

# gbpartnerships

DEVELOP . CONSULT . MANAGE

**Health and Safety Policy**

**2020-21 V7**

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## 1.0 Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 requires employers to prepare, and when appropriate, to revise a written statement of general policy with regard to Health and Safety of their employees; the organisation and arrangements for carrying out the policy and to bring it to the notice of all employees.

This document is the Health, Safety, and Welfare policy statement for **gbpartnerships** Ltd (**gbp**). It is the responsibility of management to bring this policy to the attention of staff, contractors and visitors on matters related to Health and Safety.

## 2.0 Policy Statement

### 2.1 Statement of Intent

- I. **gbpartnerships** Ltd is committed to providing a safe and healthy working environment and to ensure that staff, visitors, and contractors are not placed at risk by our activities.
- II. The Executive Board recognise the responsibility to provide positive Health and Safety leadership and view the Health, Safety and Welfare of its employees as a prime responsibility through the company. The Executive Board are committed to achieving the highest possible level on Health and Safety.
- III. Our overall objective is to minimise the risk, to those whom we have a duty of care, of physical harm or work-related ill health. To achieve this, we aim to:
  - a) Comply fully with all legal and best practice requirements.
  - b) Ensure that Health and Safety is an integral part of our business plan.
  - c) Provide appropriate resources to ensure the development and maintenance of an effective Health and Safety management system.
  - d) Continuously and systematically identify the hazards and assess the risks associated with our activities and take appropriate action to manage these risks.
  - e) Provide competent advice on occupational ill health and safety issues to staff, visitors, and contractors.
  - f) Commit to conform to the requirements of the current issue of ISO 45001.
- IV. We look to all our managers to work with staff in developing and fostering a positive Health and Safety culture, and to each individual staff member to be actively committed to their own and others safety and wellbeing.

- V. **gbp** seeks the co-operation of our business partners, sponsors and contractors in achieving our Health and Safety standards and objectives



Elaine Siew  
Chief Executive Officer

## **3.0 Management of Health and Safety Policy**

- I. **gbpartnerships** is committed to ensuring that all its employees are provided with a safe and healthy place of work and others are not placed at risk by our activities.
- II. **gbp** is committed to operating all its activities in accordance with the Health and Safety at Work Act 1974 and all other relevant legal requirements. The Health and Safety Policy Statements and the details of our organisation and requirements form a basis by which Health and Safety is managed. This document sets out the means to achieve and maintain adequate standards of Health and Safety across the organisation.
- III. The Policy applies to all employees whether they are based in a dedicated office or other location.

### **3.1 Organisation of Health and Safety**

Responsibility for Health and Safety exists throughout the organisation from the Chief Executive Officer to each individual. **gbp** recognises that if the organisation is to be safe everyone must be concerned with safety and must be held accountable for achieving his or her specific responsibilities. The following organisational responsibilities have been assigned.

### **3.2 Management Responsibilities**

#### **3.2.1 Executive Board**

Executive Board members are responsible for the Health and Safety leadership of the organisation.

#### **3.2.2 The Chief Executive Officer**

The Chief Executive Officer has overall responsibility for the Health and Safety management of all those that work for **gbp** and those who may be affected by our work activities. The Chief Executive Officer is responsible for reporting to the Executive Board on the organisation's performance and compliance with statutory requirements and policy.

They are accountable for ensuring that required standards are met and maintained and are responsible for ensuring that work under their control is conducted in a safe manner without risks to health.

In addition to their individual responsibilities, they must as a minimum:

- Implement all relevant Health and Safety policies, procedures and best practices that apply to their area of work.
- Provide leadership and direction to assure Health and Safety and welfare of all employees and other persons affected by **gbp's** activities.

- Clearly assign safety responsibilities, and make sure that everyone is fully aware of their responsibilities.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the **gbp** procedure.
- Ensure an active participation of head office staff in Health and Safety activities.
- Ensure all their staff are competent and are able to carry out their assigned duties in a safe and effective manner.
- Ensuring the organisation has access to competent Health and Safety advice.
- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure that all their managers are alert to the workload of their staff, with the objective of ensuring that the occupational health of individuals is considered.

