



**Generation  
Rhondda**

**Cenhedlaeth  
Rhondda**

## **HEALTH AND SAFETY POLICY**

### **STATEMENT**

The Board of Generation Rhondda takes responsibility for the health, safety, and welfare of all their employees and volunteers during working hours, under the terms of the Health and Safety at Work Act 1974. Generation Rhondda's aim is to prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring that action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest. This statement forms the basis of future planning and implementation of health and safety matters within Generation Rhondda.

### **Employer's responsibilities**

Generation Rhondda will manage health and safety by:

- controlling the health and safety risks at work
- involving employees on health and safety issues that affect them.
- making sure that where employees work, and any equipment they use, is safe.
- making sure that any dangerous substances are stored and used safely.
- making sure employees, especially new employees, have relevant information and training on health and safety.

- making sure employees can do their jobs confidently and are properly trained.
- trying to stop accidents and work-related health problems.
- regularly checking that working conditions are safe, pleasant, and healthy.
- regularly reviewing this policy and making changes if necessary.

All employees and volunteers have a personal duty of care towards their colleagues and the responsibility of co-operating with their managers in achieving a healthy and safe place of work. They should notify their Line Manager if they become aware of a health and safety issue, or if they develop any health condition which may affect the performance of their duties.

### **Employees' Statutory Rights**

- as far as possible, any risks to employees' health and safety should be properly controlled by the employer.
- employees should be provided, free of charge, with all necessary personal protection and safety equipment.
- if an employee has any reasonable concerns about their health or safety, they can stop work and leave their work area, without being disciplined.

### **Employees' Statutory Responsibilities**

- to take reasonable care of their own health and safety.
- to take reasonable care not to put other people – fellow employees, volunteers, or members of the public – at risk by what they do or do not do during the course of their work.
- to co-operate with their employer, make sure they get proper training and follow the employer's health and safety policy.
- not to interfere with or misuse anything that has been provided for their health, safety, or welfare.
- to report any health and safety concerns to their employer.
- to report any worries, injuries, strains, or illnesses they suffer as a result of doing their job.

- to tell their employer if anything happens which may affect their ability to do their job (e.g. becoming pregnant, taking medicines which may make them drowsy, or having an injury).

## **GENERATION RHONDDA POLICY**

- The Board of Directors is responsible for setting out the overall policy insofar as health and safety is concerned.
- The planning and implementation of the policy is the direct responsibility of the Director, ensuring that managers and all employees and volunteers fulfil their duties to co-operate with it.
- The Board accepts its responsibility to take all steps within its power to prevent personal injury, health hazards and damage to property: to protect its employees, volunteers, people the company works with and members of the general public, from foreseeable risks.
- the Board recognises its responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work which are safe and without risks to health.
  - b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the safe handling, storage and transportation of articles and substances.
  - c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all those working with Generation Rhondda to perform their work safely and efficiently.
  - d) To promote the development and maintenance of sound safety, health, and welfare practices.
  - e) To ensure that regular risk assessments are carried out in respect of the safety of work premises and of the work practices and activities undertaken by the company's staff and volunteers; and to implement without delay any recommendations for minimising risk.

- f) To ensure that insofar as is reasonably practicable work premises are maintained in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises.
  - g) To provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff.
  - h) To ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed and volunteers for the safe use of machinery, equipment and substances.
  - i) Maintain a close interest in all health and safety matters insofar as they affect activities under the control of Generation Rhondda.
- The Board will require the Director to present an annual management audit on health and safety matters in order to assess strengths and weaknesses and to determine the way forward. The audit will include a review of:
    - i) All accidents and incidents reported: included in this will be reports on accidents investigated, together with any preventative measures that have been put into place.
    - ii) The Health and Safety Policy, to ensure that it is working effectively and that risk assessments have been properly carried out.
    - iii) Emergency procedures, including fire precautions, fire procedures and first aid.
  - The Board has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff, volunteers and people the company works with, although it should be emphasised that individual responsibility cannot fall on specific members of the Board. The Director or employees cannot avoid their responsibility for referring urgent matters to the Board for

information and for decision. Board members will be kept informed of all developments relating to health and safety matters.

## **ACTION CHECKLIST**

Generation Rhondda will:

- Ensure that all new employees and volunteers undertake health and safety training, including fire safety, understand their responsibilities under the Act, have access to health and safety information within the company and know where to access such information outside the company.
- Carry out specific risk assessments for new employees and volunteers who may be inexperienced in the workplace, or who may be lone working, or who may be vulnerable or have a disability, and for employees and volunteers who are pregnant, and ensure that any duty or workplace modifications required are carried out.
- Do everything possible to provide a congenial work environment within which employees and volunteers feel able to discuss any health and welfare workplace problems which arise, initially with their Line Manager. Generation Rhondda will always act on such concerns.
- Report all accidents coming under the auspices of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) to the local Health and Safety Inspector.
- Keep an accident book which notes all accidents to staff, volunteers, learners, clients or visitors and keep the book for at least 7 years after the final entry.
- Display the approved Health and Safety Law poster (Health and Safety Information for Employees Regulations) in a prominent place in its offices and tell all staff, volunteers and clients where it can be viewed.
- Ensure that all offices have a first aid box which is kept fully equipped (Health and Safety (First Aid) Regulations), a person qualified to render first aid and a person nominated to telephone for an ambulance/the fire service/the police if necessary.

