

HEALTH AND SAFETY POLICY

INTRODUCTION

This Health and Safety Policy consists of three parts:

- The General statement of Health and Safety policy
- The Organisation for Health and Safety
- The arrangements for Health and Safety

This document applies to employees of Froglife.

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Froglife recognises and accepts its responsibility as employers for providing, so far as is reasonable practicable, safe and healthy work places, work practices and working environments for all of our employees, visitors and others who may be affected by its activities. The discharge of these responsibilities accorded equal priority with those of its other statutory duties and objectives.

Froglife will take all steps within our power to meet this responsibility, paying particular attention to:

- the effective planning of health and safety management
- arrangements for the control of risks
- monitoring of health and safety management to check that the arrangements in place are effective
- review of the arrangements and procedures including assessments of risk and the control measures in place
- the provision of training, information and supervision



- arrangements for effective consultation and communication with all staff
- the appointment and training of adequate numbers of competent persons for Health and Safety
- the provision of proper plant, equipment, materials and systems of work
- arrangements for the use, handling, storage and transport of articles and substances
- environments for safe and healthy working and adequate welfare facilities

Staff are reminded of their own duties to take care of their own safety and that of other staff, visitors and others that might be affected by their work activities. They are also reminded of their duty to co-operate with the organisation to enable Froglife to carry out its health and safety responsibilities successfully.

ORGANISATION FOR HEALTH AND SAFETY

Responsibilities of the Trustees

It is the Trustees responsibility to, either directly or through delegation, in accordance with the law:

- to ensure adherence in all respects to the Health and Safety Policy and in particular to ensure that the necessary resources for implementation are available
- to plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors – although it is their responsibility to manage the risks involve in their activities)
- to ensure that general risk assessments and specific risk assessments are carried out by competent persons as required by health and safety legislation
- to ensure that all work procedures under the control of the organisation are safe and without risks to health
- to ensure that effective training and instruction are provided for safe working and in emergency procedures



The Trustees delegates some parts of the duties connected with these responsibilities for health and safety to a number of nominees as detailed below:

Responsibilities of the Chief Executive Officer

The CEO has overall senior management responsibility for day-to-day implementation of Froglife's Health and Safety Policy and the implementation of the above requirements on behalf of the Trustees. S/He is also responsible for the review and revision of this policy and ensuring it is communicated to all staff.

Responsibilities of Health and Safety Co-ordinator(s)

A health and safety co-ordinator will be appointed and trained to fulfil specific responsibilities. This role has been delegated to the H&S Trustee. Their responsibilities will vary in accordance with local requirements but will normally include the following. They will:

- act as a contact for health and safety, e.g. for visits by Fire Officers, Health and Safety Inspectors or similar
- circulate information and advice on health and safety to staff, whether from Froglife Headquarters, operating company divisional offices or other authorities
- carry out health and safety inspections at agreed frequencies and report these in accordance with local agreement
- assist with risk assessment, recording, control and review
- co-ordinate local arrangements for fire and first aid provision
- assist with accident / incident investigation
- maintain accident books and provide feedback on accidents and incidents as required
- act as an assessor of display screen equipment workstations where appointed and trained to do so
- attend any local Health and Safety group / committee meetings
- monitoring accident and incident data
- ensuring adequate health and safety training for staff and managers



Responsibilities of Staff with a Supervisory Role

Staff with a supervisory role includes those who supervise staff, workplaces or projects / operations.

In addition to the responsibilities of all employees listed below, it is the duty of every member of staff with a supervisory role to co-ordinate and monitor the safety arrangements in their area of responsibility. This will include the maintenance of a safe workplace, safe use of work equipment, supervision of safe working procedures, control and proper use of safety equipment and instruction of staff in safe work procedures.

Responsibilities of all individuals

It is the duty of all Froglife employees to:

- familiarise themselves with this Policy Statement and the safety procedures, instructions and guidance, related to the tasks they perform and the equipment they use
- take reasonable care to ensure the health and safety of themselves and others who may be affected by their acts or omissions at work, and to act responsibly and with due regard to possible hazards
- carry out all work and operations in the prescribed manner, including the correct use of equipment
- co-operate with Froglife to enable it to carry out its statutory duties with regard to health and safety
- ensure that they do not interfere with or misuse items provided for health, safety and welfare and
- inform senior staff if they become aware of any matters which might contravene the policy and report any accidents / incidents, which have lead or may lead to damaged equipment which could result in unnecessary risks
- co-operate in the investigation of accidents/ incidents with the aim of introducing methods to prevent a reoccurrence.



Failure to observe any of the safety instructions or requirements issued by Froglife may be regarded as a contravention of this policy. This may result in disciplinary action being taken against the individual by Froglife and in legal action by any enforcing authority.

