



HEALTH AND SAFETY POLICY

PART ONE – Policy Statement

Trustees and management of NICE recognise that they have a responsibility to their employees, students, service-users, volunteers, and members of the public to ensure that all reasonable precautions are taken to provide and maintain conditions within the National Institute and its environments, which are safe, healthy and comply with all statutory requirements and codes of practice. It is equally the responsibility of everyone on site to exercise personal responsibility and to do everything within their power to prevent injury to themselves and others.

NICE will, so far as is reasonably practicable, ensure that:

- a suitable and sufficient assessment is made of the risks to the health and safety of employees, volunteers, students, service-users and all relevant others who may be exposed to risk at NICE;
- sufficient resources are provided to maintain a healthy and safe environment, in accordance with statutory provisions;
- adequate information, instruction, training and supervision is given to all employees on all aspects of their work;
- all operations and methods of work are kept under review so that they can, if necessary, be revised in the light of experience and up-to-date knowledge;
- all reasonable steps are taken to inform employees about materials, plant, equipment and processes used in their work which are considered to be potentially hazardous to health and safety;
- arrangements are made for the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances considered potentially hazardous to health;
- a safe means of access and egress is provided from the National Institute of Conductive Education;
- all known safety factors are taken into account in the design, construction, operation and maintenance of buildings, site, machinery and equipment;
- approved protective equipment and clothing is provided, its proper use is understood, and that such equipment is used safely;
- all accidents are properly investigated by a member of management and the reports of such investigations are reported to the Director, Trustees and others where so required by law;
- records of all accidents, sickness and incidents involving personal injury or injury to health are maintained and that these records are analysed to ensure that every endeavour is made to prevent a repetition of the accident;
- there is joint consultation and participation in the development of health and safety practices and procedures, and that there is active and effective participation by all concerned;
- there are policies and procedures in force, and adopted throughout the Foundation covering all aspects of health and safety, and that these are reviewed annually and monitored as to their effectiveness in providing a safe working environment;
- that the policies and procedures are brought to the attention of all employees, and relevant others, and amended by way of joint consultation.

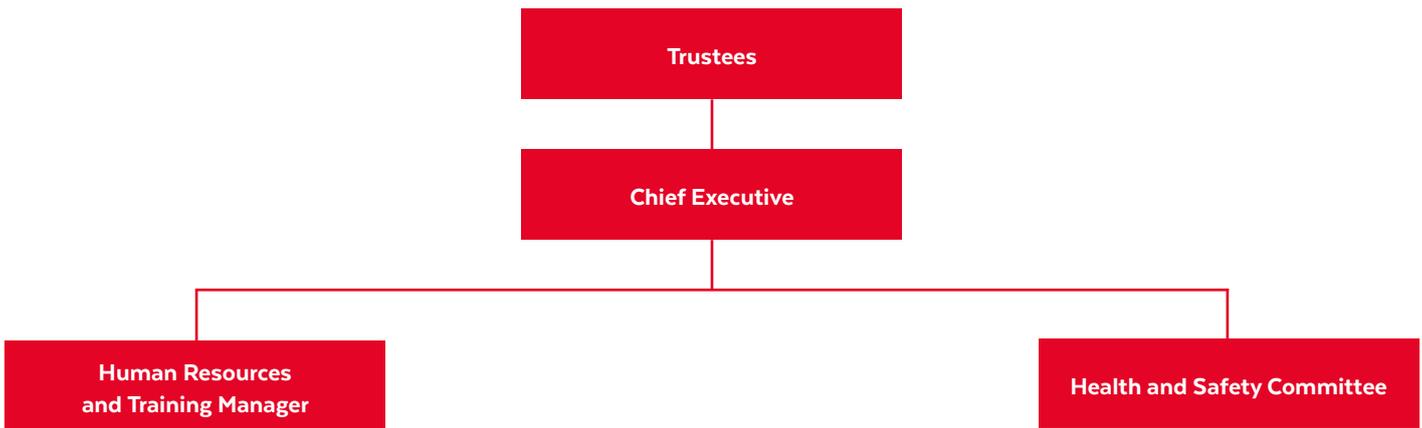
Melanie Brown

Chief Executive

Foundation for Conductive Education

PART TWO – Health and Safety Procedure

Structure of Health and Safety Organisation within NICE



PROCEDURE – Organisation and Responsibilities

Trustees

The Trustees of the Foundation for Conductive Education recognise and accept their responsibility for ensuring that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements.

