Health, Safety and Care Policy

December 2013
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Part 1  INTRODUCTION BY THE CHIEF EXECUTIVE

Falkirk Community Trust values all its employees very highly. We are committed to keeping our employees, and all those affected by our activities, healthy and safe by ensuring that we comply with all health, safety & care legislation and initiatives. We will strive to deliver high standards of health, safety & care in our management procedures in line with approved codes of practice and guidance. The aim will be to ensure best practice and efficiency.

Every one of us has a role to play in health & safety and I, as Chief Executive, have responsibility for ensuring that everyone is aware what these roles and responsibilities are. This document specifies these roles and responsibilities and states what Falkirk Community Trust will collectively do to ensure the Health & Safety of all.

By working together we can secure a safe and healthy working environment.

Maureen Campbell

CHIEF EXECUTIVE
PART 2     FALKIRK COMMUNITY TRUST, HEALTH, SAFETY & CARE
POLICY STATEMENT

Falkirk Community Trust (the Trust) considers the management of health, safety & care to be a fundamental part of every activity we undertake and every service we deliver to the community. We will take all reasonable steps to ensure the health, safety & care of all employees at work and others who may be affected by our activities i.e. clients, pupils or members of the public who are either directly or indirectly affected by the Trust’s work activities.

Falkirk Community Trust will endeavour to comply with all Health & Safety Legislation at all times and deliver a high standard of Health & Safety performance. To achieve this, Falkirk Community Trust will:

- Secure the commitment and participation of all Management Teams, employees and Trade Unions to create and maintain a positive Health & Safety culture. We will do this by actively engaging in discussion with them on policy development and review, on safe systems of working practices and by applying methods of effective communication;
- Meet our responsibilities to employees, users, partners, stakeholders and the environment in a manner which recognises that legal requirements are the very minimum standards and introduce pro-active measures and initiatives to continually improve on health, safety & care in accordance with Health & Safety Executive and Scottish Government campaigns and initiatives;
- Establish a cascade approach to the communication of Health & Safety matters and ensure that Health & Safety is a standing agenda item on management and team meeting agendas;
- Train employees to work safely and competently;
- Adopt a Risk Management by Risk Assessment process for all relevant activities to identify, assess and eliminate risks, so far as is reasonably practicable;
- Set targets for health, safety & care performance;
- Monitor performance through audit and review and benchmark the Trust’s performance against targets and similar organisations.

Falkirk Community Trust will seek to develop a positive attitude to health, safety & care amongst all employees and ensure that health, safety & care is an integral part of the overall management culture.

This Health, Safety & Care Policy applies to all Falkirk Community Trust Teams and management teams and to all employees, board members, volunteers who assist in the work of the Trust and any other persons affected by the Trust’s activities.
Part 3 ROLES & ORGANISATIONAL RESPONSIBILITIES

3.1 BOARD

The Board, as decision and policy makers, have a key role in establishing health & safety as a priority for Falkirk Community Trust and ensuring appropriate resources are available to implement agreed management arrangements. The Board have responsibility for:

- Nominating a Board Member as to have the remit of oversight of the implementation of the Falkirk Community Trust’s Health, Safety and Care Policy;
- Considering the health & safety implications of any decision made and policies approved;
- Ensuring appropriate resources are available to effectively manage health & safety matters;
- Reviewing health & safety performance.

3.2 CHIEF EXECUTIVE

The Chief Executive is ultimately responsible, so far as is reasonably practicable, for ensuring that the Trust fulfils its legal responsibilities, that policy objectives are achieved and that effective measures for the achievement of the policies concerned with health, safety & care and environmental protection are in place. The Chief Executive will:

