

	<b>HEALTH AND SAFETY OPERATING PROCEDURE</b>	<b>SECTION: 1.2</b>
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<b>TITLE: Health and Safety Management Approach</b>		

## 1. Changes from Last Issue

N/A

## 2. Objective

It is the objective of Helensburgh First Aid to have a planned approach to health and safety management. This will be based upon having a clear safety policy, effective planning, good implementation and operation of safety procedures, monitoring of compliance and a clear management review.

## 3. Procedure Detail

### 3.1 Safety Policy

3.1.1 The safety policy is drafted, issued and amended by the board of Trustees. It details the commitment of the organisation, the key responsibilities for health and safety and outlines the safety arrangements for which the main details are covered within this health and safety manual.

3.1.2 The safety policy is issued to all volunteers at appointment and when amendments are made. Clear communication of requirements is covered in the volunteer induction.

3.1.3 The safety policy contains a commitment to continual improvement and to comply with current applicable health and safety legislation.

3.1.4 Clear objectives to support the safety policy are devised and implemented.

### 3.2 Planning

3.2.1 The HFA Health and Safety Co-ordinator ensures there is a planned and comprehensive approach to risk assessment.

3.2.2 Risk Assessments shall be conducted by competent persons with suitable and sufficient knowledge of the work activity and an understanding of the principles of risk assessment.

3.2.3 The documented risk assessments are conducted whenever circumstances change or at least every two years. An annual review of risks assessments is undertaken by competent persons.

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3.2.4 An action plan for risk reduction is produced and co-ordinated where applicable into an organisation-wide risk assessment action plan.

3.2.5 The HFA Health and Safety Co-ordinator keeps Helensburgh First Aid up to date with legal and health and safety requirements that are applicable to the organisation.

3.2.6 This information is communicated to volunteers and other interested parties.

### **3.3 Implementation and operation**

3.3.1 The Chairperson is ultimately responsible for health and safety within Helensburgh First Aid including the achievement of the safety objectives, provision of appropriate resources, competent appointments, training, systems of work, monitoring and review of safety performance.

3.3.2 The HFA Health and Safety Co-ordinator provides scrutiny and supports the Board of Trustees in the implementation of health and safety management requirements.

3.3.3 Trustees and Event Team Leaders are responsible for the safe operation of the services under their control.

3.3.4 Training of volunteers is fundamental to Helensburgh First Aid's approach to health and safety. The planned approach ensures:-

- Identification of training needs
- Training programme to ensure competence
- Effective training records
- Review and appraisal of volunteer performance

3.3.5 Helensburgh First Aid is committed to ensuring volunteers are competent to do the activities that they are required to do. Procedure 1.3 details the specific training system in place.

3.3.6 This training plan is supplemented by ongoing continuation training on an annual basis.

3.3.7 The documentation that forms this health and safety manual is kept up to date by the HFA Health and Safety Co-ordinator. Out of date copies of documentation are promptly removed. Trustees organise training on updates to Helensburgh First Aid requirements as detailed in this health and safety manual.

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3.3.8 This health and safety manual identifies the key safety procedures within Helensburgh First Aid that are required to be documented. They are supported by effective training programmes with appropriate training and inspection records.

### **3.4 Monitoring and Measurement**

3.4.1 As detailed in this health and safety manual there are a range of pro-active inspections.

3.4.2 A quarterly safety inspection of equipment is conducted by the Logistics Officer.

3.4.3 All accidents, incidents and non-conformances against specified requirements are appropriately documented, reviewed and investigated.

3.4.4 Audits are conducted annually on key parts of all the operation as appropriate.

3.4.5 Action is taken to reduce the risk and prevent harm.

3.4.6 The effectiveness of such actions is reviewed at Trustee Board meetings.

### **3.5 Safety Management Review**

3.5.1 Every twelve months Helensburgh First Aid's Board of Trustees conducts a safety management review which includes:

- a) Review of reports from Event Team Leaders
- b) Review of major incidents and any health and safety shortcomings
- c) Review of audit results
- d) Review of safety performance and achievement of safety and policy objectives and safety policy commitment to examine whether the policy reflects Helensburgh First Aid's plans
- e) Review of risk management and health and safety systems

3.5.2 The safety policy objectives for the coming year are revised in light of the safety management review meeting.