



# HEALTH AND SAFETY ORGANISATIONAL ARRANGEMENTS POLICY

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Destroy All Previous Issues

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## Approval

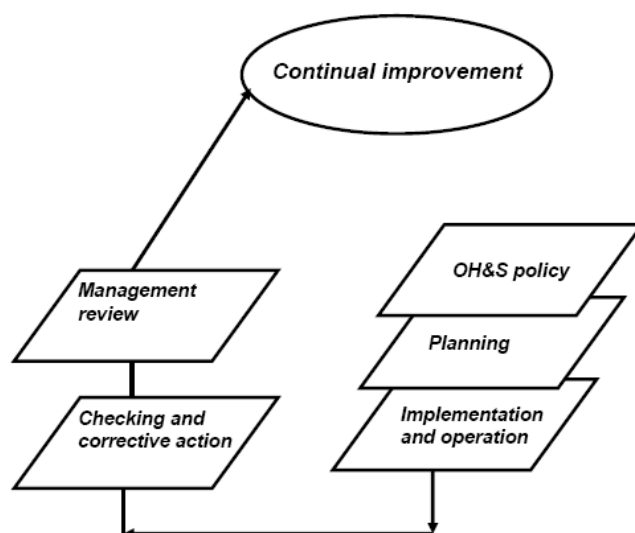
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V1.0	Badger Executive	Executive Team		Oct 2014

## Glossary

Term	Description

## 1 INTRODUCTION – OVERVIEW OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM

Badger operates a health and safety management framework based on the principles of BS OHSAS 18001:2007. The system contains specific health and safety risk management policies and procedures, with an overarching system framework which covers:



The framework implemented at Badger is based on the British Standard Occupational Health and Safety Assessment Series (OHSAS) 18001:2007. As well as being a recognised standard for an occupational health and safety management system (OH&SMS), the reason for selecting this standard as the framework is because it is fully compatible with ISO9001:2000 (quality) and ISO 14001:2004 (environmental) management system standards. This enables integration and / or alignment in the future with other selected standards.

The OH&SMS system, as with the OHSAS standard, is based on the methodology of Plan-Do-Check-Act (PDCA). This provides a closed loop on actions to strive for continual improvement in the organisation. PDCA can be described as follows;

- Plan – establish the objectives and processes necessary to deliver results in accordance with the organisation's OH&S policy
- Do – implement the processes
- Check – monitor and measure processes against OH&S policy, objectives, legal and other requirements, and report the results
- Act – take actions to continually improve OH&S performance.

## 2 HEALTH AND SAFETY MANAGEMENT SYSTEM FRAMEWORK

In overview, the elements of the OH&SMS structure<sup>1</sup>, as per BS OHSAS 18001:2007 include:

OH&S policy	Top management's definition of commitment to OH&S, the clear adherence to minimum legal requirements and objectives set to meet the requirements in the OH&S management system and continual improvement. The policy is clearly communicated and re-enforced throughout the business.
Planning	Hazard identification, risk assessment and determining controls. Legal and other requirements. Objectives and programmes.
Implementation and operation	Resources, roles, responsibility, accountability and authority. Competence, training and awareness. Communication, participation and consultation. Documentation and control of documents. Operational control. Emergency preparedness.
Checking and corrective action	Performance measurement and monitoring. Evaluation of compliance. Incident investigation, nonconformity, corrective action and preventative action. Control of records. Internal audit.
Management review	Top management's review of the OH&SMS, which should take place at defined intervals. The review assesses on-going performance, compliance with existing processes and ways to continually improve and develop the OH&SMS.

## 3 ORGANISATION TO MANAGE HEALTH AND SAFETY

Badger is structured in such a way as to ensure that health and safety risks can be effectively identified and managed. The structure is inclusive; this allows for local co-ordination and management of health and safety risk controls, close to the point of risk. This is supported by a communication framework to ensure that the expected standards are clear, risks are controlled and assurance is provided to the Board. This is elaborated on in the 'communication' section of the OH&S management system manual.

## 4 RESPONSIBILITIES

The responsibilities for the management of health and safety are cascaded throughout Badger, so that there is a joined-up approach, ensuring that all staff are fully aware of their personal responsibility and accountability. Specific responsibilities for health and safety at Badger include:

### 4.1 Chief Executive Officer

The Chief Executive Officer (CEO) has ultimate responsibility in terms of health and safety. Some of these responsibilities can particularly include:

- Ensuring that adequate resources are available to implement the health and safety policy
- Ensuring health and safety performance is regularly reviewed at Board level
- Monitoring the effectiveness of the health and safety policy
- Reviewing the policy annually.

<sup>1</sup> Refer to BS OHSAS 18001:2007 for the full definition of all aspects of the standard.

## 4.2 Reviewed, no changes Directors

The Board is accountable for Badger meeting its duties under UK health and safety statute and civil duty of care.

