

## Health, Safety and Wellbeing Policy

The policy details the Centre's main duties with regards to health and safety legislation, any associated documentation and the roles and responsibilities of trustees, staff and learners.

Appleby Heritage & Training Centre will take responsibility for the health, safety and wellbeing of our employees and others who are affected by our activities including learners, visitors and contractors. This responsibility and our commitment to the achievement of health and safety excellence are part of the foundation of our effective approach to effective health and safety management.

We are therefore committed to:

- The prevention of injury and ill health to all of our employees, learners, contractors and visitors.
- Complying with all applicable health and safety laws and regulations.
- Continual improvement of our health and safety management systems and performance.
- Transparent reporting of the company's health and safety performance.
- Promoting a culture in which all employees share this commitment and take personal responsibility for their health, safety and wellbeing.
- Reducing significant risks by assessment and planning for emergencies and business interruption.
- Consultation with the appropriate stakeholders

### Role of the Trustees:

- To receive assurance from Health & Safety Reports and to review and approve the associated policy annually.
- to receive and monitor reports on Centre performance against health and safety standards
- to contribute, discuss, and recommend Centre targets with the Centre Manager

### Role of the Centre Manager:

- to monitor the quality of health and safety provision in the Centre
- to monitor progress against health and safety improvement targets
- to review reports on health and safety performance against Legislation, National Standards and Approved Codes of Practice
- to complete an annual H&S Review
- to ensure that Centre's health and safety systems, including risk assessment, remain current, are reviewed on a regular basis and continuously improve
- to provide guidance and advice to all staff members regarding health, safety and welfare
- to support staff in the implementation of health and safety processes in their departments
- to approved Codes of Practice, including the analysis of accident statistics
- to ensure that testing and maintenance requirements set out in the Centre's fire safety management procedures are followed
- to ensure maintenance, repairs and checks are carried out by individuals with relevant competence, and contribute to a safe and healthy working environment
- to assist and liaise with contractors to ensure the Centre's control of contractor guidelines are followed

Reviewed: August 2019

Next Review: August 2020

**Role of the Staff:**

- to ensure that all staff in their area are aware of the standards of performance, health and safety systems and procedures that directly apply to them
- to regularly monitor health and safety performance of their own department against the standards set in the Centre's policy and procedure
- to seek out and encourage sharing of good health and safety practice across the Centre
- to ensure that staff follow Centre procedures and policies
- advise the Health and Safety Officer on technical aspects of new and existing equipment and machinery when within competence to do so
- assist in the Departmental Risk assessment process
- liaise and assist the Centre Manager in carrying out various internal inspections and repairs within competence to equipment and machinery
- Take reasonable care to ensure the health and safety of themselves and others who may be affected by what they do or fail to do at work;
- Cooperate with management on health, safety and wellbeing issues;
- Ensure that they are familiar with, and act in accordance with, any health, safety and wellbeing policies, arrangements, procedures or instructions, which have been issued to them or brought to their attention in some other way;
- Act in accordance with any health and safety training which they have received;
- Make full and proper use of any personal protective equipment provided for their use in accordance with any instructions given or training received.
- Report any accident, incident or near miss that involved them or a learner under their supervision, no matter how insignificant the injury, by informing their manager and ensuring a prompt record is made;
- Report to their manager any situation they consider to be unsafe or any issue where existing procedures or arrangements appear to be defective when dealing with the health, safety or wellbeing of employees and learners; and
- Observe all emergency procedures.

**Role of the Fire Marshalls:**

- To ensure they upon hearing the fire alarm sweep their designated area.
- To ensure they upon hearing the alarm, direct and assist all persons evacuating Centre sites to the designated assembly points

**Role of the First Aiders:**

- To ensure they keep their certificate up to date and attend re-fresher training when required
- Ensure that they comply with the requirements of the Centre's first aid procedures
- Administer only that treatment which they have been trained to do so
- Observe and follow H&S instructions detailed during induction, and outlined in workshop risk assessments and safe systems of work.

Reviewed: August 2019

Next Review: August 2020