- Determine the management structure through which the Health, Safety & Care Policy and supporting policies & procedures are to be implemented;
- Provide support to the General Manager to implement his/her Health Safety & Care duties;
- Delegate the management and implementation of Health, Safety & Care Policies, plans and procedures and ensure relevant supporting policies and procedures are developed by Teams;
- Provide adequate resources for the management and implementation of health, safety & care activities;
- Ensure that health, safety & care is promoted as an integral part of the management culture of the Trust;
- Ensure the development and constant review of the Trusts’ Risk Management Action Plan;
- Ensure the development and constant review of the Trusts’ Business Continuity Recovery Plans;
- Set performance indicators for health, safety & care performance and regularly review performance against these indicators;
- Annually publish health, safety & care performance reports.
3.3 GENERAL MANAGER

The General Manager is responsible for health, safety & care and ensuring the development and implementation of strategies to promote and develop health, safety & care within the Trust. The General Manager will:

- Establish the health, safety & care framework for the Trust;
- Ensure the Trust receive sufficient and accurate advice, guidance and updates to allow them to comply with changes in legislation or changes to employee care initiatives;
- Ensure appropriate consultation with Trade Unions;
- Monitor the Trust’s implementation of health, safety & care legislation and guidance;
- Ensure provision of appropriate health, safety & care training for all employees;
- Advise the Trust Management Team of significant Health & Safety risks to the Trust;
- Ensure the appointment of suitable fire marshalls, deputy fire marshalls, trained first-aiders and risk assessors throughout the Trust.

3.4 SENIOR MANAGERS

Senior Managers are responsible, so far as is reasonably practicable, for assisting the Chief Executive in the execution of their duties in regard to health, safety & care by ensuring the health, safety & care at work of all employees and others in their respective areas. Senior Managers will:

- Prepare and regularly review Health & Safety Procedures for their areas;
- Develop, implement and regularly review their own health, safety & care management systems, specific to their area and their working environments;
- Ensure all employees are aware of the Trust’s specific Health, Safety & Care Policies and Risk Management procedures;
- Ensure Trust Premises are being managed safely by monitoring Premises Managers Handbook status;
- Determine the management arrangements, within their area, through which these will be implemented and communicated;
- Plan for and establish appropriate processes, procedures and monitoring arrangements for health, safety & care activities;
- Ensure that Team Leaders are competent to undertake their delegated duties in terms of health, safety & care;
- Provide appropriate training and guidance to ensure that employees can undertake the functions of their jobs competently;
- Ensure that adequate resources are made available within the Trust to enable Trust Policies and Procedures to be implemented;
• Consult with employees and Trade Unions on Trust based health, safety & care matters;

• Ensure that contractors carrying out work for the Trust do so according to health, safety & care legislative requirements and the Trusts’ health, safety & care policies;

• Ensure promotion of a healthy and safe working environment within their area.

3.5 TEAM LEADERS

The majority of risks can usually be most effectively identified and directly controlled and managed by Team Leaders. All Team Leaders, where they have operational responsibility for other employees or for systems and procedures of work, will be specifically responsible for ensuring that:

• The health, safety & care policy and supporting policies are effectively implemented, monitored and reviewed in the area/activities under their supervision;

• That all employees are aware of and understand the policies and procedures in relation to health, safety & care;

• Safe systems of work are implemented and all working procedures and practices are properly documented and adhered to;

• All activities carried out by Trust employees are risk assessed appropriately, to implement controls that present as low a risk as possible to minimise risks to other employees, to property, to customers, to visitors or the general public;

• Appropriate safety equipment is supplied, properly maintained and used at all times;

• All plant and equipment is purchased to the correct specification and appropriate maintenance and inspection programmes are implemented;

• Relevant health, safety & care training is provided to all employees to enable them to carry out their duties in a competent manner;

• Activities undertaken by contractors are reviewed to minimise risk to employees, members of the public and others visiting our premises and sites;

• All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, regular workplace inspections etc.;

• All accidents/dangerous occurrences are reported, recorded appropriately (including notifying enforcing bodies i.e. Health & Safety Executive) are investigated and a means of preventing recurrence identified in liaison with the Falkirk Council, Corporate Health, Safety & Care Team.
3.6 FIRST LINE MANAGERS, SUPERVISORS & CHARGE-HANDS

