

Cavill

Associates

public health consultancy

Health and Safety policy

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1. Introduction

Cavill Associates Ltd (CA) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of CA to promote the health and safety of volunteers, staff and of all visitors to the company premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Group’s/Organisation’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Groups/Organisation’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Groups/Organisation’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by CA’s Management. The statement and the procedures are to be reviewed in the (autumn) of each year by the Health and Safety manager and its employees have statutory rights and responsibilities to comply with the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. SCOPE

This policy applies to all CA employees and supports. It also applies to service users, students, volunteers and contractors, regardless of grade or occupational responsibility. The company owner is ultimately responsible for ensuring compliance with health and safety legislation.

It is the policy of CA to conduct its activities without, so far as is reasonably practicable, harming its staff, service users or visitors.

A positive safety culture is to be promoted by ensuring safety issues are managed on an equal basis to other management areas e.g. finance and service delivery.

3. STATEMENT OF INTENT

The company regard people as our most important asset and as such, accepts responsibility for ensuring, as far as possible the health, safety and welfare of employees and others who may be affected by our activities.

We recognise that the maintenance of a safe place of work and safe working environment is critical to the continued success of CA and accordingly, we view our responsibilities for health and safety equally with our other organisational responsibilities. We require all employees to equally accept their responsibilities as part of the development of a true safety culture. We aim to ensure that other business pressures are not allowed to prejudice the achievement of high standards in relation to health and safety.

Through the implementation of this policy, directors, managers and employees will ensure that all risks to health are addressed and maintained as low as reasonably practicable. The management of health and safety is an integral part of every manager's role. All managers are required to adopt the approach laid out in the Management of Health & Safety Regulations 1999. These state the need for hazard identification, risk assessment and the implementation of control strategies aimed at reducing accidents, injuries and ill health.

The requirements of the Health and Safety At Work Act 1974 and other legislation and guidance will form part of the minimum standards to be achieved by CA. These standards aim to ensure the health, safety and welfare of employees, visitors, members of the public and others who use the services of CA.

CA will actively seek the participation of all employees, both formally and informally, with appropriate arrangements made for consultation and monitoring. In addition, any issues relating to health and safety should be brought to the attention of managers as soon as possible so that an early remedy can be sought.

CA recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with statute and codes of practice, identifying hazards and minimising risk. In pursuance of this aim, CA encourages a positive safety culture by:

- Providing and maintaining a safe and healthy working environment and conditions with adequate facilities for staff welfare at work.
- Ensuring adequate systems are in place to identify hazards and minimise and control risks.
- Maintaining places of work in a safe condition with safe means of access and egress.
- Providing systems and equipment which are safe and without risk to health.
- Ensure the safe handling, storage and transport of articles and substances used.
- Provide appropriate information, instruction, training and supervision for staff to work safely and raise their awareness of health and safety matters within a defined Health & Safety Management Structure.

4. ORGANISATION OF HEALTH AND SAFETY

Management and Staff Roles and Responsibilities

Owner

Responsibility for Health and Safety rests with the company owner

The owner is responsible for:

- Reviewing the implementation of the Health and Safety Policy.
- Visible and active commitment to the promotion of health and safety at work.
- Ensuring sufficient resources are allocated to implement the Health and Safety Policy and develop a positive health and safety culture.
- Identifying necessary resources to provide safe systems, equipment etc.
- The implementation, monitoring and review of the management of health and safety.
- Ensuring adequate health and safety arrangements exist and function effectively.
- Ensuring health and safety training is identified and carried out to ensure staff are safe at work.

CA Employees

All staff have a responsibility and duty of care to operate safe working practices to prevent injury to themselves, fellow staff and others affected by their acts or omissions whilst undertaking duties and activities for CA. Staff are required to follow CA Health and Safety Policy and Procedures and are expected to:

- Report to the owner any incident/ accident/untoward occurrence/near miss, security/ confidentiality breach, or potential risk, which has or may lead to injury or damage.
- Report any defect in machinery or equipment to the Health and Safety Officer.
- Use equipment in accordance with training
- Co-operate in the investigation of incidents and accidents to staff, or others.
- Undertake instruction or safety training as required by CA .
- Not putting themselves or others at risk by their actions.
- Informing their manager where he/she needs additional
- training / support to ensure their health and safety.

5. ARRANGEMENTS FOR CARRYING OUT THE POLICY

Policy and performance standards for the achievement of satisfactory health and safety conditions will be continually promulgated, developed and implemented

Information systems are established for the reporting, investigation and analysis of accidents and incidents.

Health and Safety Training for staff will be provided on an ongoing basis and can be accessed via line manager

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Dr Nick Cavill