



## **Occupational Health and Safety Policy**

**Health and Safety at Work etc Act 1974 – section 2 (3);**

**Management of Health and Safety at Work Regulations 1999 as amended.**

**Regulatory Reform (Fire Safety) Order 2005 – Article 11)**

**Construction (Design and Management) Regulations 2015 – Regulation 4**

**Approved by Ufton Board of Trustees.**

**Date: 09/04/2024**

**Approved by Sarah Lindsell (Chief Executive Officer)**

**Date: 09/04/2024**

Registered Charity Address:

Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

Registered Charity Number: 1116659

Company registered in England and Wales number: 5794281

## Health and Safety Policy Statement

Ufton is committed to providing a safe and healthy environment for all staff, volunteers, contractors, and visitors to work in and to enjoy while engaged in activities on site. The charity has a moral and legal duty to comply with Health and Safety Legislation and is committed to continual improvement of the Occupational Health and Safety (OH&S) Management System. Ufton is dedicated to reducing hazards and OH&S risks so far as is reasonably practicable, and the charity is committed to consulting and involving staff, volunteers, and service users in health and safety matters.

The purpose of this policy is to demonstrate that the Trustees and leadership team (CEO and Senior Leaders) understand they must comply with their duties under Health and Safety Legislation. The Trustees and Senior Leadership Team (SLT) accept that they have both a legal and moral duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of their staff, volunteers, contractors, and visitors who work with them, and anybody else that can be affected by what they do.

In delivering a high standard of care, Ufton remains fully committed to:

1. Applying the principles of best practice and continual improvement when applying its systems and processes.
2. Producing and implementing suitable and sufficient risk assessments and safe systems of work to identify the necessary preventative protective measures, which we will implement, maintain, and communicate to those taking part and others who may be affected.
3. Ensuring all equipment used is properly selected, maintained, and operated in a manner to which the equipment is designed for use. No substitute equipment may be used unless the equipment has been approved for that task.
4. Cooperating with those they interact with to ensure proper and adequate provisions.
5. Consult with employees on health and safety matters, with a view to actively involving employees in the effective implementation of this Policy.
6. Making reasonable enquiries where we engage contractors to undertake work or provide services on our behalf to establish the competence of the contractor to undertake the work safely and without risks to health. The health and safety performance of such contractors will be kept under review in order to ensure adequate standards are maintained.
7. Monitoring success, identifying any weaknesses, and implementing improvements.
8. The Trustees and SLT recognise their legal duties placed by the Health and Safety at Work etc Act 1974 and its subordinate legislation. Those who are responsible for applying those duties have been fully consulted and briefed and have accepted their responsibilities accordingly.
9. The Trustees and SLT fully accept their individual legal and moral duties to ensure best practice always applies so far as is reasonably practicable. They remain fully committed to applying all aspects of those duties and will ensure, through regular reviews, that the standards are applied consistently.
10. The Trustees and SLT will ensure that all staff and contractors receive sufficient training and information as to their duties and operational instruction, presented in a manner that is useable and understood.
11. The Trustees and SLT will also ensure that any contractor who works on behalf of Ufton will work with the same commitments communicated above.

**Approved by the Board of Trustees and Sarah Lindsell (Chief Executive Officer)**

**Date: 09/04/2024**

## **1.0 Specific Roles, Competencies and Responsibilities**

### **1.01 The Role of all staff members and volunteers**

All employees and volunteers have health and safety responsibilities and are required to maintain processes or systems of work.

Statutory required items of equipment and Personal Protective Equipment (PPE) will be provided for the employee / volunteer, and we will ensure that these are worn as directed, maintained, and replaced when required; staff will be trained to use PPE and expected to return it to store correctly following use.

Appropriate levels of training will be provided according to duties, tasks set, the equipment operated and the number of employees/volunteers they may be asked to supervise; and are then required to confirm that they have understood any training received.

All employees and volunteers will:

- Act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Ufton Court premises. If an employee/volunteer feels unsafe when asked to perform a task, then they can refuse.
- Follow any health and safety requirements which apply to their duties.
- Do what is reasonably practicable to ensure that other people, including members of the public are not put at risk.
- Not misuse anything that has been provided in the interests of health and safety, such as propping open fire doors.
- Not improvise or adapt any equipment to use it for a purpose for which it is not designed.
- Report anything that might present a danger to either themselves or anybody else.
- Complete any health and safety training identified.
- Cooperate with their managers and Trustees to ensure the health and safety of themselves, visitors, and colleagues. Any reasonable request that is not fully complied with, without good cause or reason, may be considered gross misconduct.

