



Hertfordshire

HERTFORDSHIRE COUNTY SCOUT COUNCIL

Health, Safety and Welfare Policy

PART A

Policy Statement

It is the policy of Hertfordshire County Scout Council, in conjunction with its Activity Centre Management Committees, to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and all others who could be affected by the Hertfordshire County Scout Council activities. The Hertfordshire County Scout Council also recognises its duties to take all reasonable steps to promote and maintain safe and healthy working conditions and to ensure, so far as is reasonably practicable, that its statutory obligations are met at all times.

The Hertfordshire County Scout Council, in recognising its duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant legislation, makes the following commitments. We will:

1. Provide and maintain a safe place of work together with safe means of access and egress; provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health in all Hertfordshire County Scout Council operations; ensure, so far as is reasonably practicable, that all procedures and systems are designed and implemented to take account of health and safety considerations and that those processes are properly supervised.
2. Provide employees and others, as appropriate, with the relevant information, instruction, training and supervision in order to avoid risk to health and safety; provide tools, equipment and personal protective equipment for the safe execution of work and related activities.
3. Ensure, so far as is reasonably practicable, that all visitors and contractors are made aware of the Hertfordshire County Scout Council health and safety procedures including fire precautions and first aid arrangements. Due to the nature of Hertfordshire County

Scout Council activities visitors to any of Hertfordshire County Scout Council premises or sites will **NOT** normally be accompanied.

4. Make employees and others, as appropriate, aware of their Health and Safety at Work etc. Act 1974 legal duty to take reasonable care of their own health, safety and welfare and of others who may be affected by their acts or omissions; seek the co-operation of employees and others, as appropriate, in ensuring compliance with our statutory duties; provide and maintain adequate facilities to enable employees and others, as appropriate, to raise health and safety issues.
5. Monitor regularly and review all operations to confirm adherence to Hertfordshire County Scout Council and legislative requirements and to seek continuous improvement in of health, safety and welfare performance.
6. Have regard for the health, safety and environmental impact of any Hertfordshire County Scout Council decisions or resultant changes brought about by new or modified legislation.

Name : Ivor Thomas, County Commissioner

Signature: _____ Hertfordshire County Scout Council

Date: _____



Hertfordshire

PART B

Organisation (People and their duties)

County Commissioner

The ultimate responsibility for health, safety, welfare and environmental issues in Hertfordshire Scouting is vested in the County Commissioner. He/she will ensure, so far as is reasonably practicable, that an effective health and safety policy strategy is implemented and maintained to successfully promote and manage health and safety throughout the organisation. He/she will also approve the provision of adequate and available resources and will authorise the implementation of suitable review procedures for the furtherance and achievement of the Hertfordshire County Scout Council health and safety policy objectives.

Deputy County Commissioner - Health, Safety and Welfare

The day to day management of the Hertfordshire County Scout Council health and safety policy and associated control measures is the responsibility of the Deputy County Commissioner assigned to Health, Safety and Welfare. In pursuance of the Hertfordshire County Scout Council's aims, he/she will:

1. Produce, in written and/or diagrammatic form, a structure showing unbroken and logical delegation of health and safety duties throughout the line management and supervisory chain whose people operate where hazards arise and the majority of accidents occur.
2. Identify key personnel (name/job title) who are accountable to the County Commissioner for ensuring that safe working arrangements are implemented and maintained.
3. Define clearly the health and safety role of line and functional management. If appropriate, these responsibilities should be reflected in job descriptions.
4. Establish health and safety management accountability on a similar level to that for other management functions within the Hertfordshire County Scout Council and promote the equal ranking of health and safety with other business activities.
5. Indicate firmly and unambiguously to line managers and supervisors exactly what they must do to fulfil their health and safety role.
6. Provide adequate support for line management through the services of competent sources e.g. safety advisors, medical advisors, etc.
7. Ensure, so far as is reasonably practicable, that health and safety performance is regularly monitored and measured either personally or by other authoritative and competent persons-
8. Lead by example in applying a personal high health and safety standard attitude and behaviour at all times and by actively discouraging unsafe practices by others.

County Office Manager & Activity Centre Wardens

Operational management form the Hertfordshire County Scout Council's crucial link between the management expectation and the eventual health and safety delivery at the workplace. To fully assist and contribute in that process the County Office Manager & Activity Centre Wardens will:

1. Be conversant with all appropriate health and safety legislative documentation (review dates for legislation are announced twice a year by the HSE and will be updated as appropriate).

