

Sussex Community Rail Partnership Ltd.

Policy number: 18

Policy Title: Health and Safety policy

1: General Statement of Policy

Sussex Community Rail Partnership Ltd is committed to taking all reasonable steps to ensure the Health & Safety of staff and volunteers whilst on premises controlled by the organisation as well as travelling to and working at other locations.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees
- Working with our partner organisations to ensure consistent health and safety standards
- Providing a safe and healthy working environment
- Ensuring safe working methods and providing safe equipment
- Assessing and controlling the risks that arise from our work
- Complying with and where possible exceeding statutory requirements
- Preventing accidents and work related ill health
- Providing effective information, instruction and training
- Monitoring and reviewing systems and preventative measures to make sure they are effective
- Ensuring adequate resources are made available to fulfil the organisation's health and safety responsibilities

For these commitments to be effective, employees, Directors and volunteers must play their part in the creation of a safe and healthy working environment for all.

2: Safety Organisation

The Company Board has overall responsibility for Health and Safety and ensuring that SCRPP Ltd fulfils its statutory duties. The policy and its implementation will be reviewed regularly. Day to day management of Health & Safety is devolved as shown below.

The Chairman of SCRPP Ltd is responsible for implementation of the health and safety policy and arrangements to:

- Ensure that the Health and Safety Policy is known to all employees and that Health & Safety law leaflets are issued to all employees and volunteers
- Ensure that staff and volunteers receive appropriate training

The Manager is delegated to:

- Ensure staff understand the safe working practice of all office machinery and equipment
- Ensure staff are familiar with the "Fire Action" notices and organise periodic drills.
- Ensure all equipment is maintained in good repair
- Ensure premises occupied by SCRPP are maintained in a safe and tidy condition
- Ensure that Risk Assessments are undertaken and reviewed at agreed intervals or whenever there have been material changes to circumstances.
- Based on Risk Assessments undertaken, ensure working methods, systems and environments are made as risk free as possible.
- Liaise with other tenants of premises to address issues in common areas of buildings occupied.

- Liaise with other tenants of premises to ensure suitable fire arrangements in place and that fire drills and equipment testing is undertaken.
- Have accident investigation procedures and regular inspection of First Aid Equipment.

Employees

Employees must act at all times in the course of their employment with due care for the health and safety of themselves, other staff, volunteers and the general public in observing health and safety rules, whenever applicable to them or to matters within their control;

- Adhere to procedures for securing safe working
- Report all accidents and incidents that have led to, or may lead to, injury and co-operate in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- Report any maintenance problem constituting a health and safety hazard, a potential hazard or persons creating hazards to the Manager, or in his/her absence, to a Director.
- Staff must ensure that any visitor and/or volunteer workers in his/her charge follow local safety instructions and procedures. Staff are responsible for their visitors signing in and out of station visitors books where provided.
- Be familiar with fire procedures and know nominated persons (who may be from another organisation) for Fire Safety and First Aid

3: Risk Assessment

The Management of Health & Safety at Work regulations 1999 require employers to undertake assessments of risk and to control any hazards identified.

The Manager is responsible for ensuring that the following types of risk assessments are done in conjunction with the appropriate staff/volunteers:

- "General Risk Assessments"
- "Display Screen Equipment, Workstation & Environment Assessments"
- "COSHH (Control of Substances Hazardous to Health) Assessments"
- "Fire Risk Assessments"
- "First Aid Risk Assessments"

Completed assessments are held by the Manager. Each assessment will be reviewed at 12 monthly intervals or earlier where there has been a material change to the working arrangements or environment.

Actions identified as a result of the assessments will be reported to Chairman of SCRP Ltd. for approval. Where significant expenditure or changes are required, these will need to be approved by the Board.

4: First Aid

A first aid box is kept at every location. In the event of any accident however minor, requiring first aid, staff and volunteers should where possible, seek medical attention from a trained first aider. The first aid rendered must be recorded in the book provided in the First Aid box and details of the accident **must** be recorded in the accident book held by the Manager. Accidents occurring away from the office, but whilst on company business, must be entered into the accident book as soon as possible after the event.

Investigations will be made into accidents in order that lessons may be learnt and where possible measures taken to prevent recurrences.

5: Control of Substances Hazardous to Health (C.O.S.H.H.)

Any substance (fluids, powders or chemicals of any kind) that are to be used in the workplace must be assessed prior to being brought in to use. The assessment will consider the methods of use; the need for protective equipment; storage arrangements and how to deal with accidental and excessive exposure to the substance. Staff and volunteers must not obtain and use any substance before an assessment is undertaken and the substance approved.

6: Home Working

Employees who work from home either on a contractual or ad-hoc basis are also covered by this Health & Safety Policy. Specific arrangements for such circumstances are shown in the separate Home Working Policy.

7: Training

All staff (and where necessary directors and volunteers) will receive appropriate levels of training in;

- Fire Safety arrangements
- Manual handling techniques.

Should other training needs be identified as a result of risk assessments or accident investigations then such training will be provided as soon as practicable.

8: Fire Arrangements

All SCRP Ltd offices are located on stations owned by Network Rail (NR) and managed by the franchised Train Operating Company (TOC). The Fire Arrangements put in place by either NR or the TOC will apply to the SCRP offices and the appropriate documentation/posters must be on display within the offices.

Status	Draft agreed by	Considered by Board	Final version approved	Review
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Date Reviewed	Reviewed By		Comments	