No person will be requested to work unsupervised unless they are comfortable undertaking the task set, have received relevant training and can demonstrate a competence level deemed acceptable by Ufton Court. It is recognized that in many cases experience is required when achieving a level of competence. Such experience will be provided under a supervision program carried out by those deemed competent to do so by Ufton management.

### **1.02 The Role of Line Managers**

In addition to the above, Line Managers are responsible for the effective implementation of Ufton's Health and Safety policy within their department or area of control. They do so by:

- Ensuring that all employees and volunteers directly responsible to them know, understand, and accept their responsibility to Ufton's Occupational Health and Safety Policy.
- Ensuring the requirements of Health and Safety Legislation are applied and that Ufton's procedures are observed.
- Carrying out reviews of established safety measures and introduce further safety measures, instructions, or training to ensure the health, safety, and welfare of employees under their control.
- Ensuring new employees, volunteers and contractors receive an Induction and that employees and volunteers are given time to absorb training.

- Investigating and recording accidents, incidents or near misses and potential hazards in their area of control and take necessary action with the aim of preventing re-occurrence by the removal of any potential hazards.
- Informing employees and volunteers of any hazards to health and safety encountered in the course of their work, including the necessary precautions to be taken, and of their duties to safeguard their own and other person's health and safety.
- Making sure that all necessary PPE is readily available, within date and suitable for task used by the employees and volunteers in their section or area of control.
- By making sure all employees and volunteers maintain the highest standards of housekeeping and orderliness in their section or area of control returning any PPE to its correct place.
- Identifying training needs concerning health and safety at work and arrange such training and instruction as may be necessary.
- Respond to any employee and volunteers' representations.

### 1.03 The Role of the Chief Executive Officer

In addition to all of the above, the Chief Executive Officer (CEO) has overall responsibility for the implementation and management of health and safety within Ufton Court and ensures that all key areas receive the correct level of monitoring and management attention by line managers in each key area, appointing a member of their senior staff to manage each matter highlighted in this policy and will require regular feedback on issues, the progress made and the actions still outstanding.

To achieve effective implementation of the policy, the CEO will:

- Delegate authority through the SLT, whilst maintaining their overall responsibility for delivery and through them to their employees and volunteers.
- Periodically review performance, policies, and procedures accordingly and promotes action when necessary.
- Embrace the principles and best practice laid out in HSE Guidance - HSG65 Managing for Safety and HSE's Leading H&S at Work
- Keep under review the need for further safety measures, instruction, and training to ensure the health and safety of all employees and others.
- Create and monitor a working environment which promotes the wellbeing of employees whilst they are at work.
- Review incidents or accidents and failures of systems of work occurring on the Ufton Court premises, involving the general public, employees, volunteers or contractors.
- Consult and communicate with various authorities and advisory organisations with the aim of maintaining and improving health and safety.
- Liaise with the Manager responsible for each activity, and Ufton Court's retained health and safety consultants as required.
- Ensuring the Occupational Health and Safety Policy is actively monitored by the SLT and Team Managers.
- Ensuring that there are adequate resources allocated for effective management of health and safety, and the implementation of this Policy.
- Ensure that Ufton obtains appropriate and competent health and safety advice.
- Complete recognised training to assist them in their role.
- Ensuring the employee selection and recruitment process takes adequate account of the competence, ability and medical suitability of employees selected, in order to ensure that neither the employees, nor others, are put at risk.
- Ensuring that, where equipment or materials are purchased from outside of the UK, Ufton does not undertake the responsibilities of an importer in respect of health and safety requirements

unless adequate arrangements have been made to ensure that UK product safety legislation and material labelling requirements can be met.

- Ensure insurance arrangements, meeting the requirements of the Employers' Liability (Compulsory Insurance) Act 1969, are in place and the certificate of insurance is made available to staff.

The CEO will ensure that health and safety is carried out at all levels of management and the results of those discussions are reported back to the Trustees for consideration. The matters which will be discussed as a compulsory matter are:

- Any accidents or near miss incidents occurring on the sites under their control or to their operatives at third party sites.
- Any major failures of structures, plant, or services, which caused major risks to their staff, volunteers, contractors, public or operations.
- Any weakness in the resources, in both quantity of staff/volunteers and the staff/volunteer competencies, required to deliver the standards deemed as acceptable by the Board of Directors.
- Issues arising from location meetings, which require attention and direction from the Trustees.