The Board of Trustees will be apprised of health and safety matters to ensure that there are adequate staff, funds and materials to meet health and safety standards within the Foundation and they will continually review effectiveness of the policy and personnel under their control to whom responsibility for various aspects of health and safety have been assigned.

Director

The Director of the Foundation for Conductive Education is responsible to the Trustees for all matters dealing with the overall health and safety of the Foundation's employees, for the performance of employees whilst working on Foundation premises, and for the health and safety of other people who may be affected by the Foundation's activities.

Safety Officer

The Foundation's day-to-day responsibility for all matters relating to health and safety have been delegated to the Human Resource Manager who will be known as the Safety Officer.

The Safety Officer will organise and chair the National Institute's Health and Safety Committee which is made up of representatives from service-users, staff, and students. The Safety Officer will report directly to Trustees through the Management Committee which is chaired by the Director of the Foundation.

The Safety Officer will:

- keep abreast of all up-to-date safety legislation, regulations, codes of practice, and any other issues related to Health and Safety;
- be responsible for the maintenance of the necessary and up-to-date knowledge of legislation, codes of practice and other technical or guidance material relating to the activities of the Foundation and the dissemination of such information within the Foundation to include a suitable and sufficient training programme for all staff, students, volunteers etc.;
- ensure the Foundation's obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met;
- be responsible for ensuring the Foundation's obligations in respect of assessment, control and monitoring of hazardous substances are met;
- ensure that all fire equipment is regularly serviced, and fire escape routes within the Foundation's premises are inspected daily;
- arrange that all electrical equipment, both fixed and portable, is regularly examined in line with current legislation;

- ensure that all lifting devices are regularly maintained by examination and inspection, details of such examination and inspection being properly recorded and the records made available for inspection;
- ensure that all absence, due to accident or injury at work, or which a reportable occurrence as contained in the Recording of Injuries, Diseases and Dangerous Occurrence Regulations 1985 are fully investigated, and that the findings are reported to the Director/Trustees;
- ensure that personal protective equipment and any necessary safety equipment is issued to employees as required and ensure that it is used safely;
- ensure that all equipment is regularly examined and any remedial action taken immediately, details of such examination should be properly recorded and the record made available for inspection;
- organise adequate staff training for staff at all levels in health and safety requirements;
- recommend to the Director/Trustees necessary safety rules for operations undertaken by the Foundation, review and report on safety recommendations received from any source, and recommend any training or equipment necessary to reduce any hazard to health;
- ensure that the responsibilities of line-management within the Foundation also include a specific reference to health and safety aspects;
- ensure that Trustees, Managers, staff, students, volunteers and others understand and implement the Foundation's Health and Safety Policy;
- ensure that all Foundation's safety procedures are carried out as described in the Foundation's Health and Safety Policy;
- assist Trustees and Managers in resolving any health and safety issues which have been referred to the Safety Officer;
- liaise with the Foundation's insurers on any accident claim or pending litigation;
- in co-operation with all Managers, stimulate interest in and enthusiasm for health and safety within the Foundation.

Line Managers

Line Managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each line manager will:

- ensure that each new employee/student/volunteer is given induction training, including the precautionary procedures appropriate to their specific jobs (all new members of staff/students/volunteers will be shown the location of first aid boxes, fire exits and fire-fighting equipment);
- ensure that all staff/students/volunteers are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures;
- ensure all staff/students/volunteers for whom they are responsible are aware of the Health and Safety Policy;
- ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely;
- keep up-to-date with health and safety matters applicable to the operations of the Foundation;
- ensure good housekeeping standards are applied;
- review periodically all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations;
- ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved. Accidents must be reported immediately to the appropriate line manager. All accidents should be investigated with the assistance of the Safety Officer, with a view to prevention;
- Particular regard will be paid to:
 - plant machinery and equipment and methods of working to ensure they are safe and do not endanger health;
 - providing safe arrangements for the handling, storage and movement of materials, equipment and substances hazardous to health;
 - supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work;
 - inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance;
 - ensure that the staff for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

Employees / Volunteers / Students

The establishment and maintenance of a good Health and Safety policy depends not only on the work of management to create a safe working environment but also on each employee/volunteer/student to be responsible for the safe methods of work within this environment.

It is the duty of every employee to take reasonable care of the health and safety of themselves, of fellow employees, and other persons who may be affected by their actions or omissions at work.