These employees will have responsibility for implementing, monitoring & reviewing systems of work to achieve the aims of the Trusts' Health, Safety & Care Policies. So far as is reasonably practicable, these individuals will lead by example and be a "champion", for Health, Safety & Care within their work environment and are responsible for:

- Ensuring that employees within their area of control are made aware of the Trust's Health, Safety & Care Policies, safety standards and safe systems of work and their responsibilities in relation to these policies and systems of work;
- Ensuring that employees adhere to safe systems of work and adhere to prescribed standards and legislation, being aware of legislation, both current and impending and providing basic advice therein;
- Ensuring that the Accident & Incident Procedures are adhered to, including the reporting and investigation of incidents, and that remedial action is taken, where appropriate;
- Ensuring that plant, equipment and substances used within their area of responsibility are suitably maintained and constructed and that staff are trained in proper use;
- Assisting in developing appropriate Trust Health, Safety & Care policies & procedures through the consultation process;
- Ensuring health, safety & care matters are communicated to employees on a regular basis and that items/issues causing concern are reported to the appropriate line manager and remedial action taken;
- Ensuring all contractors providing services within their area of responsibility are provided with adequate information regarding specifications/design, systems of work/activities and plant/equipment which may affect their safety and that of others;
- Ensuring that all new members of staff undergo appropriate induction training which includes health, safety and care and fire evacuation;
- Gathering, co-ordinating and providing local management teams and the Health, Safety & Care Team with information as required regarding performance/areas of concern and attending Health, Safety & Care Working Groups as required;
- Liaising with Team Leaders, Senior Managers and Falkirk Council, Human Resources to identify staff training requirements regarding health, safety and care.
3.7 PREMISES MANAGERS

In addition to their role, some employees may also have responsibility for the management of premises. To assist these managers in this role, a Premises Handbook has been developed that provides a toolkit to ensure all areas of responsibility are defined and that record sheets are available for recording of relevant data within the Handbook. The areas the managers are also responsible for include:

- Risk assessments are available for all activities with significant risk in the premises
- Fire safety risk assessment and management of fire risks for the protection of employees, visitors and premises
- Ensuring that the general safety of employees, volunteers, contractors, visitors and premises is maintained
- Ensuring that the security of employees, visitors and premises is maintained
- Legionella management programmes and temperature checks are in place
- Where use of the building is shared with other teams/users, clear arrangements are in place defining roles and responsibilities

3.8 HEALTH, SAFETY & RISK REPRESENTATIVES

These individuals will have responsibility for assisting with the implementation and monitoring of working practices to achieve the aims of the Trust’s Health, Safety and Care policies. They will do this by participating in the Trust’s Health, Safety & Risk Management Group by:

- Liaising with the General Manager, Senior Managers and Team leaders on performance and progress in regard to health, safety & care;
- Assisting with the development and review of relevant policies & procedures;
- Reporting on progress and performance within their areas in respect of health, safety & care matters at the Trust’s group meetings;
- Disseminating and collating information on health, safety & care issues and promotions throughout the trust;
- Undertaking the responsibilities as listed below for employees.

3.9 TRADE UNION REPRESENTATIVES

Trade Union representatives will have responsibility for assisting with the development, implementation and monitoring of health, safety & care policies and procedures. They will do this by:

- Liaising with the Chief Executive, General Manager, Senior Managers, Team leaders and employees on health, safety & care issues at national and local level;
• Representing employees at Trade Union Forums and Board Meetings;
• Attending Trust meetings as required, to discuss health, safety and care issues;
• Undertaking the responsibilities as listed below for employees.