The CEO will ensure that an Impact Assessment is carried out after each strategic decision which might lead to detrimental effects to the health and safety of staff, volunteers, contractors and visitors, and the effectiveness of equipment together with the systems, standards, and processes of the centre.

#### **1.04 The Role of the Trustees**

The Trustees are ultimately responsible and accountable for our Occupational Health and Safety Policy. They do so by:

- Ensuring that a named Trustee has oversight of health and safety; expectations are that they will review policies annually, be aware of health and safety matters, communicate with the CEO and Health and Safety Officer and offer constructive criticism.
- The Trustee with oversight for health and safety will attend an IOSH course for Managers and Directors.
- Delegating authority through the CEO and Line Managers primarily and through them to their employees.
- Ensuring that the Occupational Health and Safety Policy is observed and monitored by staff and volunteers at all levels through consultation with Management/Supervisory staff.
- Periodically reviewing performance, policies, and procedures accordingly and promotes action when necessary.
- Embracing the principles and best practice laid out in HSE Guidance (HSG65 Managing for Safety) and the Plan, Do, Check Act model described there. (Please see Appendix 1)
- Keeping under review the need for further safety measures, instruction, and training to ensure the health, safety and welfare of all employees and volunteers.
- Keeping themselves informed of incidents or accidents and failures of systems of work occurring on Ufton Court premises or to Company employee and volunteers.
- Be aware of various authorities and advisory organisations with the aim of maintaining and improving health and safety and encourage engagement with such organisations.
- Annually reviewing the Occupational Health and Safety Policy.

#### **1.05 The Role of Health and Safety Officer**

The Health and Safety Officer is responsible for the co-ordination of all aspects of health and safety for both education and weddings. They will:

- Understand and ensure compliance with all relevant health and safety legislation and be the key contact with our external retained health and safety consultants.
- Be responsible for the promotion and acceptance of the importance and health and safety throughout the team.

- Audit health and safety compliance within the organisation and feedback to staff what changes may be required.
- Lead on the appointment and management of technical advisers.
- Be responsible for all health and safety documentation ensuring all staff meet their responsibilities to keep current paperwork on file.
- Lead on all aspects of health and safety involved in memberships of external bodies.
- Ensure that the website contains accurate, relevant, and complete health and safety information for customers.
- Manage the monthly Health and Safety Working Group Meetings ensuring actions are completed.
- Demonstrate Ufton values in all aspects of their role.
- Report directly to the CEO.
- Complete relevant training required for their role including IOSH for Directors and Managers.

### **1.06 The Role of the Health and Safety Steering Group**

The Steering Group consists of the CEO, SLT and Health and Safety Officer. The group meets at least once a term to review and consider:

- Health and Safety practices.
- Any concerns raised by the Working Group.
- Progress with regards to any actions required.
- Accidents, near misses and any patterns emerging.
- Any changes required either by law, advice from external sources or feedback from members of staff and user groups.
- Welfare of employees and volunteers.
- Provide a strategic steer with regards to health and safety and make decisions.

### **1.07 The Role of the Health and Safety Working Group**

The Working Group consists of a member of staff from each team. The group meets monthly to review:

- Health and Safety practices.
- Any concerns raised by teams.
- Progress with regards to any actions required.
- Any changes required either by law, advice from external sources or feedback from members of staff and user groups.
- Welfare of employees and volunteers.

## **2.0 Ufton Staff team Training Matrix**

Ufton keeps an up-to-date training matrix detailing all training required, completed and when it is due for renewal. Copies of certificates are also kept. Members of staff are required to sign to confirm that they have understood the training received.