### **3.2.3 Business Support and Quality Director**

The role of the Business Support and Quality Director is to oversee the Quality Team and review and approve work that the team produce. In terms of ISO45001, the Business Support Quality Director will oversee the company's adherence and compliance with Health and Safety standards. The Business Support and Quality Director will also represent the Chief Executive Officer in Quality meetings and on the Executive Boards.

- Resolution of Health and Safety System Discrepancies
- Final approval of the Quality Assurance System with The Chief Executive Officer
- Final approval of Documentation & Change Control (Health and safety System Documents)
- Review of company policies with Quality Manager
- Escalation and communication to the Chief Executive Officer and Executive team

### **3.2.4 Quality Manager**

The Quality Manager has responsibility for Internal Auditing and management of the Quality Team. They work with the Health and Safety Coordinator/Office Manager ensuring that required standards are met and maintained and are responsible for ensuring that work under their control is conducted in a safe manner without risks to health. Their responsibilities are as below:

- Provide leadership and direction to assure the Health and Safety and welfare of all employees and other persons affected by **gbp**'s activities.

- Implement all relevant Health and Safety policies, procedures and best practices that apply to their area of work.
- Ensure that the risks associated with any work activities are assessed at the planning stage and that appropriate preventative measures to mitigate any risks identified are actioned.
- Clearly assign safety responsibilities, and make sure that everyone is fully aware of their responsibilities.
- Provide reports to the Chief Executive Officer and Business Support and Quality Director.
- Ensure that contractors are competent and able to carry out contracted duties in a safe and effective manner through the Supplier/ Contractor Management process.
- Perform annual Internal ISO45001 Audit, ensuring the correcting of any non-conformance items.
- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the **gbp** procedure.
- advice, and guidance to ensure compliance with legal and **gbp** requirements.

### **3.2.4 The Health and Safety Co-Ordinator (Office Manager)**

The Health and Safety Co-Ordinator takes a hands-on approach to implementing a consistent adherence to the standards, applications and values of health and safety regulations internally at **gbp**.

The responsibilities of the H&S Co-Ordinator are as follows:

- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the **gbp** procedure.
- Ensure necessary checks regarding health and safety standards in the office. This is done through the monthly office Health & Safety walk around.
- Regular liaison with Fire Wardens and First Aiders.
- Ensure long term safety and welfare for all employees.

- Ensure maintenance of a safe working environment.
- Promotion of the importance of health and safety through presentations, posters, and constructed fliers.
- Completion and communication of the quarterly Health and Safety dashboard
- Monitoring of the completion of Toolbox Talks working with the Business Support and Quality Director to ensure distribution and completion
- Work with the Quality Manager to run the quarterly Health & Safety forum

### **3.2.5 All Managers**

All line managers are responsible for:

- Assessing risks associated with any work activities and ensuring that persons at risk are kept informed of the hazards involved in their activities and any control measures to mitigate any risks are implemented in line with **gbp** procedures.
- Ensuring that any person providing a service to **gbp** is competent and able to undertake their duty in a safe and effective manner.
- Ensuring adequate information, training, instruction, and supervision is given to staff and others engaged on any activities under their control. Consideration should be given to any existing risk assessments, e.g. the workplace: new employees; staff that work alone; staff working flexible hours; people with a disability; new or expectant mothers; and race, gender or sexual orientation where these may be risk factors.
- Identifying and recommending any improvements required to the **gbp** safety management system.
- Ensuring that all accidents/incidents are reported, investigated and appropriate follow-up actions identified and implemented.
- Deciding risk priorities and allocating resources effectively.
- Ensuring that any breach of Health and Safety is dealt with in line with **gbp** disciplinary procedures.
- Consulting with elected Health and Safety representatives.

### **3.2.6 Individual Responsibilities**

All employees have responsibilities under this policy. They shall take reasonable care of their own health and safety and that of others and cooperate with the employer to enable them to carry out their statutory duties.

