

Health and Safety Policy HS - 0101

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Statement of Intent

The National Autistic Society (NAS) acknowledges its duties under the Health and Safety at Work etc. Act 1974 and all other current Health, Safety and Environment legislation. We endeavour to ensure the health, safety, and welfare of all our people and others who may be affected by our work activities through the way we work and behave.

We inspire and lead by promoting best practice in all that we do. Senior managers demonstrate visible leadership in health and safety and provide people with opportunities to raise concerns and time to reflect and identify new and improved ways of working to effectively manage risk.

Our active and open consultation and communication strategy provides a platform for everyone to tell it like it is and encourages an open, ongoing, and determined commitment to improve health and safety at work throughout our organisation.

We ensure that risks are assessed, and that people are informed of the risks together with any arrangements in place to prevent, reduce or manage risks.

We will provide resources to ensure that all our people, sub-contractors and stakeholders have the necessary equipment, information, training, instruction, and supervision to work safely and without risk to health.

We will report and investigate accidents, incidents and near-miss events and take corrective action to reduce the risk of recurrence.

We will actively and openly monitor our arrangements and performance against improvement plans and act to integrate health and safety into everything we do.



Chief Executive

The National Autistic Society

May 2024

Introduction

The NAS is working to create and maintain a positive and inclusive working environment and culture. The NAS is committed to supporting its employees, be this via learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.

The NAS believes that all employees should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees need to be trusted, empowered, and actively listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training, and support to work safely with opportunities to develop and progress.

All NAS policies support the values set out in our vision, mission, and values.

The NAS commits to provide support and opportunities for staff to maintain their health, well-being, and safety.

You have a duty to take reasonable care of health and safety at work for you, your team, and others, and to co-operate with employers to ensure compliance with health and safety requirements.

Scope

The policy is to be followed by all NAS services, schools, and associated groups.

This policy applies to:

- **Anyone working** on behalf of the National Autistic Society including senior managers, the Board of Trustees, paid staff, contractors, volunteers, sessional workers, agency staff and work/study placements. Any reference to 'workers' hereafter includes all these groups.

Roles and Responsibilities

All Employees

All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- Inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR);
- Inform their employer of any shortcomings in the employer's protection arrangements under MHSWR
- Co-operate with their employer's health and safety arrangements under the MHSWR

Board of Trustees

The Board of Trustees are responsible for:

- Providing the CEO with the necessary resources and assistance for them to meet their legal duties
- Periodically satisfying themselves that these duties are being implemented
- Reviewing health and safety performance through management reports, at relevant committee and board meetings
- Approving key management plans outlining actions and priorities for successive years
- Identifying learnings and ensuring that necessary change is implemented and embedded

Chief Executive

The Chief Executive has overall responsibility for health and safety within the NAS and will;

- Demonstrate visible health and safety leadership
- Set the policy for Health and Safety and ensure its review
- Ensure that adequate resources are provided for health and safety
- Nominate a lead director for health and safety

Directors

Directors have delegated responsibility from the Chief Executive to ensure this policy and associated procedures, protocols, guidance, and management systems are fully understood, applied, and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Incorporating health and safety into the organisation's planning strategy
- Including health and safety as a key business risk in board decisions
- Endorsing the Health and Safety Policy through strong, visible leadership
- Providing sufficient resources to effectively manage health and safety
- Resolving any conflicts between safety practice and the operational goals of the NAS
- Ensuring that health and safety is a standing agenda item on Schools Governance Group (SGG), the Quality Assurance Committee (QAC) and meetings of the Executive Leadership Team (ELT).
- Demonstrating a commitment to the communication and consultation arrangements

Department Heads, Area Managers and Principals

Managers will be familiar with the requirements of the health and safety legislation and will be responsible for the operation and implementation of the health and safety policy. They will be responsible for all staff and volunteers' compliance with its requirements by;

- Ensuring the requirements of the health and safety policies and procedures are fully embedded within their teams
- Monitoring the effectiveness of the health and safety system in their area of responsibility

- Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal

Line Managers

Members of the local senior management team will:

- Promote, endorse and support the Health and Safety Policy through strong, visible leadership
- Ensure that arrangements are in place to ensure that all staff and volunteers are aware of their health and safety responsibilities
- Act as a primary contact for safety matters for their area of responsibility
- Ensure compliance with NAS health and safety policies and arrangements
- Facilitate attendance and delivery of health and safety training for their area of responsibility
- Monitor H&S training attendance and achievement of competencies