This responsibility is delegated to the Executive Team who are responsible for;

- Demonstrating visible commitment to health and safety as an essential part of the success of Badger. Complying with health and safety policies and procedures and coaching others in the importance of the effective management of health and safety risk
- Sufficient resources are made available in Badger, in order that the sites may discharge their duties under applicable law. Resources include adequate finances, human resources, physical facilities and work equipment
- Competent advice is made available to support Badger in discharging its duties and ensuring that health and safety risk is as low as reasonably practicable
- All employees are aware of their personal duties and responsibilities as set out in this document and other policies and procedures
- Suitable and sufficient training, coaching and mentoring is made available so that all staff and employees can identify hazards and put suitable and sufficient risk controls in place
- Specific risk management controls are implemented to ensure that the construction and lifecycle risk from Badger design practices are as low as reasonably practicable
- One Director is appointed to co-ordinate the management of health and safety risk and provides regular progress reports to the Executive Team.

## 4.2 Director Responsible for Safety (Director of Service Delivery)

The Director of Service Delivery is responsible for Safety and is a member of the Executive Team. The responsibilities are:

- Providing visible management commitment and direction to the health and safety officer and Coordinators
- Communicating information to the Executive Team to ensure it is kept aware of Badger 's current position in terms of health and safety
- To ensure that the Policy is effectively administered and that adequate funds are available for its implementation
- To ensure, through the health and safety officer, that the Policy is being adhered to and that appropriate changes are made as necessary
- To promote Health and Safety at Work Act 1974 and other relevant legislation and codes of practice
- To receive and act upon recommendations supplied by the Health and Safety Officer
- Communicating information from the Executive Team to the line managers
- Ensuring that the Health and Safety Coordinators meet on a regular basis
- Provide support and resources to the health and safety officer is necessary to ensure continual improvement

## 4.3 Health and Safety Officer

The health and safety officer is appointed by Badger to act as its competent person, as required by The Management of Health and Safety at Work Regulations 1999 regulation 7.

The health and safety officer reports to the Operations Manager with responsibility for safety and liaises with the Managers as a primary point of contact. The health and safety officer will also liaise directly with the relevant site Health and Safety Coordinators as required. The specific responsibilities of the health and safety officer are:

- Phone and email response for any health and safety related enquiries, within 48 hours
- Regulatory and industry health and safety updates as and when relevant to Badger; sources are IOSH, HSE, IOSH Construction Group and other industry bodies

- Liaising with hospitals estates to ensure treatment centre legal compliance with property health and safety (quarterly)
- Assistance with tenders and pre-qualification questionnaires
- Delivery of health and safety briefings for continuing professional development
- Day to day advice on health and safety risk management and compliance issues
- Assistance with the reporting and investigation of incidents, ill health, injuries and dangerous occurrences
- Health and safety performance and compliance reporting to the Director of Service Delivery and Executive team.

#### 4.4 Health and Safety Co-ordinators

The role of the health and safety co-ordinator is one of liaison, support and communication across the organisation. This ensures that common health and safety risk controls are applied at each PCC. The health and safety co-ordinator's responsibilities include;

- Undertaking a monthly health and safety inspection of the premises
- Ensuring that a filing system is set up and maintained for all health and safety documentation and records
- Specific risk assessments are undertaken and records kept for:
  - Fire risk management
  - First aid
  - General office health and safety
  - New and expectant mothers
  - Young persons (those under eighteen) work experience / student / graduate placements / internships
  - Occupational road risk and work at customers' sites and premises.
- Based on risk assessment, the necessary personnel and arrangements are made for:
  - First aid
  - Fire marshals
- Risk assessments and method statements are requested from any contractor, for any physical work to be undertaken within / near to the site which may impact on employee health and safety. These are copied to the health and safety officer for review and comment prior to any work commencing
- Attending health and safety co-ordination meetings and training.

#### 4.5 Training Department

The training department is responsible for ensuring that health and safety training is delivered in line with the organisations training matrix.

- Liaising with the health and safety officer to ensure that the training matrix includes all aspects of health and safety that are relevant to the business, each department and job role. The health and safety mandatory matrix is as below:-
  - Health and Safety Induction (PowerPoint presentation and sign off) – Annually
  - Verbal De-escalation and Conflict resolution training – Annually
  - Fire Safety
    - General Fire safety (delivered as part of the Health and Safety presentation - Annually
    - Fire Drills (Glover Street only) – Quarterly in house and out of hours
    - Fire Marshal (all Receptionists and various at Glover Street) – 3 yearly
  - Manual Handling – 2 yearly
  - Accident and Incident management – 3 yearly
- Ensuring relevant training is delivered in-house or by external trainers and ensuring the format of training is appropriate for the audience.
- Co-ordinating the delivery of training including sending invites to candidates, arranging refreshments if necessary, room set up, compiling attendance sheets/handouts and feedback forms etc

- Updating the training tracker to ensure that all health and safety related training has been adequately documented and collating feedback for review.