3.10 EMPLOYEES

In order to create a positive and effective culture in regard to health, safety & care, it is vital that all employees of the Trust contribute positively to the successful management of health, safety & care. Employees who have a concern about health, safety & care matters have responsibility for alerting their line manager to any situation of concern which requires to be resolved. Employees will be expected to:

• Safeguard their health and safety, and that of others by operating safe systems of work in accordance with The Trust Health, Safety & Care policies;
• Alert line managers to unsafe practices, conditions or incidents of concern;
• Seek advice and clarification from Line Managers when unsure of any health and safety requirement relevant to their working environment;
• Co-operate with the Trust in its endeavours to create and promote a positive culture in regard to Health, Safety & Care;
• Refrain from intentionally or recklessly interfering with, or misusing, anything which may result in a situation which is not in the interests of good health & safety practice.
• Report accidents & incidents to their line manager as soon as possible;
• Attend relevant training on health, safety & care matters as instructed by their manager.

3.11 EMPLOYEES INVOLVED IN PROCUREMENT

The Trust recognises that, just as organisations stand to benefit from improved productivity when they improve health and safety management systems, so procurers stand to secure better value for money when their contractors do the same. It is therefore in our interests to ensure that employees who, because of the nature of their work, are required to be involved in the procurement of contracts, are responsible for:

• Ensuring that suppliers of significant contracted services provide the Trust with a copy of their Health & Safety Policy, Method Statements and Risk Assessments at the first stage of procurement;
• Ensuring that articles and substances proposed for use have data/specification information guidelines provided to the procurement officer before the product is purchased. COSHH and CDM requirements must also be adhered to;
• Determining and obtaining satisfactory evidence of contractors’ and their operatives competency prior to awarding a contract;

• Ensuring that contractors’ performance is regularly monitored and appraised in terms of operating safely and efficiently;

• Ensuring that contractors carrying out work on behalf of the Trust are made fully aware of site hazards and rules prior to the issue of a contract;

• Where appropriate, ensuring that contractors supply relevant, specific method statements and risk assessments for medium and high risk activities. The individuals responsible for issuing the procurement of each contract should then appraise these documents for suitability and effectiveness, prior to issuing the contract;

• Ensuring that consideration has been given to adequate safety requirements for the activities included in the Contract;

Part 4  SUPPORT & GUIDANCE FROM FALKIRK COUNCIL’S HUMAN RESOURCES

A range of guidance is currently available to assist the Trust and to ensure that a healthy & safe working environment is maintained. The Human Resources Division of Corporate and Neighbourhood Services in Falkirk Council will continue to develop, in consultation with the Trust and Trade Unions, policies, procedures and guidance to continuously improve Falkirk Community Trust performance relating to health, safety & care.

The Health, Safety & Care Team, Human Resources, Falkirk Council will support the Trust in implementing Health Safety & Care by:

• Providing advice, guidance and information to the Trust including support for individuals in undertaking the roles outlined above, to enable them to lead by example in all matters relating to health, safety & care;

• Assisting in monitoring, reviewing and providing feedback on health, safety and care issues in the Trusts’ policies, plans and procedures;

• Undertaking management system audits and audits/inspections of premises and provide reports to the Trusts’ management teams;

• Offering support on training issues by advising on appropriate training solutions and organising and providing suitable training programmes for health, safety & care;

• Supporting the monitoring and management of the occupational health contract and occupational health arrangements and occupational health surveillance for Falkirk Community Trust;

• Monitoring the Trust’s performance against health & safety targets;

• Maintaining records of all HSE contacts;

• Promoting effective lines of communication with stakeholders, including external agencies such as the HSE and professional bodies.
Part 5   PLANNING FOR EMERGENCIES/BUSINESS CONTINUITY

As part of the Falkirk Community Trust Risk Management Action Plan & Business Continuity Plan all Teams have developed their own Emergency/Business Continuity Plans. These plans detail action to be taken in the event of a serious incident to ensure the continuity of business whilst protecting the health, safety & care of employees, service users and members of the public. Where appropriate, Managers will initiate action in line with the Falkirk Community Trust Emergency Plans and/or Business Continuity Plans to ensure the safety of employees in the event of any emergency.

Part 6   REVIEW OF POLICY

This policy will be reviewed by the Chief Executive in conjunction with appropriate Trust representatives and Trade Unions on a 5 yearly basis or earlier if required and amended as necessary.