2. Be fully aware of this health and safety management function and responsibilities.
3. Be familiar with the work process to ensure, so far as is reasonably practicable, that safety features are built into the operating system prior to introduction.
4. Acquire adequate health and safety training as advised by professional bodies/organisations, which will be budgeted through the sites training budget forecast.
5. Be able to apply basic workplace risk assessment techniques to cater for urgent unforeseen events.
6. Lead by example by consistently adopting a safe attitude and behaviour at the workplace.
7. Ensure, so far as is reasonably practicable, that, where known risks exist, that method statement or safe systems of work are prepared and maintained and that Volunteer Service Crews and others, as appropriate are formally advised.
8. Provide the means to deal with safety failures to meet job requirements.

Hertfordshire County Scout Council Employees, Volunteer Service Crews and others, as appropriate

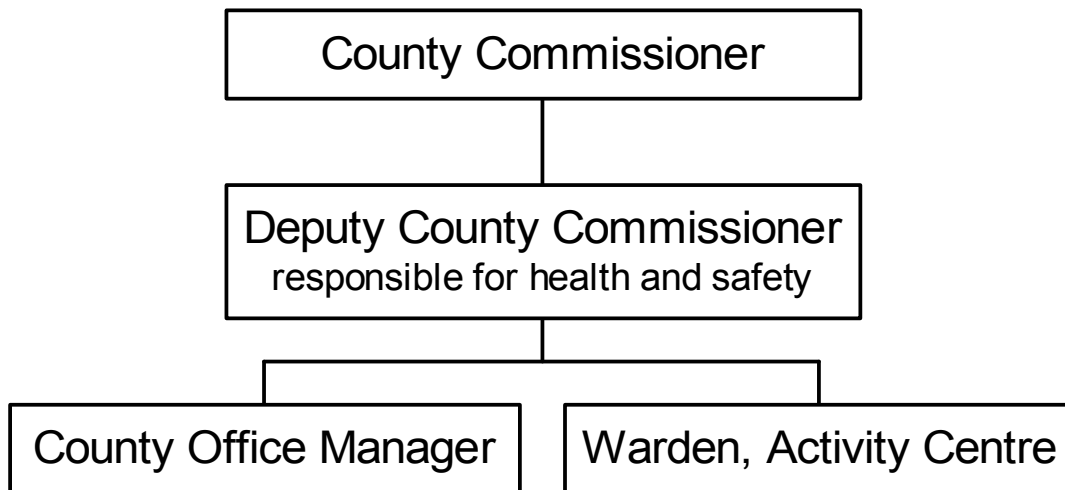
Hertfordshire County Scout Council Employees, Volunteer Service Crews and others, as appropriate, are expected to act responsibly and do everything to prevent injury to others thereby assisting in the joint effort to meet the Hertfordshire County Scout Council's health and safety aims. They will therefore:

1. Acquaint themselves and conform to Hertfordshire County Scout Council health and safety procedures and rules
2. Comply with Hertfordshire County Scout Council instructions given on health and safety matters
3. Report all accidents, near misses, identified hazards and incidents of damage to - in the first instance Activity Centre Warden, or in his/her absence Deputy Warden or the Administrator on site.
4. Wear or use appropriate personal protective equipment/safety equipment at all times when exposed to hazards and report any losses or deficiencies immediately.

Visitors & Contractors

1. Will be required to adhere to Hertfordshire County Scout Council health and safety regulations for the duration of their stay in locations under Hertfordshire County Scout Council administration and management.
2. Contractors will be required to supply comprehensive written health and safety policy statements and authentic performance histories prior to commencement of work.
3. Contractors should supply a work method statement, which gives a step by step approach to the job. On the work method statement should be listed the safety clothing which should be supplied by the contractor

HEALTH, SAFETY & WELFARE RESPONSIBILITY



PART C

Arrangements (Systems and Procedures)

The final section of the Policy statement document deals with the various practical means for delivering the Hertfordshire County Scout Council's health, safety and welfare objectives in broad terms.