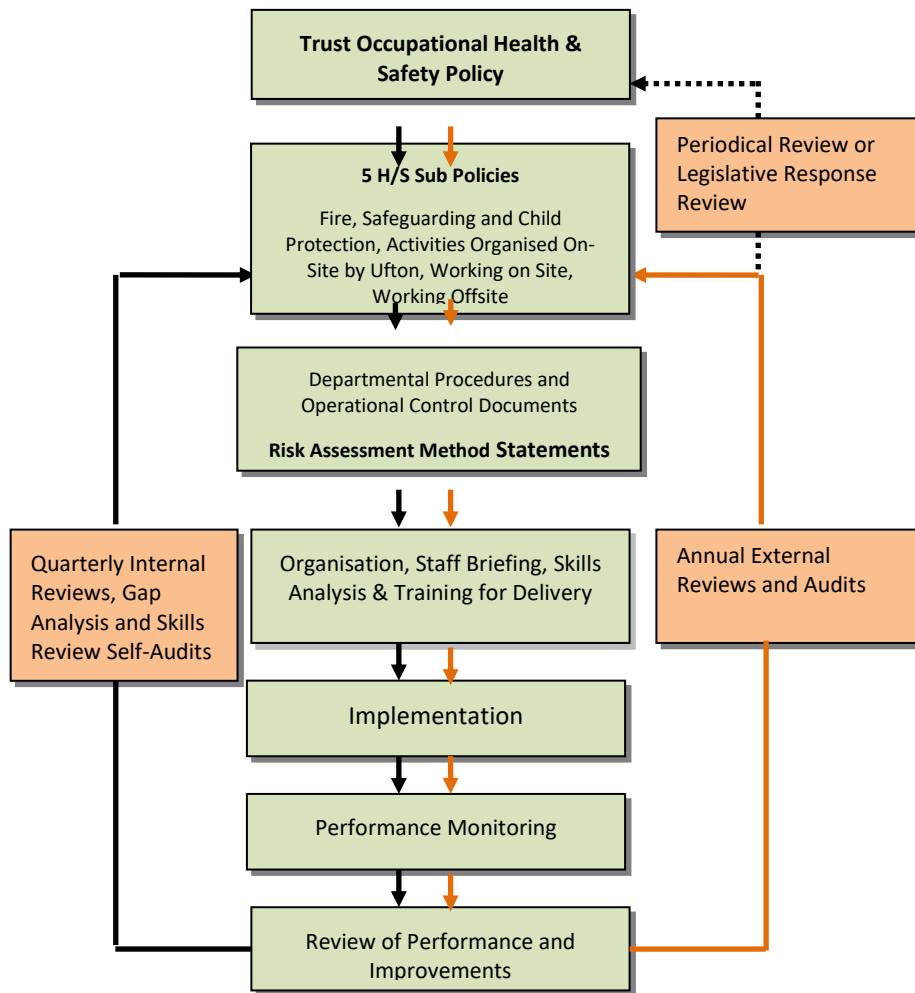
## **3.0 Arrangement for obtaining Competent Health and Safety Advice**

Ufton retains Quadriga Health & Safety Ltd, as Health and Safety consultants to support and advise the Trust and to provide the competent person support required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

#### 4.0 General Management Arrangements for Health and Safety Compliance [all departments]

The Health and Safety Systems and Procedures Management Model [based on the principles of HSE Guidance HSG65 Managing for Safety] to ensure a continuity of approach by all departments operated by Ufton.