## 4.0 Health and Safety Objectives

- The company will hold 2 ISO Socials every year with participation from all employees, these will be to share any continuous improvement within ISO managements systems.
- The company will aim to have a target of 0 accidents reported monthly promoting a good hazard awareness and reporting environment.
- At least 1 Toolbox talk will be issued to all employees monthly demonstrating a proactive approach to employee health and safety. This will be done on the first Monday of every month through email as one of the following: a presentation, video, or poster.
- The company will ensure any incidents that do occur that then have action that need to be taken will raise within 24 hours, assign an responsible person to deal with it with 48 hours and will close out the action within 30 days.
- The company will hold a quarterly Health and Safety forum with all interested parties who play a part in monitoring and delivery of the H&S management system.
- Members of the executive team will give welfare calls to members of staff that are not in their departments on a 6-monthly basis.

## 5.0 Consultation & Partnership

Under the Safety Representative & Safety Committee Regulations 1977 (as amended 1996) there is a statutory duty on the employer to consult with appointed Health and Safety representatives who will represent the interest of employees.

The following arrangements will assist managers and staff providing the necessary tools, advice, and guidance to ensure compliance with legal and **gbp** requirements.

### 5.1 Professional Support

#### 5.1.1 Chief Executive Officer

The Chief Executive Officer will ensure that **gbp** has access to competent Health and Safety sources.

#### 5.1.2 The External Health and Safety Advisor

The Health and Safety advisor is responsible for:

- Providing professional and competent Health and Safety advice and guidance across **gbp** with regard to Health and Safety strategy, policy, and compliance.
- Providing advice on relevant legislation and associated guidance
- Developing appropriate and agreed policy and procedures that will apply across **gbp**.

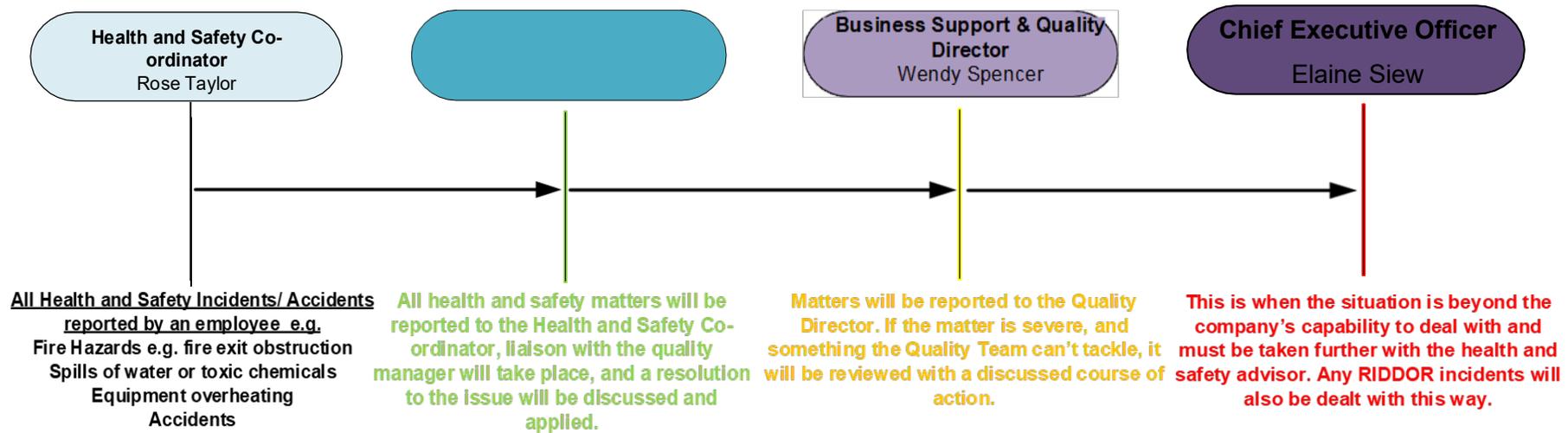
- Developing effective systems for monitoring and review.

