



## **Health and Safety Policy**

**Effective date: March 2020**

**Author: Health and Safety Manager**

### **1. Policy summary**

The NSPCC is committed to ending child cruelty. We recognise that our employees, agency staff, contractors and volunteers are vital to achieving this aim. It is NSPCC's policy to provide, maintain and promote healthy, safe working conditions, equipment and systems, so far as is reasonably practicable. Everyone working on behalf of the NSPCC, including volunteers, will be provided relevant information, training and supervision to ensure their own and others safety and wellbeing.

The NSPCC recognises that it has a duty of care to ensure that members of the public and visitors, especially vulnerable children and young people, are kept safe when attending any NSPCC location or event. We will take all reasonable steps to provide a healthy, safe environment for all.

### **2. Accountability and Governance**

All members of the NSPCC are responsible for the health and safety of themselves and others: everyone is encouraged to identify threats to safety and wellbeing. A healthy, safe working environment is a vital contribution to ending cruelty to children.

All staff and volunteers are required to complete the health and safety training courses on e-learning system on the Academy. These courses broadly aim to engender a safety culture within the NSPCC through:

- providing all staff with a basic awareness of health and safety and the arrangements in place;
- increasing manager knowledge of the risk assessment process, when they need to be carried out and how to do so;
- reducing the risk arising from NSPCC operations to staff, volunteers, contractors, visitors and others; and
- improving staff awareness of the need to promptly report accidents, incidents and near misses.

### **Roles and Responsibilities**

#### **Chief Executive**

The Chief Executive has overall responsibility for maintaining a sound Health and Safety Policy and ensuring appropriate resources are made available for its implementation. The Chief Executive will review the Health and Safety Policy at least every two years, as well as when there are significant changes to legislation, good practice or NSPCC structure.

#### **Audit and Risk Committee**

The Audit and Risk Committee will assess the overall effectiveness of the safety

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management system. Committee members will receive a copy of the Health and Safety Report at each meeting. Members will provide the Chief Executive with advice and guidance on the processes being used to manage risks. Each year the Committee will provide advice and guidance on what changes might be required to the safety management system.

## **Executive Board**

At the Quarterly Business Reviews, each directorate will provide a summary of any health and safety issues that occurred in the preceding quarter to be discussed with the Director of Finance and the Chief Executive Officer.

The Executive Board will appoint a Senior Health and Safety Champion from their membership. This Champion will ensure the implementation and promotion of the Health and Safety Policy. The Senior Health and Safety Champion will lead the Health and Safety Committee.

## **Health and Safety Committee**

The Committee will ensure that threats to health and safety are identified, assessed and monitored consistently to promote good practice.

The Committee will regularly review the effectiveness of NSPCC's safety management system and brief the Executive Board on how the Society is fulfilling its legal obligations. If members have significant concerns about the effectiveness of this policy or a directorate's approach to health and safety, these will be highlighted to Executive Board or Audit and Risk Committee for further scrutiny. The Committee will include a representative from Community which is the recognised trade union.

## **Directors**

Directors have responsibility for monitoring their own systems to ensure that they are robust for accountability, critical challenge and oversight of health, safety and welfare of their staff and volunteers.

Directors must ensure that suitable health and safety procedures are in place for their directorate. Directors must appoint a directorate Health and Safety Champion from their senior management team: this Champion will attend the Health and Safety Committee as the directorate's representative.

## **Managers**

Health and safety is the responsibility of all: managers, including directors take the lead in the delivery of a healthy, safe working environment and set the example through visible leadership of their staff and volunteers. They do this by:

- taking personal responsibility for managing health and safety;
- ensuring that suitable risk assessments are in place for all activities, including those delivered by third parties on their behalf (with guidance where needed from the Health and Safety Manager) and they are appropriately reviewed;
- implementing suitable control measures based on the assessments of their activities;
- responding, in a suitable form and timely manner, to the safety concerns of all staff and volunteers and if no action can be taken, explaining why;

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- discussing health and safety with their staff and volunteers at team meetings and up the management chain to improve the knowledge of threats to safety and wellbeing; increasing the visibility of health and safety; and, moving away from a 'tick box' mentality towards a focus on significant risks;
- ensuring that their staff and volunteers are suitably trained in health and safety;
- investigating the causes of accidents, incidents and near misses to help reduce the likelihood of them reoccurring; and
- ensuring that discussions of health and safety are included in performance reviews and assessments.

## **Health and Safety Manager**

The Health and Safety Manager in their role as the 'competent person' for the Society, will advise on the implementation of this policy and other safety related procedures. This includes but is not limited to:

- providing timely, authoritative guidance based on current safety related statutes and best practice;
- keeping this policy, and other relevant safety guidance up to date;
- advising managers how to implement assessments and maintain a safe, healthy working environment;
- checking the operational management of health and safety;
- supporting the health and safety role carried out by the area facilities managers;
- ensuring suitable and sufficient health and safety training is provided; and
- reviewing accident, incident and near miss reports and where necessary undertaking further investigation.

## **Area Facilities Managers**

For each of their allocated sites, Area Facilities Managers (AFMs) will:

- be the initial point of contact for site or building specific health and safety questions or requests for advice;
- adequately manage building and maintenance contractors;
- undertake regular inspections and act upon any issues found; (on site or remotely) and act upon any issues found;
- when necessary, undertake initial accident and incident follow up investigations;
- ensure that each site where required has a suitable asbestos management plan and arrangements in place to prevent damage to any asbestos containing materials;
- AFMs to participate in the quarterly building user group meetings with service centre managers and other key building users;

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- review and where needed, act upon the documentation resulting from maintenance, servicing and testing of fire alarms, emergency lighting, fire extinguishers, electrical wiring, electrical equipment, water systems, lifting equipment, ventilation/heating systems and other similar equipment and installations.

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### **Service Centre Managers**

For each of their allocated sites, Service Centre Managers will work with AFMs to ensure sufficient staff are trained in first aid and as fire marshals, to provide assistance for staff and other users of the Centre taking into account, absence and any out of hours work.

### **Other staff and volunteers**

All staff and volunteers must take reasonable care of the health and safety of themselves and others. Where staff and volunteers have any concerns regarding health and safety these should in the first instance, be raised with their line manager.

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