##### Internal Reviews



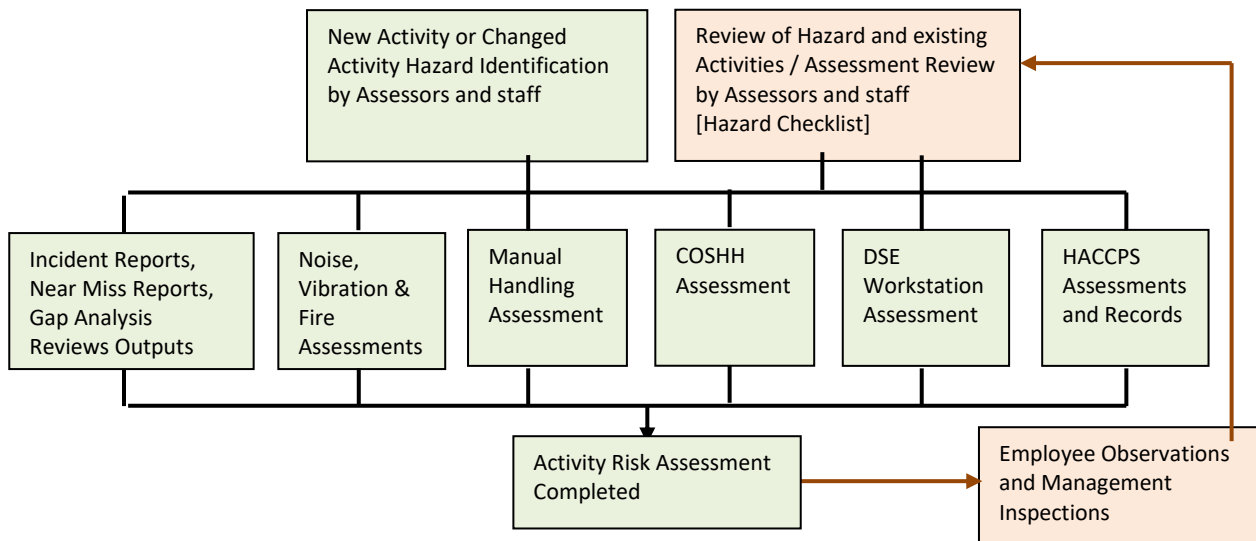
##### 4.01 Sub Policies

There are 5 sub policies which sit under this main policy. Each Policy includes arrangements for health and safety, specific roles, responsibilities, and training/qualifications; specific risk management and controls; recording and reporting of incidents and an appendix of RAMS associated with it. Policies are as follows:

- **Safeguarding**
- **Fire Safety Management**
- **Activities Organised On-Site by Ufton**
- **Working on Site**
- **Working off Site**

##### 4.02 Risk Management and Controls

All activities organised by Ufton will be subject to a risk management program that reflects the risks identified and the controls required to negate the effects of the risk. Such a risk management program will operate under the processes outlined below.



RAMS are produced for each area of work, activity, and business. These are grouped under the Sub Policies (Fire Safety Management, Safeguarding, Activities Organised onsite by Ufton, Working Offsite, Working On-site) these are written by members of specific staff teams and reviewed annually.

RAMS documents define the probability, outcome, business, and environmental risk which are scored using a definitive table. An overall risk level is then allocated; the maximum score is 125, any over this will not be tolerated.