Volunteers

- Must take care of their own health and safety and that of others who may be harmed by their actions while volunteering, in the same way as employees do
- Must cooperate with the NAS and other employees and volunteers to help everyone meet their duties under the law
- Should not do anything to interfere with or misuse equipment provided for reasons of health, safety and welfare, for example, fire extinguishers, first aid kits etc

Arrangements for Health and Safety

All Health and Safety Policies and Procedures are available via [SharePoint](#). The Health and Safety Management General Precautions document outlines the expectations of managers in their Health and Safety responsibilities. Duty Holder responsibilities are clearly outlined in the relevant policies. Support in the execution of those duties may be requested from individual Specialist Advisors or Departments.

Specialist Functions

The Health and Safety Team

The Health and Safety Team within the Assurance and Compliance Directorate fulfils the statutory duty to appoint one or more competent person(s) to assist the NAS in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. This team is responsible for:

- Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet the NAS's needs
- The provision of health and safety advice and the implication of the law
- The production and maintenance of this policy and associated health and safety procedures, protocols, and guidance
- Assisting in the identification and implementation of health and safety training needs

- Providing guidance on the content and frequency of H&S training that is delivered within the organisation
- Acting as the NAS's formal link with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters
- Providing recommendations and reports as and when required

Facilities Management Team (Estates):

The estates team provide strategic and operational management of the NAS's portfolio of properties. They ensure that NAS Properties are appropriately maintained in line with business defined requirements. Local Facilities teams contribute and manage maintenance budgets and ensure budget is allocated to reflect organisational priorities.

This team will:

- Identify, develop and implement arrangements to ensure that planned preventative maintenance to meet statutory requirements is in place
- Contribute to Management of contractors to include preliminary information sharing, site induction and monitoring
- Ensure compliance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM)
- Implement, monitor and review permit to work arrangements as necessary
- Liaise with key stakeholders during the planning and execution of work on operational sites
- Ensure that risk assessments are in place for all activities
- Provision of compliance reports to the National Health Safety & Wellbeing Committee
- Liaise and work in partnership with the Health and Safety Team on relevant matters

Risk Assessors

The NAS has a register of risk assessors who can assist local managers in the risk assessment process.

Risk assessors will:

- Attend a suitable risk assessment training session and pass an assessment of competence prior to acting as a risk assessor
- Attend risk assessor refresher training in line with the Learning Needs Analysis (LNA) or Mandatory Learning Portfolio (MLP) or sooner if required
- Act independently and impartially when carrying out risk assessments
- Refer completed risk assessments to their line manager for approval, action and sign off
- Seek specialist advice if required during the risk assessment process

It should be noted that line managers retain direct accountability for any actions taken by staff performing this function.

Learning and Organisational Development Team

Learning & Organisational Development (L&OD) Managers, L&OD Coordinators and Staff Development Coordinators have responsibilities as follows:

- To work closely with local managers and the Health and Safety Team to ensure that all health and safety training requirements are identified through the MLP and the LNA process
- To ensure that all essential health and safety training (including induction, refresher and CPD training) is scheduled within reasonable timescales
- To ensure that accurate records of all health and safety training are maintained and available for line managers
- To ensure that suitable prompts through HRIS functionality are provided in advance of the need for refresher training
- To provide reports that alert management and the Health and Safety team indicating levels of attendance and course completion achieving the required health and safety competencies

Occupational Health Service:

Occupational Health is provided by an external service provider. The NAS Occupational Health contract is managed by the People Director. A service level agreement is in place which includes the following health and safety compliance requirements:

- Upon request and at cost advise HR on statutory health surveillance requirements relating to work activities undertaken across the NAS
- Upon request and at cost Provide information, instruction and guidance to the NAS where self-assessment health surveillance arrangements are required
- Respond to manager referrals to conduct fitness to work assessments and provide advice and guidance for the management and assessment of risks relating to individual staff health cases
- Undertake pre-employment assessments and provide reports to managers outlining any limitations
- Maintain health records of fitness to work assessments and produce them on request by authorised persons and in accordance with legislative requirements

Health and Safety Coordinators/Business Managers

Health and Safety (H&S) Coordinators and Business Managers play a key role in facilitating the day-to-day coordination of safety, health, and environmental arrangements at the school / service / office in which they work.