Health, Safety and Welfare Management

1. The Hertfordshire County Scout Council will provide a management monitoring and control organisation to administer and measure all aspects of health, safety and welfare activity. This will extend to auditing management awareness and application, supervision standards and the quality of workplace information and in instruction in safety matters.
2. Finalised evaluation and control systems will exist to ensure, so far as is reasonably practicable, that all safety related maintenance routines are fully documented and undertaken at predetermined time scales.
3. Recording systems adopted by the Hertfordshire County Scout Council to support its monitoring and control systems will be reviewed annually.
4. The Hertfordshire County Scout Council will ensure, so far as is reasonably practicable, that all legislative aspects and changes regarding health, safety and welfare are adequately monitored.
5. Matters relating to the well being of employees and others, as appropriate, contractors and visitors will be fully addressed.

Accident Reporting Procedure

1. The Hertfordshire County Scout Council requires all accidents and incidents to be reported promptly and in line with the reporting procedure methods detailed in appendix A.
2. All accidents/incidents will be investigated thoroughly by managers as soon as possible after the event. Where appropriate the reporting system will provide for advice to the County Commissioner and the Deputy County Commissioner by the appropriate responsible person. (see Appendix A)
3. Accident review including periodic performance measurement, notable trends, and any promotion or campaign activity will be undertaken by the Deputy County Commissioner.
4. The Hertfordshire County Scout Council will seek to promote and focus on accident prevention techniques and routines as a proactive and effective means of reducing workplace accidents.
5. The responsibility for processing and undertaking accident investigation rests with the Warden or Deputy Warden or the Activity Centre Administrator, and if necessary the Deputy County Commissioner responsible for Health and Safety, as appropriate, and it is not a delegatory function.

Fire Prevention and Precautions Arrangements

1. The Hertfordshire County Scout Council will observe and adhere to all appropriate Fire Safety legislation.

2. Systems, outlined in the Appendices, are aimed at ensuring that adequate fire prevention arrangements exist to limit fire incidence.
3. Staff, contractors and visitors will be adequately trained, informed and instructed to ensure, so far as is reasonably practicable, their preparedness in the event of a possible fire incident.
4. Periodic fire drills will be conducted to assess current arrangements and to identify possible areas for review and/or improvement.
5. The Hertfordshire County Scout Council will ensure, so far as is reasonably practicable, that all routine fire safety inspections are undertaken by experienced and competent organisations or persons qualified to carry out such inspections. In-house training will be reviewed annually by the Deputy County Commissioner responsible for Health & Safety
6. The Hertfordshire County Scout Council will ensure, so far as is reasonably practicable, the preparation of an evacuation procedure for its Activity Centres.

Health and Safety Training

1. All Hertfordshire County Scout Council health and safety training needs are thoroughly evaluated and resources allocated to a focused and prioritised programme.
2. All health and safety training details are recorded on attendee's personal record file.
3. Hertfordshire County Scout Council risk assessment programmes are analysed to obtain information on employee knowledge and awareness levels.

Safe Systems of Work/Safety Method Statements

1. The implementation of Hertfordshire County Scout Council safe systems of work are essential to demonstrate management commitment to instruction/information provision under the Health and Safety at Work etc. Act 1974.
2. Hertfordshire County Scout Council safe working systems detail should be clear, orderly, current and emphatic. They also stress the requirement for adherence to the system and emphasise the penalties for failure.
3. Safe working systems are reviewed as work processes, machinery or other relative conditions occur and thereby change current provisions.
4. Working permits should be part of the safe system of work, i.e. hot working, confined space working, working at height, working with electricity. The lock-out, tag-out procedure should be used for electrical working and the work to be carried out be a competent person bearing the correct documentation of his or her trade. We should also encourage the Buddy working system at all times

*THE ABOVE REFERS TO ACTIVITIES CARRIED OUT BY EMPLOYEES,
VOLUNTEER SERVICE CREWS AND OTHERS WHILST WORKING ON THE SITE
OR CARRYING OUT MAINTENANCE TYPE ACTIVITIES.
ADDITIONAL CODES OF PRACTICE/OPERATING PROCEDURES ARE IN PLACE
FOR ARCHERY, GO-KARTS, RIFLE RANGES, CLIMBING WALLS AND SIMILAR
ACTIVITIES AS FOUND IN POR FACT SHEETS AND IN CONJUNCTION WITH
THE GOVERNING BODIES OF THE ACTIVITIES*

Risk Assessment Strategy

1. The Hertfordshire County Scout Council has implemented a rigorous and comprehensive risk assessment strategy. This programme is geared to the identification assessment and control of risks at the workplace.
2. The risk assessment schedule is as follows:
 - Initial health and status review to broadly identify safety weaknesses and strengths.
 - Subject identified weaknesses to further evaluation and assessment.
 - Activities requiring separate risk assessment duly checked e.g. VDU's, Manual Handling, Control of Substances Hazardous to Health (COSHH), Noise, Lead, Asbestos and Ionising Radiation.
 - Annual review of Hertfordshire County Scout Council risk assessment strategy and performance.