## **6.0 gbp's Health and Safety Arrangements**

**gbp** aims to implement Health and Safety in a systematic approach into the organisation through:

- Ensuring that Health and Safety is considered in all of the **gbp** activities.
- Securing co-operation between individuals and other groups.
- Ensuring the competency of individuals, correct methods of working, correct equipment and working environment.
- Checking performance and ensuring continual improvement in Health and Safety.

**gbp's** Health and Safety systematic approach for reporting and management can be seen in the diagram on the next page:



All Health and Safety Incidents/ Accidents reported by an employee e.g.  
 Fire Hazards e.g. fire exit obstruction  
 Spills of water or toxic chemicals  
 Equipment overheating  
 Accidents

All health and safety matters will be reported to the Health and Safety Co-ordinator, liaison with the quality manager will take place, and a resolution to the issue will be discussed and applied.

Matters will be reported to the Quality Director. If the matter is severe, and something the Quality Team can't tackle, it will be reviewed with a discussed course of action.

This is when the situation is beyond the company's capability to deal with and must be taken further with the health and safety advisor. Any RIDDOR incidents will also be dealt with this way.

## **6.1 Risk Assessment**

- The risks associated with all **gbp** work activities must be assessed as required under the Management of Health and Safety at Work Regulations 1999, to ensure that suitable and sufficient control measures are identified and implemented. Management are responsible for ensuring that the risk assessment is carried out in good time, including consultation with Safety representatives and its significant findings are communicated to those who may be affected by the work activity. The assessments must be documented and reviewed in the light of any change so ensuring that any controls are fit for purpose.
- The Health and Safety Coordinator is responsible for ensuring that assessments are undertaken to comply with specific regulations including DSE, manual handling and COSHH.

## **6.2 Change Process**

- Risks associated with any change must be considered at the early planning and implementation stages. This will include the introduction of new technology, changes to work practices, accommodation, environment, and procedures.
- The manager authorising such change is responsible for ensuring that Health and Safety implications are considered and addressed and that employees and their representatives are consulted in a timely manner on the introduction of any measure that may substantially affect the Health and Safety of employees.

## **6.3 Accident and Incident Reporting**

- The **gbp** procedure sets out the arrangements to ensure that all accidents and incidents, involving staff (including temporary employees), volunteers, clients or other persons, will be reported and thoroughly investigated by competent persons. These investigations will identify the causes and ensure action is taken to prevent a recurrence.
- In the event of an accident it is the prime responsibility of the first aider to take prompt action to attend to the injured persons, isolate areas of danger and take any other reasonable action to prevent the situation from deteriorating to other persons becoming injured. No action taken shall put staff or other persons at risk of injury.
- This procedure also details the arrangements and responsibilities for reporting all accidents, ill health and dangerous occurrences including those defined under the RIDDOR Regulations 1995.

- The Social Security Act provides staff with another opportunity to report injuries at work if they wish. Use of the accident book is independent for the organisation's policy and procedures. The accident book is available to all staff from the Health and safety Coordinator (Office Manager). Staff who are not based at Head Office can report any accidents/incidents using the Accident/Incident Form.

## **6.4 Enforcing Authorities**

Any enforcing authority and their officials should be given the fullest co-operation. If any correspondence is received from any enforcing authority, then the Chief Executive Officer should ensure that **gbp's** Health and Safety advisor is notified as soon as possible to ensure competent advice is available.

## **6.5 Emergency Planning and Arrangements**

### **6.5.1 Fire Procedures**

- **gbp** will ensure that suitable arrangements are established and maintained to ensure the Health and Safety of all employees and visitors in the event of a fire or other emergency. The likelihood for such emergencies shall be reduced by the efficient application of safe working practices, and in particular prevention of fire by good housekeeping and other appropriate precautions.
- It is **gbp's** policy that competent persons shall inspect/examine all parts of its premises at suitable set intervals, in order to ensure that these and the equipment provided are maintained in a safe condition and without risks to health.
- All staff are responsible for familiarising themselves with the emergency arrangements for their main place of work and any other work premises that they visit.
- **gbp** has three fire marshals which attend a quarterly H&S Forum run by the Health & Safety Co-Ordinator and Quality Manager.