Health and Safety Coordinators and/or Business Managers will:

- Coordinate the local Safety Action Group (SAG) and ensure that it operates as set out in the constitution at Appendix 7
- Coordinate the recruitment of employee representatives who can act as Health and Safety Representatives (H&S Reps). The H&S Coordinator or Business Manager must ensure that Health and Safety Reps are accepted by the staff they represent. It may be necessary to hold elections if there are numerous self-nominations by staff to become H&S Reps
- Communicate with employees if they do not have H&S Reps to cascade information and escalate concerns on their behalf

- Act as the link between the Health and Safety Team and their local groups to facilitate improvements in health, safety, and environmental performance

Health and Safety Representatives (H&S Reps):

Health and Safety Representatives (H&S Reps) are 'elected' by staff to represent the staff group. They take on board the views of staff to get them involved in issues and provide opportunities to promote health and safety messages and encourage participation. The role of the H&S Rep is outlined in appendix 4 and includes the following:

Role:

- Take up concerns about potential hazards and dangerous events the workplace that may affect the employees they represent
- Take up general matters affecting the health, safety, and welfare of the employees they represent
- Represent employees when consulted by health and safety inspectors

Rights:

- Represent the workforce on health and safety, or make representations on potential hazards and dangers
- Attend training courses
- Have contact with health and Safety inspectors from Health and Safety Executive (HSE) or the local authority

The H&S Coordinator will coordinate the election of staff representatives.

Please note the Line Manager must ensure that H&S Reps are provided with the necessary resources to enable them to effectively represent their peer group e.g.

- Reasonable access to a telephone, an NAS email address
- Access to the NAS intranet
- Time to carry out their role
- Time to attend the Safety Action Group and
- Time to attend the National Health, Safety and Wellbeing Committee if they are recognised as an area H&S Rep

Evaluation

This policy will be delivered by:

- The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to the NAS which will be made available via the [SharePoint](#)
- Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility

- The use of SharePoint to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress
- The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc. via the NAS learning management system
- The promotion of health, safety, and welfare of all colleagues through campaigns, communications, seminars, and questionnaires
- Recognising all colleagues in effective consultation and actively supporting Health and Safety Representatives in the fulfilment of their role

Compliance with this policy will be evaluated by;

- Safety Action Groups
- Central Integrated Management Meeting
- Internal Audits and cooperation with Internal Audit and Risk
- The National Health Safety & Wellbeing Committee through the analysis of data received i.e. accident data, audit, investigation
- Quality monitoring reports
- Information will be used to identify where policy arrangements require a review and/or individual sites/team require individual support, advice, or guidance.

This policy has been reviewed to meet, as far as practicable, the literacy guidance based on [UK Government 2011 Skills for Life Survey](#) and [OECD Programme for the International Assessment of Adult Competencies](#)