Health Surveillance Programme

1. Where the Hertfordshire County Scout Council's operations create possible risk to health appropriate levels of health surveillance will be introduced to monitor employee well being.

Product Safety

1. The Hertfordshire County Scout Council, through its purchase control systems, will acquire all relevant health and safety criteria for articles and safety data for substances ahead of issue for use at the workplace.
2. Such information will be associated with appropriate Risk and COSHH assessment files.

Machinery Operation Safety Instructions

All specific health and safety instructions applicable to a particular machine or piece of equipment, and issued by the supplier and/or the Hertfordshire County Scout Council, will be supplied to machine operators to maintain safe working systems and for the control of health hazards.

Permit-to-Work Systems

1. The Hertfordshire County Scout Council operates, when working conditions determine, a comprehensive permit-to-work system
2. This will apply in hostile environments and appropriate work activities and will include work performed by employees and others, as appropriate, or contractors in confined spaces, demolition work where steam, chemicals, gases, vapours or liquids under pressure are present, and all hot work. Other work areas subject to Permits-to-Work are ionising radiation, work causing atmospheric pollution, pressure testing and fumigation operations using gases.
3. The requirements of the permit to work will specify who is to do the work, when, the Permit to Work limitations, precautions to be taken and briefing arrangements.
Show all examples, along with permits to be completed, which are to be checked by the competent person on behalf of Hertfordshire Scouts

Site Contractors and Visitors

1. The Hertfordshire County Scout Council has introduced formalised and measurable health and safety control procedures for all contractors employed by, and engaged on, Hertfordshire County Scout Council projects
2. All contractors will, where required, furnish evidence of their safety credentials by providing, where appropriate, a copy of their health and safety policy together with further supporting information as requested by the Hertfordshire County Scout Council Project Manager.
3. This will include evidence of past health and safety history, indications that equipment brought to site is fit for purpose and examples of the safe systems of work to be applied to the current contract work.
4. The Hertfordshire County Scout Council will monitor safe practices and standards throughout the duration of the contract.
5. Visitors will be advised and informed of all health and safety relevant risks that exist during their presence on Hertfordshire County Scout Council property. This will extend to Fire procedures, Accident advice, personal protection, hazardous areas and safe systems of work in operation.
6. Means of establishing visitor understanding and formal agreement to co-operate will need to be applied in high risk situations.

Hertfordshire County Scout Council Safety Advisors

1. The Hertfordshire County Scout Council will engage all appropriate and competent health and safety expertise to assist in the discharge of its operations in a manner that maximises the use of best practice methods for its health and safety management at all times.
2. Health and Safety Advisors will be employed where necessary to assist in the strategic development of policy, plans and programmes which can deliver accident rate reduction, enhance safety attitude and behaviour and bring about continuous improvement in the Hertfordshire County Scout Council safety profile.

Personal Protective Equipment

1. The Hertfordshire County Scout Council will provide employees and others, as appropriate, engaged in activities likely to cause risk to health, safety and welfare with suitable personal protective equipment (PPE)
2. Acquisition of PPE will be acknowledged by recipient signature
3. Repeated loss, misuse or failure to wear PPE in prescribed situations will be deemed as an actionable offence and a breach of the employee undertaking to co-operate with the Hertfordshire County Scout Council in meeting its health and safety objectives.

First Aid

1. The Hertfordshire County Scout Council will ensure, so far as is reasonably practicable, that all appropriate first aid and emergency facilities exist to meet their compliance obligations.
2. Trained and competent appointed persons will be available to provide basic first aid services.

Note: All warranted leaders of the Scout Association are required to have 1st Response first aid training as a minimum, and it is desirable that all helpers and skills instructors hold the minimum of 1st Response first aid training

Environment

1. The Hertfordshire County Scout Council will adopt a positive and vigorous approach to all environmental factors.
2. It will conduct all aspects of business in such a manner as to minimise disturbance and inconvenience to its neighbours and with regard for the environment at large.