



Helensburgh First Aid

# Health & Safety Policy

## Health and Safety Policy Statement

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It is the policy of Helensburgh First Aid to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its volunteers. Helensburgh First Aid also acknowledges its responsibilities in respect of persons other than its own volunteers

A high standard of health and safety performance is one of Helensburgh First Aid's primary objectives and is recognised as an integral part of service delivery

The standard will be achieved by:

- a) Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of **all** volunteers
- b) Meeting its responsibilities to volunteers, service beneficiaries and the environment in a way which recognises that the legal requirements are the minimum standard
- c) Adopting a planned and systematic approach to the implementation of Helensburgh First Aid's Health and Safety Policy to ensure:
  - i) The provision and maintenance of systems of work that are, so far as is reasonably practicable, safe and without risks to health
  - ii) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
  - iii) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its volunteers
  - iv) The provision of a working environment for volunteers that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare when volunteering on behalf of Helensburgh First Aid
- d) Identifying and assessing the risks associated with all activities of Helensburgh First Aid with the aim of eliminating or controlling the risks, so far as is reasonably practicable
- e) Allocating adequate resources to meet the requirements of Helensburgh First Aid's Health and Safety Policy
- f) Planning for health and safety including the setting of realistic short, medium and long term objectives, deciding priorities and establishing adequate performance standards
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained

**Signatures of Trustees**

Signed: Keith Shipman  
Trustee (Chair) ----- 21/04/2018

**For and on behalf of Helensburgh First Aid.**

Signed: Andrew Smith  
Trustee (Secretary) ----- 21/04/2018

**For and on behalf of Helensburgh First Aid.**

Signed: Andrew Brown  
Trustee (Logistics Officer) ----- 21/04/2018

**For and on behalf of Helensburgh First Aid.**

Signed: Cameron Taylor  
Trustee (Health & Safety Co-ordinator) ----- 21/04/2018

**For and on behalf of Helensburgh First Aid.**

## **2.1 Board of Trustees**

- 2.1.1 The Board of Trustees will detail the organisation through which the policy will be implemented and delegate the responsibility for the implementation of the policy to the Chairperson
- 2.1.2 The Trustees accepts their collective role in providing health and safety leadership in the organisation
- 2.1.3 All Trustee decisions will reflect our commitment to achieving the objectives set out in this health and safety policy statement
- 2.1.4 Effective resources are in place for the achievement of the policies concerned with health, safety and welfare
- 2.1.5 The allocation of resources necessary to maintain sound and efficient health and safety arrangements
- 2.1.6 The Trustees will seek to engage the active participation of volunteers in improving health and safety
- 2.1.7 One of the Trustees is nominated as the health and safety co-ordinator to oversee the day to day management of health and safety in the organisation

## **2.2 Chairperson**

- 2.2.1 Is responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare of all Helensburgh First Aid volunteers
- 2.2.2 Will ensure that there is an effective policy for health and safety which is kept up-to-date within Helensburgh First Aid
- 2.2.3 Will have the responsibility of discharging Helensburgh First Aid's duty, under Section 2(3) of HASAWA, of bringing the general statement of health and safety policy and the organisation and arrangements for the carrying out of that policy to the notice of all volunteers
- 2.2.4 Will ensure that adequate resources are made available to enable the Helensburgh First Aid policy to be implemented
- 2.2.5 Will ensure that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety amongst volunteers by visibly demonstrating their own commitment to achieving a high standard of health and safety performance
- 2.2.6 Will liaise with the Helensburgh First Aid H&S Co-ordinator and oversee the management of health and safety in the organisation

## 2.3 Trustees

2.3.1 Trustees will be responsible for the implementation of Helensburgh First Aid's Health and Safety Policy within their area of control and, so far as is reasonably practicable, for:

- a) Implementing the Helensburgh First Aid Health and Safety Policy and ensuring that all relevant statutory requirements are met
- b) Developing a positive attitude to health and safety among volunteers by visibly demonstrating their commitment to improving health and safety performance
- c) Monitoring the effectiveness of the Health & Safety Management System within their area of control
- d)
  - i) Identifying and assessing the risks within their area of control
  - ii) Taking action to eliminate or control the risks so far as is reasonably practicable
  - iii) Ensuring the implementation of procedures identified as required by risk assessment to deal with situations presenting serious and imminent danger including nominating a sufficient number of competent persons to implement those procedures
- e) Ensuring equipment is safe and without risk to health and properly maintained and that maintenance and inspection records are kept up to date and are available for inspection
- f) Taking appropriate action to remedy any defects or deficiencies reported to them by volunteers
- g) Arranging the safe use, handling, storage, conveyance and disposal of articles and substances
- h) Ensuring that information on all relevant safety matters is supplied to volunteers, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them
- i) Ensuring that volunteers receive sufficient induction, instruction and training to enable them to undertake their duties in a safe and competent manner
- j) Ensuring that volunteers are issued with and wear any Personal Protective Equipment (PPE) and that there is a sufficient supply of that PPE
- k) Ensuring adequate supervision of volunteers by competent personnel