See table below for definitions when assessing risk on RAMS documents.

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b>			
<b>Any score above 25 must result in control measures being applied in the additional comments column</b>			

The Risk Register records all the risks and the levels assigned to them using the information on the RAMS documents. These are then highlighted using a traffic light system where Red is of immediate concern and actions required noted. The Register is kept under review.

### 5.0 Further Consultation and Cooperation

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the charity. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the charity will adopt the practices or standards recommended in Health and Safety Executive (HSE), publications or relevant British or European Standards. All activities and provisions at Ufton will be fully compliant with the current requirements of legislation and in particular “The Management of Health and Safety Regulations 1999”.

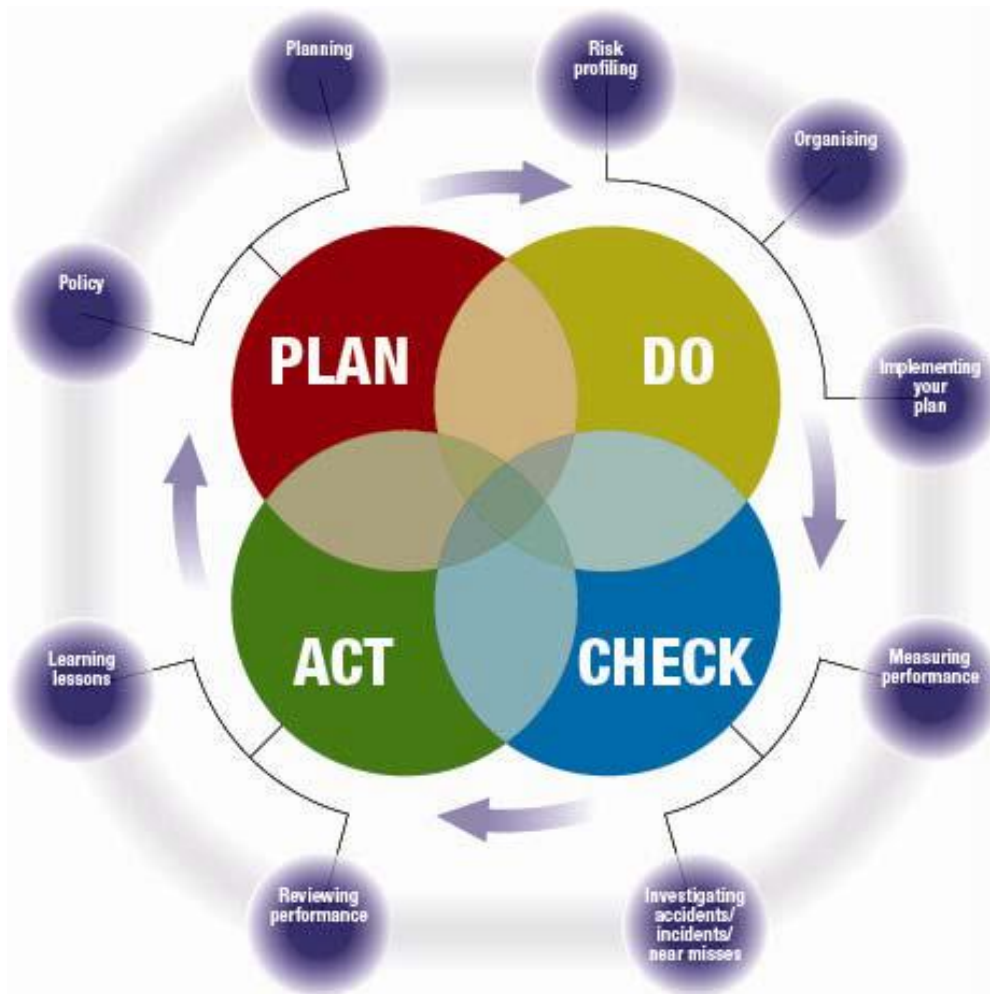
Consultation may take place with regards to some work, but any procedures put in place need to be followed by members of staff and contractors.

