

HEALTH AND SAFETY OVER-ARCHING POLICY



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Latest Version: 01/06/2019

1. POLICY STATEMENT

1.1 “Active Organisation trading as Ooba Creative” (Active) is committed to working to the highest standards of Health and Safety, and to identifying and resolving any issues quickly and effectively.

1.2 We will:

- Comply with the law and good practice
- Ensure risks are properly assessed and controlled
- Publish clear written policies and procedures
- Review and continuously improve performance
- Get professional advice where we need it

1.3 Staff, visitors, suppliers and clients will be regularly consulted on Health and Safety issues and be encouraged to pro-actively help identify, prevent and manage risks.

2. DEFINITIONS

2.1 This statement sets out our approach managing Health and Safety across Active. There will also be a range of specific policies and procedures to cover the work of the business.

2.2 We will ensure new staff, suppliers and clients receive Health and Safety training across a range of general subjects, and will also give specific training where required.

3. LEGAL RESPONSIBILITIES

3.1 Health and Safety legislation and regulation mean Active have a legal responsibility to provide staff and other visitors with a healthy and safe place to work.

3.2 The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Health & Safety (Display Screen Equipment) Regulations 2002 and the Workplace (Health, Safety and Welfare) Regulations 1992, and RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) 1995, all apply.

4. PROCEDURE

4.1 STRATEGIC MANAGEMENT

4.1.1 The managing director at Active is responsible for giving clear direction and resources for the effective management of Health and Safety and is also responsible for communicating and managing this across the business.

4.1.2 Active will ensure this policy is an integral part of Active’s culture, values and procedures.

4.1.3 Active's management will agree an annual Health and Safety Plan that will set targets and objectives. This report will be published on the company wiki.

4.2 OPERATIONAL MANAGEMENT

4.2.1 Management will make sure resources and management structures are in place to manage Health and Safety effectively across the business.

4.2.2 The Managing Director is responsible for managing Health and Safety throughout the chain of line management.

4.2.3 The Managing Director will manage the relevant policies, procedures and training. The policies will be reviewed every year, but will be updated more quickly if risks are identified as the result of any incidents or changes to the business.

4.2.4 There will be a Health & Safety review every two years by an external consultant. Any action arising from this review will be updated in the Active wiki and any policy changes will be made immediately by the Managing Director. All online copies of the policies will be updated.

4.2.5 All managers, suppliers and freelancers are responsible for the effective day-to-day operation of Health and Safety in their teams. They are also responsible for making sure people follow the Health and Safety procedures and that any incidents or accidents are dealt with and recorded quickly.

4.2.7 Everyone is responsible for pro-actively supporting and following Health and Safety procedures, and for making sure you don't work in a way that puts you or your colleagues at risk.

4.2.8 Active will ensure that the following Health and Safety roles are supported and maintained. Some may be provided by building services. These include:

- Representatives on Health and Safety Committee
- Fire Wardens
- First Aiders
- Staff who can use a defibrillator
- Staff who can use Evac chairs

4.2.9 Active will also have a number of other policies and procedures relating to Health and Safety and these are in the Corporate Admin -> Legal -> Policies folders.

4.2.10 You should immediately report to the Managing Director anything that could lead to a Health and Safety risk. You can also raise any concerns with the buildings' management team within Hart House.

4.2.11 If you ever feel your concerns have not been responded to effectively, contact the buildings' management team within Hart House.

4.3 VISITORS

4.3.1 You are responsible for your visitor's Health and Safety whilst in any Active offices.

4.3.2 As a minimum, every visitor must sign in to reception and be shown the fire exits. Visitors should also be told where the assembly point is in the event of a fire or other serious event. If visitors are in the building for more than one day, further training should be given on a common sense basis.

4.4 PROFESSIONAL ADVICE

4.4.1 We have external professional Health and Safety advisors to give advice and support where required, and to help manage any serious incidents or risks that are identified.

5. DOCUMENTS

5.1 There are a range of documents and forms associated with Health and Safety and these are found in the *Corporate Admin -> Legal -> Policies* folders.

6. EQUALITY IMPACT ASSESSMENT

We have had due regard to the impact of this policy on "protected characteristics" as defined in the Equality Act 2010. It has been assessed as having no adverse impact on any of these groups.

The Evacuation procedure for Evac Chairs has been assessed for staff with mobility issues. This is dealt with by the office administration.

7. POLICY INFORMATION

- Owner: Managing Director - Adam Clark
- Last review date: June 2019
- Next review date: June 2020
- First Approved: January 2012