



## Health & Safety Policy Statement

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## **1. CORPORATE HEALTH AND SAFETY POLICY STATEMENT**

### **1.1 INTRODUCTION**

Our commitment to health and safety forms part of NYnet's wider agenda of social responsibility, sustainability, risk management and ultimately quality of service. We require this same commitment from our partners and contractors.

We believe that achievement of high standards of health and safety reduces harm and losses due to accidents and incidents and makes good business sense.

### **1.2 GUIDING PRINCIPLES**

To achieve continuous improvement of our health and safety performance (through management leadership, the dedication of our employees and the application of high standards in our work) we have adopted four guiding principles:

|               |                                                                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Control       | Management are responsible for the clear allocation of health and safety responsibilities and for monitoring those responsibilities are implemented |
| Co-operation  | We all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort                            |
| Communication | Communication of health and safety information is essential and can always be improved                                                              |
| Competence    | Developing the health and safety competence of managers, employees and contractors is at the heart of successful health and safety management       |

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

### **1.3 THE HEALTH AND SAFETY POLICY**

#### **POLICY AIM**

To be an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, service users, partners and others who may be affected by our work activities.

#### **POLICY OBJECTIVES**

- to conduct all our activities safely and in compliance with legislation and best practice
- to provide safe working conditions and equipment
- to promote a positive safety culture
- to be an exemplar organisation in health and safety management

### **1.4 ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

The specific health and safety roles and responsibilities assigned to various posts and functions within NYnet are detailed in Section 2 of this document. Generally, where a manager or supervisor has an operational responsibility for the organisation or control of any NYnet activity, he/she also carries the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that activity.

## **2. ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

This Section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

### **2.1 *CHIEF EXECUTIVE***

The Chief Executive takes overall responsibility for NYnet's health and safety performance and in particular is required to ensure:

- decision-making is in line with NYnet policy and procedures for health and safety and any statutory provisions set out in legislation
- health and safety performance is continually reviewed
- suitable action plans for improving health and safety are developed and implemented

### **2.2 *CHIEF OFFICERS***

All Chief Officers take overall responsibility for health and safety within their sphere of influence. In particular Chief Officers are required to:

- ensure adequate resources are available to successfully manage health and safety within their area
- ensure implementation of corporate health and safety policy and procedures
- uphold the guiding principles for health and safety and require the same from managers and employees
- ensure effective proactive and reactive monitoring of health and safety at all management levels

In addition to the responsibilities outlined above the Chief Executive is appointed as the "health and safety director" to ensure that health and safety risk management issues are properly addressed by the NYnet Board.

### **2.3 *MANAGERS AND SUPERVISORS***

Where a manager or supervisor has an operational responsibility for the organisation or control of any NYnet undertaking or activity, he/she also carries the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity. In all cases this policy requirement reflects the legal duties placed on such persons by the criminal law on health and safety

### **2.4 *HEALTH AND SAFETY CHAMPION***

The Chief Executive is assigned as Health and Safety Champion taking a strategic role for health and safety within NYnet. Their role is to co-ordinate the health and safety effort across the company and to lead in health and safety planning, reporting and review. Health and safety plans and performance are continually reviewed.

### **2.5 *ALL EMPLOYEES***

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to NYnet's disciplinary procedures. In particular all employees are required to:

- take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- co-operate with all managers & supervisors on health and safety matters
- familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention
- act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them
- not take part in any horseplay or to interfere with or misuse anything provided in the interest of health, safety or welfare
- report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on NYnet office premises, which comes to their attention
- report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety
- follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations

### **3. ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT**

The arrangements for health and safety management are applied as follows:

#### **3.1 *ORGANISING***

*Responsibilities* – line management is responsible for health and safety performance and the implementation of company health and safety policy, arrangements and procedures.

*Learning and Development* – Health and safety competencies are core skills essential to the effective conduct of employee duties. Specific (e.g. first aid, fire safety, etc.) and managerial learning experiences are arranged to suit individual and organisational needs.

*Appraisal* – Appraisal is used to identify health and safety learning and development needs of individuals and monitor competency development.

*Communication* – Health and safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Notice Boards are regularly updated and signage is displayed.

#### **3.2 *PLANNING AND IMPLEMENTING***

*Risk Assessments* – Managers conduct and record risk assessments for all activities and ensure findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.

*Procedures* – All health and safety procedures are regularly reviewed and updated when appropriate.

### **3.3      *MEASURING PERFORMANCE***

Proactive health and safety monitoring is a line management function. Reactive measurement is by managers and supervisors implementing the health and safety procedures for accident/incident reporting and investigation. In addition, the Chief Executive measures performance by inspection and through accident/incident reporting and investigation.

### **3.4      *REVIEWING PERFORMANCE***

The company's risk assessments and health and safety procedures are reviewed annually by the Board. Performance against any major actions identified at this review are reported at Board Meetings quarterly until resolved or addressed. Other actions are reviewed on a six month cycle.