**Reviewed annually unless significant changes to legislation or site**



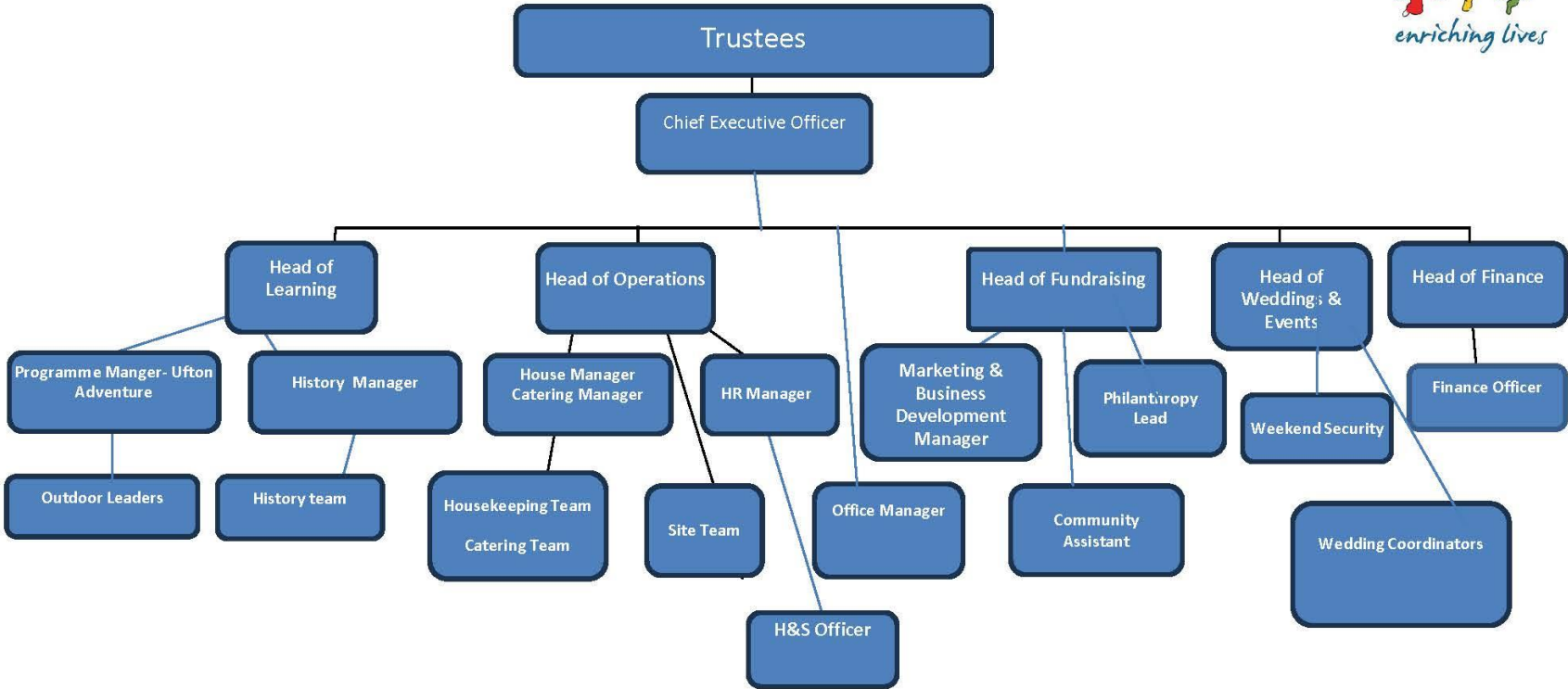
# Appendix 1

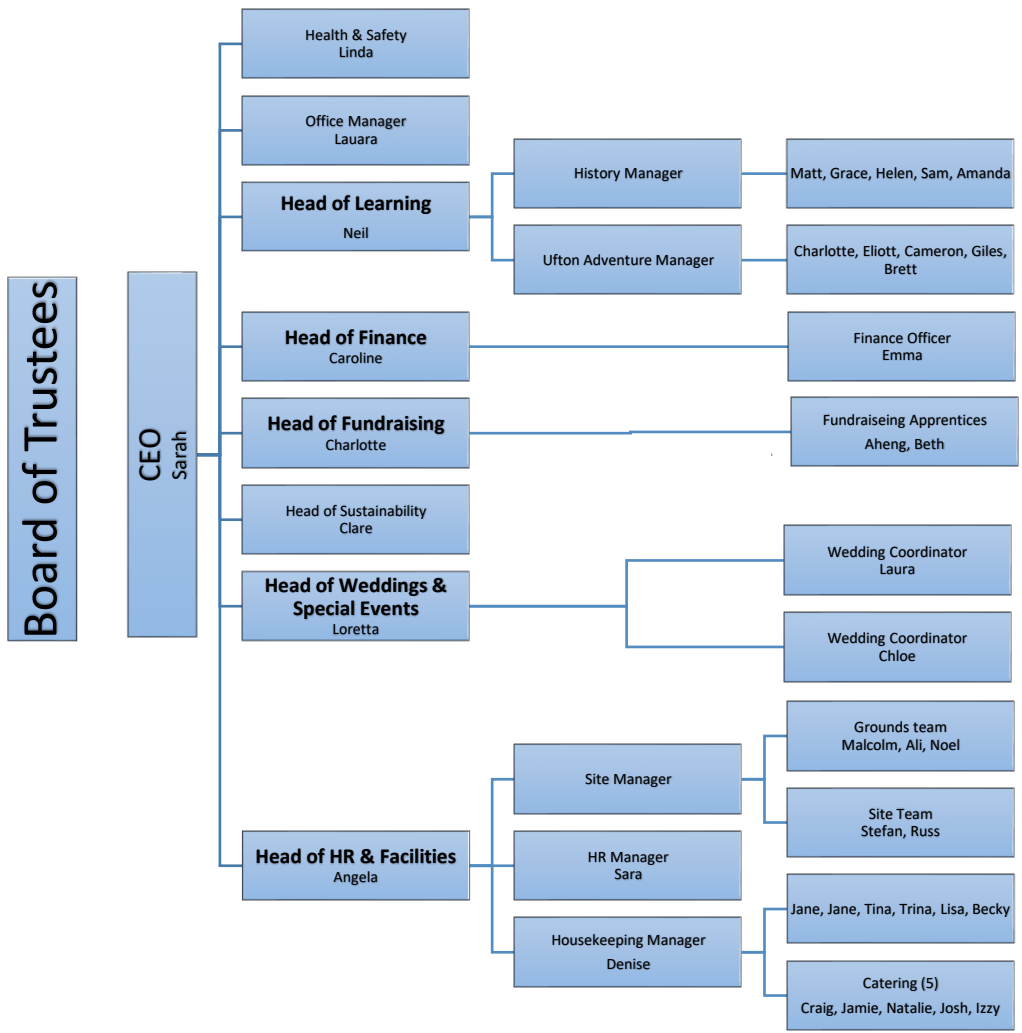
## HSE's Plan Do, Check and Act Flow Chart



# Appendix 2

## Ufton's Organisational structure as of December 2023





Reviewed annually unless significant changes to legislation or site

Issue Number: 9

Last review: Jan 2024

Next Review: Jan 2025