consult with the Health and Safety Advisor for KCSC / Lower Grange Farm regarding incidents that are likely to be reportable under the RIDDOR regulations.

Details of RIDDOR incidents are reported at the Health & Safety Committee and contained within the minutes of their meetings which are available to all staff.

3. Fire Safety

A comprehensive Fire Risk Assessment must be undertaken and reviewed regularly.

Fire evacuation and drills will be carried out, as will regular training, inspection and maintenance of fire safety equipment and suitable records will be kept.

4. First Aid

There will be a risk assessment for provision for First Aid as detailed in Section C 1.a and C 1.b above.

A list of First Aiders will be displayed around the site.

All activities run by the Centre Manager or Centre staff (whether employed or volunteers) will have been risk assessed by the Centre Manager and appropriate levels of First Aid cover provided.

5. Plant and Equipment

Safety rules for the use of all plant and equipment must be strictly adhered to. Faulty plant or equipment must be prevented from being used, marked with suitable labels warning that it should not be used, and, preferably disabled or locked away, to prevent accidental use, and reported immediately. Staff, adults, volunteers supporting KCSC and contractors must not attempt to use or mend equipment unless they have been trained and have authority to do so.

All plant and equipment (machinery) must be kept secure and in a condition safe from causing harm.

6. Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment must be supplied and used as detailed in PPE regulations where highlighted by risk assessment or safe system of works.

7. Manual Handling

Manual handling training must be carried out as required and the current manual handling regulations adhered to as highlighted by the appropriate risk assessment or safe system of works.

8. Control of Substances Hazardous to Health (COSHH)

COSHH training must be carried out as required and the COSHH regulations adhered to.

9. Working Environment

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It is the responsibility of all persons to ensure that their work areas are kept tidy and free from obstructions or trip hazards at all times. They also have a duty to report any faults or defects identified to their line manager / activity manager.

Risk assessments for all working areas should be completed by the appropriate manager and all staff and visitors should be aware of these.

10. Electricity at Work

KCSC will comply with the law applying to all electrical systems both fixed and portable and ensure that all fixed electrical installations are inspected and tested at five year intervals, and portable electrical appliances are inspected at appropriate regular intervals.

11. Workstation Assessments

Workstation assessments must be carried out by a competent person under the guidance of the Health and safety (Display Screen Equipment) Regulations and appropriate action taken.

12. Alcohol and Drug Abuse

Staff, adult volunteers supporting KCSC and contractors who are found to be under the influence of either alcohol or illegal drugs whilst working on site or running or participating in activities, will be deemed to have committed a breach of the Health and Safety Policy and also KCSC's Disciplinary Rules.

Care must be taken with prescription drugs which may impair judgment, or affect driving and the use of machinery, etc. It is the responsibility of the individual to inform the management or activity leader of any risk of impairment from prescription medication.

13. Smoking

Smoking is prohibited in all areas except those which have been specifically designated as smoking areas (which must be out of sight of young people on the site). These areas will be clearly signposted.

14. Training

New employees and adult volunteers supporting KCSC will receive initial health and safety training as part of their induction. Other training will be arranged as necessary by the Centre Manager / Office Manager for those staff and volunteers identified as requiring training.