### **6.5.2 First Aid Arrangements**

All **gbp** work activities and Head Office premises will be assessed under the Health and Safety (First Aid) Regulations 1981 to ascertain the first aid arrangements and facilities needed, including the number of qualified first aiders/ appointed persons. Where a member of staff is nominated as a First Aider, they will be provided with on-going training to ensure that their competence is maintained.

## **6.6 Estates**

- All offices shall comply at a minimum with the requirements of the Workplace (Health and Safety and Welfare) Regulations 1992.
- The Chief Executive Officer is responsible for ensuring that any premises that are being used by **gbp** staff has been maintained and monitored to ensure its appropriateness. Any new offices will be selected to ensure its appropriateness.
- **gbp** will ensure that all offices hold the relevant safety documentation to show legal compliance. Where staff have tenants in premises, **gbp** must ensure that a close liaison is maintained with the landlord to ensure that the premises are appropriate as a working environment.

## **6.7 Personal Protective Equipment**

Where it is assessed that PPE is required then its use is compulsory. The Chief Executive Officer of each division must ensure that the Personal Protective Equipment Regulations 1992 requirements are complied with.

## **6.8 Lone Working**

**gbp** recognises that many staff will, at some time, be working alone and may have additional needs compared with colleagues in the usual workplace. All lone working situations will be assessed for risks, considering the history of the operation, the remoteness and adequacy for communication procedures. There will be some situations where lone working will not be acceptable.

## **7.0 Competence and Training**

All employees will be provided with suitable and sufficient training to ensure that they can undertake their job in a safe and competent manner.

All employees will be provided with a Health and Safety induction at the start of their employment. Each line manager will assess their staff's training needs on a regular basis. The Business Support and Quality Director will ensure that appropriate training records are kept, and the Safety skills and training needs are reviewed during the appraisal process.

## **7.1 Service Provider**

Any **gbp** employee that engages a service provider must ensure that they have been suitably vetted and are competent to undertake the task.

**gbp** must ensure that there is a suitable and timely exchange of information regarding the Health and Safety risks and controls. So, ensuring co-ordination of the overall Safety arrangements.

Before starting work at any premises, the manager responsible for the premises will provide the contractors with clear guidance on the working arrangements. Any building contractor will be expected to submit appropriate risk assessments, method statements and any other control arrangements in force that are appropriate to the contract.

The Chief Executive Officer is responsible for ensuring that **gbp** oversees any part of its undertaking which has been contracted out and for which the organisation retains responsibility under the Health and Safety Act 1974.

## **8.0 Information and Record Keeping**

All staff should have access to the Health and Safety policy, procedures, and guidance through the shared common drive on the networked computer system. Staff who do not have access to the shared drive should be provided with paper copies of the information.

Where records should be kept, this will be detailed in **gbp's** procedures and regional arrangements. Examples include, significant risk assessment finding, training records, Health reports and accident investigation reports.

## **9.0 Measurement and Monitoring of Performance**

### **9.1 Health & Safety Monitoring**

**gbp's** overall performance against set key performance indicators determined by the Chief Executive Officer will be collated and reported regularly by the Chief Executive Officer.

Arrangements should be in place within each region for monitoring Health and Safety. These should include:

- Performance assessment against key indicators.
- Monitoring risk assessment processes.
- Routine workplace inspections.
- Audits for management arrangements and of compliance.
- Periodic reporting on significant initiatives, issues, or incidents.

- Analysis if suspected work-related ill health.
- Analysis of accidents and accident data.
- Annual performance review.

## 9.2 Audits

The Health & Safety Advisor, Quality Manager or other independent group will carry out audits as part of the arrangements for monitoring.

The scope and focus of the Health and Safety audit will be subject to consideration by the Chief Executive Officer.

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