British Orienteering

Health and Safety Policy

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1. STATEMENT OF GENERAL POLICY

1.1 British Orienteering fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. British Orienteering requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2.1 This policy has been prepared and published under the requirements of Health & Safety At Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. MANAGEMENT RESPONSIBILITIES

Chief Executive

3.1 The Chief Executive has overall responsibility for the implementation of British Orienteering's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Directors and Senior Managers

3.2 These managers are wholly accountable to the Chief Executive for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

3.3 The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.4 The Safety Officer is responsible for:

- the production and maintenance of British Orienteering's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Safety Officer also acts on behalf of the Chief Executive, as British Orienteering's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within British Orienteering.

3.5 **Responsibilities for Specific Workplaces**

The following Departments and work programmes exist within British Orienteering. The person accountable for all matters related to Health & Safety within these Departments or programmes is identified:

- International Programme: Performance Director

- Development (including Coaching & Volunteers): Development Manager
- Office and Infrastructure: Executive Officer Administration

4. HEALTH AND SAFETY MANAGEMENT PROCESS

4.1 British Orienteering believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within British Orienteering. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

4.2 British Orienteering requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

4.3 For major additional expenditure, cases of need will be submitted by Senior Managers to the Chief Executive.

4.4 If unpredictable Health and Safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

5.1 It is the policy of British Orienteering to require departmental managers to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare for the department and the work organised within it.

5.2 It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines. The model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example Safeguarding Children & Vulnerable Adults Policy and Procedures, Emergency Procedures;
- information about immediate matters of Health, Safety and Welfare concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety representative;
- names of specialist advisers who can be approached about the work of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by British Orienteering.

5.3 A model guideline is attached (Appendix A).

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS

6.1 It is the policy of British Orienteering to require a thorough examination of Health, Safety and Welfare performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards.

6.2 The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by December of each year.

6.3 The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety representative in the conduct of the Audit.

6.4 It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.5 In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with. Such checks can be delegated to departmental staff in which case written confirmation of checks will be delivered to department managers.

6.6 It must be emphasised that managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment. Any hazard which is identified by staff must be reported to the departmental head as soon as possible.

7. SAFETY REPRESENTATIVES

7.1 British Orienteering will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Department Manager. They may also formally report hazardous or unsafe circumstances to the Department Manager and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

8. TRAINING

8.1 Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

8.2 Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

9. RECORDS, STATISTICS AND MONITORING

9.1 British Orienteering will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

10.1 The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Chief Executive as delegated to the Safety Office.

11. SPECIALIST ADVISORY BODIES

11.1 Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside British Orienteering.

12. FIRST AID

12.1 It is the policy of British Orienteering to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

13. FIRE

13.1 The Chief Executive is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all British Orienteering premises. The Chief Executive delegates these responsibilities to the Safety Officer.

13.2 In addition British Orienteering will nominate a Fire Officer (this may be the Safety Officer or someone external to British Orienteering); the role of the Fire Officer will be to:

- report and advise on the standard of fire safety in British Orienteering’s premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in British Orienteering’s premises and to submit reports of such incidents.

14. CONDEMNATION AND DISPOSAL OF EQUIPMENT

14.1 Procedures for the condemnation and disposal of equipment are set out in British Orienteering’s Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.

15. FOOD HYGIENE

15.1 Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Chief Executive, delegated to the Safety Officer.

16. LIFTING AND HANDLING

16.1 Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The Safety Officer will ensure training in lifting and handling is provided to staff.

17. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

17.1 The Control of Substances Hazardous to Health Regulations (COSHH) require British Orienteering to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. British Orienteering must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

18. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

18.1 All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

19. CONTROL OF WORKING TIME

British Orienteering is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations eg in relation to breaks, night workers etc will be complied with.

20. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

20.1 The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with British Orienteering for Health and Safety at Work.

20.2 The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves him/herself or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

21. PEOPLE WORKING ON BRITISH ORIENTEERING PREMISES NOT EMPLOYED BY BRITISH ORIENTEERING

21.1 Persons working in British Orienteering premises who are employed by other organisations are expected to follow British Orienteering Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded employees of British Orienteering working in other host premises will be expected to follow the host employers Health and Safety Policy.

22. VISITORS AND MEMBERS OF THE PUBLIC

22.1 British Orienteering wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to British Orienteering establishments will be of the highest standard.

22.2 Any member of staff who notices persons acting in a way which would endanger other staff should normally inform their Department Manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

23. CONTRACTORS

23.1 British Orienteering wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in British Orienteering's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

23.2 Contractors must also observe British Orienteering's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Manager of British Orienteering will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

23.3 In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The British Orienteering Manager agreeing the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.