- l) Through liaising effectively with event organisers, ensuring a working environment which is safe and without risk to health
- m) Through liaising effectively with event organisers, ensuring facilities and arrangements for welfare are adequate
- n) Ensuring all accidents to volunteers are investigated and reporting of such accidents in accordance with Helensburgh First Aid's Health & Safety Management System
- o) Will ensure that any health and safety problem, which cannot be resolved by themselves, is raised quickly with the Helensburgh First Aid Health and Safety Co-ordinator

## **2.4 Health and Safety Co-ordinator**

2.4.1 The Health and Safety Co-ordinator, so far as is reasonably practicable, is responsible for ensuring the implementation of this policy by undertaking the following within their area of control:

- a) Ensuring that all activities undergo a suitable and sufficient assessment of the risk(s) and that risk control mechanisms are developed, used, effective, current and valid
- b) Ensuring that, where appropriate, safe systems of work are developed, implemented, monitored for effectiveness and used by volunteers
- c) Ensuring that where substances are purchased, stored, used and disposed of that they are undertaken in accordance with the manufacturers material safety data sheet and any relevant specific risk assessment
- d) Ensuring that volunteers receive the appropriate induction, information, instruction and training necessary to carry out their tasks in a manner that does not constitute a risk to their health, safety and welfare
- e) Ensuring that, where appropriate, accident investigations are undertaken to determine the basic and underlying cause(s) and to determine the risk control mechanisms to prevent a recurrence
- f) Assisting in the formulation and implementation of safe systems of work, Health, Safety and Welfare Standards and Codes of Practice;
- g) Recommendations for suitable personal protective equipment (PPE)
- h) Checking compliance with all statutory requirements affecting health and safety
- i) To maintain the Health & Safety Management System

## **2.5 Logistics Officer**

2.5.1 Will ensure they are familiar with Helensburgh First Aid's safety policy and co-operate with Helensburgh First Aid in meeting its statutory duties by undertaking the following within their area of control:

- a) Will ensure that sufficient stocks of equipment and materials are maintained
- b) Will ensure that the necessary quantity of equipment and materials is provided for each event
- c) Will ensure that suitable arrangements are maintained for the storage and disposal of clinical waste from events

## **2.6 Event Team Leader**

2.6.1 Will ensure they are familiar with Helensburgh First Aid's safety policy and co-operate with Helensburgh First Aid in meeting its statutory duties by undertaking the following within their area of control:

- a) Ensuring that supervision of volunteers under their sphere of responsibility is undertaken in line with the risk(s) associated with the task being undertaken
- b) Ensuring that dynamic risk assessments are undertaken commensurate with the risk(s) associated with those hazards identified at the commencement of each event
- c) Ensuring that volunteers under their sphere of responsibility are issued with and wear any Personal Protective Equipment (PPE) and that there is a sufficient supply of that PPE
- d) Ensuring that, where appropriate, volunteers are informed, instructed trained and supervised in the use of PPE
- e) Ensuring that appropriate action is taken on the discovery or identification of a breach in risk assessments, safe systems of work, Helensburgh First Aid policy or legislation
- f) Providing Trustees with a post-event report, including information on any treatment given and any accidents, dangerous occurrences or near misses relevant to Helensburgh First Aid at the event

## **2.7 All Volunteers**

2.7.1 Will ensure they are familiar with the organisation's safety policy and co-operate with Helensburgh First Aid in meeting its statutory duties

- 2.7.2 At all times make full and proper use of the appropriate safe systems of work, safety equipment and personal protective equipment and make full use of appropriate safety devices
- 2.7.3 Will report to their Event Team Leader any unsafe systems of work which develop contrary to instructions, unsafe working conditions or damage to equipment and will report accidents immediately
- 2.7.4 Will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions
- 2.7.5 Will co-operate with Helensburgh First Aid so as to enable it to carry out its own duties and responsibilities
- 2.7.6 Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by Helensburgh First Aid
- 2.7.7 Will be encouraged and supported to take immediate action, within their capabilities and training, to intervene in any situation which in their judgement is dangerous or may become dangerous
- 2.7.8 All accidents, dangerous occurrences and near misses are immediately reported to the Event Team Leader
- 2.7.9 Will be fully conversant with any Emergency Plans applicable to the event in which they are working

## **2.8 New Volunteers**

- 2.8.1 In addition to the provisions of section 2.7 (inclusive) above, new volunteers shall:
  - (a) Be inducted in all relevant health and safety requirements before working at events
  - (b) Ensure that they fully understand instructions in the event of fire or other serious or imminent danger at each event
  - (c) Familiarise themselves with Helensburgh First Aid's accident and near misses reporting procedure



## **Health and Safety Arrangements**

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- 3.1 This health and safety pack provides a system of procedures to control the principal hazards within Helensburgh First Aid's operation
- 3.2 Procedures are in place to control hazards to beneficiaries, volunteers and anyone who may be affected by our operations
- 3.3 Documented procedures are developed where it is agreed the absence of such procedures may affect safety.
- 3.4 These procedures are contained in the attached health and safety operating procedure pack

## Health and Safety Organisation Chart

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