#### 4.6 Line Managers

The Line Managers are accountable to the Directors and relevant subordinates for the day to day management of health and safety risks related to their specific projects and office areas. In particular Line Managers are responsible for:

- Demonstrating visible commitment to health and safety as an essential part of the success of Badger. Complying with health and safety policies and procedures and coaching others in the importance of the effective management of health and safety risk
- Ensuring that they maintain the necessary levels of competence to undertake tasks that may have an impact on health and safety risk (health and safety risk relevant to the workplace and work away activities)
- Report, as soon as possible, unsafe conditions or unsafe acts that may pose a risk to colleagues, customers, visitors or contractors
- Ensure any physical work carried out by third parties is subject to a risk assessment which is reviewed by the health and safety officer;
- Familiarising themselves with all relevant health and safety policies, procedures and rules; ensuring that these are complied with at all times
- Attending any training or personal development related to the management of health and safety risk.

#### 4.7 Employees – General Health and Safety Rules

Health and safety is a condition of employment for all staff at Badger. Health and safety is a part of every employee's daily responsibilities and non-conformance with health and safety rules, safe operating procedures and instructions may lead to disciplinary action being taken. Unsafe working practices or condoning unsafe practices that have the potential to seriously injure another employee, visitor, contractor or customer may be considered as gross misconduct and will be subject to the Badger Disciplinary Policy.

All employees must ensure that they;

- Follow safe working procedures, instructions and site rules
- Report any unsafe condition or unsafe working practice that may lead to harm or property damage
- Use all materials and equipment correctly that are put in place to reduce risk, such as personal protective equipment, vehicles and work equipment
- Report all incidents, injuries and dangerous occurrences immediately to a manager. Ensuring that injuries are recorded in writing via the incident reporting system
- Do not smoke on any company site or premises including immediately outside any company site or premises
- Do not attend work under the influence of alcohol or drugs. Inform your manager if you are prescribed any prescription drugs, including those which may impact your performance or the health and safety of your colleagues
- Do not use hand held mobile phones when driving any vehicle for work. For the avoidance of doubt, to do so is both against the Highway Code and a road-traffic offence. Employees are discouraged from using any hand held mobile device when driving, whether or not provided by the Company for business use, whether or not undertaking work or work-related activities at the time
- Obey all warning signs and keep to designated safe walking routes, as applicable
- Only park cars in designated parking areas and ensure that access is not blocked for other vehicles, including emergency service vehicles, site vehicles, heavy goods vehicles and deliveries. Pedestrian (including disabled) escape or fire exits from company sites and premises should not be blocked by any vehicle at any time
- Sign in and out of all treatment centres, head office and on other related sites/premises and obey all site health and safety rules



- Attend training and inductions related to health and safety.
- Read the weekly update to ensure they are up to date with any health and safety information.

#### 4.8 Contractors and Suppliers – Health and Safety Rules

All contractors and visitors are to report to the reception upon arrival. No visitor or contractor is to enter any site area unless they have confirmed who will be their host or site contact for the visit or work and have access approved. The following rules apply to all Badger suppliers and contractors;

- All visitors sign in and sign out
- All contractors undertaking physical works on site shall have a risk assessment and safety method statement for the work, which must be reviewed by the health and safety officer. This will be available for inspection by any Badger representative
- Only approved contractors are to undertake work at Badger sites or premises
- No visitor or contractor is to attend site under the influence of alcohol or drugs
- Smoking on any company site or premises including immediately outside any company site or premises, is strictly forbidden
- Visitors and contractors, unless told otherwise, shall be escorted whilst on Badger premises as far as is reasonably practicable and indeed until such time as any visitor and contractor has read and agreed to all applicable health and safety rules for that site / premises
- Any incident, injury, dangerous occurrence or property damage whilst on Badger property must be reported immediately to the site Health and Safety Co-ordinator. Any injury, regardless of severity, must be recorded in the site accident book (or the nearest office accident book in the case of any POP site or other occasional working site)
- No chemicals or hazardous substances shall be brought onto Badger premises without approval and the appropriate risk assessment
- No storage of any goods or materials except as agreed with the Badger representative.

Where physical, structural and any building work or refurbishment is to take place the Badger health and safety officer will be referred to and a pre-start health and safety meeting documented. The Badger “supplier health and safety procedure” will be referred to and complied with in accordance with the risk level of the activity concerned.

### 5 SPECIFIC RESPONSIBILITY MATRIX

Risk control	Named responsible person
First aid	Named individuals
Fire	Health & Safety Officer and Business Support Assistant (Facilities)
Contractor management	Health & Safety Officer and Finance Manager
General office safety / risk assessments	Health & Safety Officer
DSE workstation risk assessment	Health & Safety Officer Business Support Assistant (IT and Systems)
New / expectant mother risk assessment / young person's risk assessment	HR Advisor and Business Support Manager
Portable appliance testing (electrics)	Health & Safety Officer and Business Support Assistant (Facilities)
Fixed wiring testing (electrics)	Health & Safety Officer and Business Support Assistant (Facilities)
Office health and safety rules for visitors and contractors	Health & Safety Officer
Manual handling training / assessments	Health & Safety Officer and Training Manager
Legionella Assessments	Health & Safety Officer and Business Support Assistant (Facilities)
Health and Safety at the treatment centres	Health & Safety Officer and Area Supervisor