- Carry out a detailed risk assessment of its premises and equipment, including display screen equipment.
- Ensure that the office undertakes regular fire risk assessments, fire drills, extinguisher inspections and alarm checks (Fire Precautions (Workplace) Regulations 1997)
- Maintain, if relevant, a register of chemical hazards, stored in accordance with the regulations and issue the relevant health and safety data sheets to staff (The Control of Substances Hazardous to Health Regulations 2002)
- Keep a register of all electrical equipment and ensure that maintenance is carried out by authorised contractors or qualified individuals with an inspection every three years (The Electricity at Work Regulations 2009)
- Ensure that any machinery is repaired and maintained by appropriately qualified contractors.
- Ensure, when hiring a venue or equipment, that it is safe, appropriate for the activity taking place, and that the venue owners/hire company know what it will be used for.
- Ensure that adequate insurance cover is taken out, and display a current certificate of Employers Liability Compulsory Insurance in the office and tell all staff, volunteers, learners and clients where it can be viewed.
- Check the details of individuals' vehicle insurance cover if they are using their car for business purposes on an annual basis and keep a record of this on their personal file.
- Not permit the consumption of alcohol or non-prescription drugs during working hours.
- Give a copy of the Health and Safety Policy to all existing and new members of staff.

## **SPECIFIC RESPONSIBILITIES**

- overall and final responsibility for the health, safety and welfare arrangements for Generation Rhondda rests with the Board of Directors.
- the Director is responsible for the implementation of this policy for company personnel both in their premises and other work locations.
- In the absence of the Director, responsibility for the policy implementation will revert to the Chairperson.
- individual managers will be responsible for the daily operation of the policy in their designated projects.
- all employees and volunteers have the responsibility to co-operate with their manager to achieve a healthy and safe place of work and to take reasonable care of themselves, their staff and their colleagues.
- whenever a member of staff, volunteer or learner becomes aware of a health and safety issue they should immediately notify their Line Manager
- at all project and line management meetings, Health and Safety will be an agenda item; the purposes being:
  - a) to give staff, volunteers, and learners the opportunity to relate and discuss both problem areas and items of good practice
  - b) the reporting of accidents and what medial action was taken.

## **OTHER IDENTIFIED RESPONSIBILITIES**

### **Training**

All staff and volunteer training in health and safety matters will be facilitated by the Director or Line Manager.

### **Accident Reporting**

- health and safety legislation requires all employers to keep a record of accidents at work. Any accidents to staff, volunteers or learners, people the

company works with or visitors will be noted in an Accident Report Book kept by the Director.

- the Director is also responsible for the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Inspector.
- all accidents that are reportable under RIDDOR should be reported to the Chair of Generation Rhondda by telephone and followed within 7 days by a full written report.

### **Accident Investigation**

All accidents coming under the auspices of RIDDOR will be investigated and reported on by a person nominated by the Chair/ Director. That person will be someone who has received the appropriate training and has the degree of appropriate experience required. It may be someone from outside the organisation.

### **FIRST AID FACILITIES**

- All staff working with the public will be offered training in First Aid
- A member of staff in each office will be qualified to render first aid, and a member of staff will be nominated to telephone for an ambulance if necessary.

### **FIRE SAFETY**

- All fire equipment, extinguishers etc. will be inspected and maintained annually by authorised contractors employing competent persons.
- All fire drills, extinguisher inspections, equipment, alarm checks etc. will be recorded within the offices' fire logs.
- All Generation Rhondda employees and volunteers will comply and conform with the Fire Precautions (Workplace) Regulations 1997.

### **GENERAL TRAINING/INFORMATION**

The areas of training listed are not a definitive list. Training should include the following:

- **Fire Safety** - and general evacuation procedures in all premises used by Generation Rhondda personnel, people they work with and visitors.
- **Personal Safety Training** - how to avoid and control incidents of personal violence and abuse.
- **Emergency first aid procedures** - appropriate training courses should be provided by a competent organisation.

Training needs of staff will be assessed annually, and training updated as appropriate.

All health and safety training will be recorded on both the individual staff member's personal file and also on a general register file maintained by the Director.

#### **FIT FOR WORK POLICY**

- All Generation Rhondda personnel, including volunteers, must present themselves fit for work.
- At any time whilst in work no personnel, including volunteers, may partake of any alcoholic beverage or non-prescribed substance that may impact on their fitness for work.

#### **ELECTRICAL EQUIPMENT**

- Generation Rhondda will comply with the Electricity at Work Regulations 2009.
- The maintenance of all electrical equipment, fixtures, and fittings together with the removal or installation of all electrical equipment, fixtures and fittings will be carried out by authorised contractors or qualified persons. Registers of all electrical equipment on premises controlled both by Generation Rhondda will be maintained.
- All faulty electrical equipment will be clearly identified and isolated from the work area pending repair or disposal.

## **MEDICAL**

- All Generation Rhondda personnel and volunteers must ensure that their Line Managers are aware of any health condition which may in any way affect the efficient performance of their duties.

## **INSURANCE**

- All personnel, volunteers and learners employed by Generation Rhondda will be insured as required by the Employers Liability (Compulsory Insurance) Act 1982.
- a current certificate of Employers Liability Compulsory Insurance will be displayed at all Generation Rhondda premises.
- additional insurance will be arranged with an accredited insurance company/ broker to take account of future Generation Rhondda developments and may include Public Liability Insurance and Professional Indemnity Insurance as deemed relevant by the Board.
- all staff using vehicles on Generation Rhondda business and in receipt of mileage expenses will ensure that the vehicle is adequately insured as required by their individual insurance company i.e. business use.
- details of individuals' vehicle insurance cover and regular renewal evidence will be recorded on the individual staff member's personnel record.

## **DISSEMINATION OF INFORMATION**

- all managers in Generation Rhondda will be conversant with the agreed Health and Safety Policy.
- the Policy will be brought to the attention of all staff and volunteers.
- all staff will receive a personal copy of the Health and Safety Policy in his/her Employment Pack.

- this policy is available to view or download via Generation Rhondda website.