Monitoring

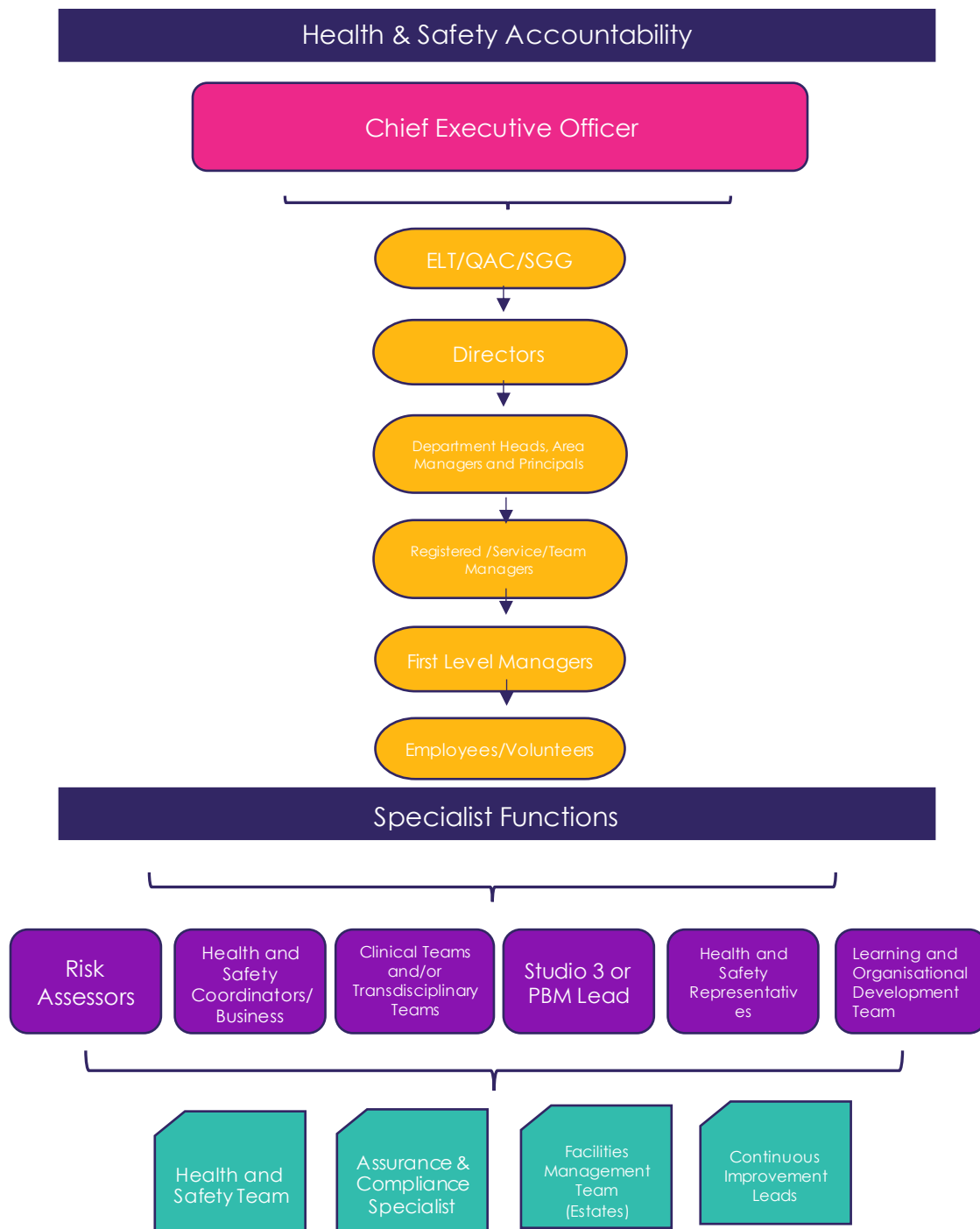
This policy is monitored by measuring compliance with the Health and Safety Management System. A full formal review will be completed every two years unless prompted by significant change in NAS procedure or statutory requirements.

Position responsible for monitoring
National Health Safety and Wellbeing Committee (NHSWC)

Method
Audits, Inspections, Active Monitoring

Frequency
Quarterly meetings of the NHSWC

Health and Safety Accountability Flow Chart



References

1. The Health and Safety at Work etc. Act 1974, Available at: [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/75)

2. The Management of Health and Safety at Work Regulations 1999, Available at: [The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukhr/1999/1199/1/1)
3. The Regulatory Reform (Fire Safety) Order 2005, Available at: [The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukhr/2005/1199/1/1)
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5. HSG65 Managing for Health and Safety 2013, Available at: [Managing for health and safety \(hse.gov.uk\)](https://www.hse.gov.uk/publications/hse65/)
6. INDG275(Rev 1) Plan, Do, Check, Act 2013, Available at: <http://www.hse.gov.uk/pubns/indg275.pdf> (Accessed on 26 April 2017)
7. INDG417(Rev 1) Leading Health and Safety at Work, Available at: <http://www.hse.gov.uk/pubns/indg417.pdf> (Accessed 26 April 2017)

Appendices

To print the appendices separately click here [Policy Forms Library](#)

HS0101 Appendix 1 Glossary

HS0101 Appendix 2 Health and Safety Management General Precautions

HS0101 Appendix 3 Health and Safety Coordinator Description

HS0101 Appendix 4 Health and Safety Representatives Description

HS0101 Appendix 5 National Health Safety and Wellbeing Committee Terms of Reference

HS0101 Appendix 6 Health and Safety Noticeboard Checklist

HS0101 Appendix 7 Safety Action Group Terms of Reference

HS0101 Appendix 8 Policy Amendment request Form

HS0101 Appendix 9 Operational Managers Checklist

HS0101 Appendix 10 Equality Impact Assessment Tool

HS0101 Appendix 11 Health and Safety Accountability Flowchart