The Health and Safety at Work Act (1974) underlines that duty and:

1. places duties on an employee to take reasonable care to ensure that they do not endanger themselves or anyone else who may be affected by their work activities; and to co-operate with their employer and others in meeting statutory requirements, (HASWA 1974 Section 7)
2. places a duty on all persons not to misuse anything provided in the interests of health and safety at work under a statutory requirement, (HASWA 1974 Section 8).

Quite apart from any specific responsibilities which may be delegated to them, all employees/volunteers/students:

- a) must make themselves familiar with and conform to the Health and Safety policy at all times;
- b) must observe the safety rules at all times;
- c) must make use of the appropriate safety equipment or safety devices at all times when appropriate to do so;
- d) must conform to any instruction given by those responsible for health and safety;
- e) must report all accidents immediately to their immediate line manager;
- f) must report all hazards to their line manager and to the Human Resource Manager, who will take immediate action to improve the health and safety of all employees.

Discipline

Failure to comply with this Policy and any instructions given will be treated as falling within the Disciplinary Procedure.

Students

Are expected to:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- use all equipment and substances in accordance with the training given and comply with the instruction, procedures standards of dress and behaviour laid down;
- not misuse anything provided in the interests of health and safety;
- seek assistance and advice from Institute staff if in doubt about anything and to report any health and safety problems to their safety representative or the Safety Officer;
- report accidents promptly through appropriate procedures;
- notify staff of potential hazards within the Institute to which they may be exposed;
- participate in emergency evacuations/procedures.

Health & Safety Committee

The prime function of the Health & Safety Committee is to:

- promote and develop measures to ensure health and safety at work and to evaluate their effectiveness;
- provide a forum for further discussion of health and safety issues brought to the attention of the committee through appropriate representatives;
- ensure adequate and timely risk assessment of all potential hazards to the health and safety of all those at the Foundation;
- monitor and assess the effectiveness of the Health and Safety Policy and its implementation;
- assess and analyse all accident and incident reports on a timely basis. An annual report will be made to Trustees identifying trends and directing resources to areas of concern;
- make appropriate timely reports to the Board of Trustees on any matter to do with health and safety.

PART THREE – Health and Safety Implementation

Employer's Duties

Under the requirements of current Health and Safety at Work legislation, it is the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that people in their employment who may be affected by that undertaking are not exposed to risks to their health and safety.

Many accidents occur because people do not understand the hazards involved and the precautions that have to be taken. It is therefore important that those areas are identified on a local basis by line management and by those who have responsibility for personnel on behalf of the Foundation either on or off its premises.

To assist those who have this responsibility, and as part of the Foundation's Health and Safety at Work Policy Document, the following definitive papers and policies are included and should be read and fully complied with.

All Trustees, Managers, staff/students/volunteers are reminded that under the Health and Safety at Work etc. Act 1974 they are personally and individually responsible for any breaches of the Act due to neglect, consent or connivance.

Good Housekeeping

All employees, volunteers, students, etc. are responsible for ensuring that their working areas are kept tidy. The Foundation will provide:

- adequate facilities for the proper storage of clothing and materials for use at work;
- suitable and safe arrangements for the disposal of waste paper and other rubbish. Staff and others must make proper use of such arrangements. All waste materials must only be removed from Foundation's premises through the use of a registered waste disposal operator. Any clinical waste will be placed into yellow sacks and disposed of according to Local Authority procedures;
- arrangements for ensuring that offices, windows, etc., are regularly cleaned.

Staff must ensure that items such as briefcases, visual aids, parcels, etc., are not left where they could be tripped over. Suspicious packages should be reported to Reception immediately.

Signs

Signs providing safety information conform to the Safety Signs and Signals Regulations, 1996. The colour of the sign depends upon the type of information given. Prohibition signs show a black symbol or text and a red circular border and crossbar on a white background. An example is the "No Smoking" sign, which must be obeyed at all times.

Warning signs show a black symbol or text and a black triangular border on a yellow background. Where appropriate, this type of sign should always be used to designate a hazardous area and the signs should be removed, or covered, when they no longer apply.

Information concerning the action to be taken and the person(s) to be contacted in the event of an accident involving any hazardous overnight experimental work should be displayed on a standard black and white notice.

Mandatory signs show a white symbol or text on a blue circular background; many signs show the protective equipment that must be worn. Any area where eye protection is required must be designated by means of the mandatory "Eye Protection" sign.

Safe condition signs show a white symbol or text on a rectangular green background. Fire exits and First Aid boxes are so designated.

Reporting injuries and accidents

Serious work related injuries to a member of staff or participant must, by law, be recorded and reported. Information on how to report this can be found on the HSE website. The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)