National Navigation Award Scheme (NNAS)

Health and Safety Handbook and Policy

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This Health and Safety Handbook it is not an exhaustive list of all the hazards and risks that may be present in your workplace. It is the responsibility of the NNAS to ensure this handbook is reviewed periodically and/or following a significant change to ensure it remains compliant with legislation. The Handbook should be read in conjunction with other separate policies and procedures such as Provider Code of Conduct, Risk Assessments and other.

It is recognised that often to remove all risk from an activity is to remove the value of the activity itself. Reviewing the specific risk benefit analysis is an intrinsic of any risk assessment and should be made clear when completing any risk assessment.

National Navigation Award Scheme (NNAS)

Health and Safety Handbook and Policy

1. Employers

The NNAS has a general duty to ensure, so far as is reasonably practicable the health, safety and welfare of all employees, volunteers, Board Members and others. This is achieved through:

- the provision and maintenance of plant and systems of work that are safe and without risks to health;
- arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health;
- the provision of information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, volunteer Board Members or others:
- the provision and maintenance of a working environment that is safe,
- Employers must also make sure that non-employees such as visitors, customers or contractors, are not exposed to risks to their health or safety.

2. Employees

Employees also have a duty to take reasonable care of their own health and safety and for other people who may be affected by what they as employees, do or do not. This is not just a matter of not doing anything that is reckless or silly but involves an understanding of workplace hazards and complying with safety rules and procedures so that they and others are not put at risk. Employees must also co-operate with their employer or other person in complying with any duty or requirement imposed upon them and:

- take reasonable care of their own safety and others affected by their actions;
- comply with the details of this Health and Safety Handbook and Policy and observe all safety rules;
- use all safety equipment and/or protective clothing as directed;
- maintain all equipment in good condition and report defects to their manager or appropriate person;
- report any safety hazard or malfunction of any item of plant or equipment to their manager or appropriate person;
- report all accidents to their manager whether an injury is sustained or not; and
- follow the fire evacuation procedure and the position of all fire equipment and fire exit routes.

3. Safety Rules

Every employee must observe the following safety rules. Failure to do so will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

Employees must:

- immediately report any unsafe working practices or conditions to their line manager or appropriate person;
- comply with all emergency procedures and ensure all fire escape routes, fire equipment and fire doors are not obstructed;
- ensure passageways and work areas are kept clean and tidy and spillages are cleaned up immediately;
- make proper and safe use of all equipment and facilities provided;

- ensure all waste materials are disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others;
- wear suitable clothing, footwear and PPE where appropriate;
- report all injuries/incidents to their line manager and ensure that it is properly recorded in the accident book and complete an incident form if appropriate;
- report any medical condition which could affect the safety of themselves or others; and
- comply with all hazard/warning signs and notices displayed on the premises.

Employees must not:

- undertake a job which appears to be unsafe;
- undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- misuse any firefighting equipment provided;
- interfere with any protective guards and other safety devices or
- drive or operate vehicles in connection with work whilst suffering from a medical condition or illness that may affect their driving or operating ability.

4. Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules;
- wilful damage to, misuse of or interference with any item provided in the interests of health and safety or welfare at work;
- horseplay or practical jokes which could cause accidents; and
- deliberately disobeying an authorised instruction.

5. Health and Safety Policy Statement

The Board of the National Navigation Award Scheme (NNAS) recognises that it has a legal duty of care towards protecting the health and safety of its employees, Board Members, volunteers or others who may be affected by the NNAS' activities.

In order to discharge its responsibilities, the Board will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where reasonably practicable through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain premises and provide and maintain safe plant and equipment
- provide adequate resources to control the health and safety risks arising from our work activities

- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to enable a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or safe systems of work or as a last resort through use of personal protective equipment.

This Health and Safety Handbook and Policy will be reviewed at least bi-annually and revised as necessary to reflect changes in the NNAS' activities and any changes to legislation. Any changes will be brought to the attention of all by the Board

6. Accident, Incident and Ill-Health Recording, Reporting and Investigation

All accidents resulting in personal injury must be recorded in the appropriate manner. For accidents at Head Office this would be via the accident book held at STEP, and an incident report. For those with staff, Board Members or volunteers working for the NNAS this must be via an incident report to be sent to the NNAS Head Office within 24 hours of the incident.

Incidents and work-related ill-health must be reported directly to your Line Manager whereupon they will be investigated and an incident/ accident/ near miss form completed. Should you require first aid treatment, please contact your closest first aider/appointed person.

7. Asbestos

The NNAS will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. If you notice any material that causes you concern, or you become aware of any damage to asbestos material, you must report it immediately to your supervisor/manager.

8. Communication and Consultation

The NNAS will consult with its employees on Health & Safety matters through a variety of means including:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety agenda in Board meetings

The NNAS will also display the 'Health and Safety Law – What You Need To Know' poster in a prominent position in the Head Office and/or communicate similar information by other means.

9. Contractors

All contractors working for the NNAS must comply with the contents of this Handbook and Policy and fire safety procedures. Contractors must ensure that all equipment, materials and premises under their control are safe and without risks to health. If you judge there is a risk where contractors are working you should inform your manager immediately. Before undertaking work, all contractors must report to

the NNAS Admin Manager.

10. Reasonable adjustments

All employees and visitors regardless of ability will be treated with respect and dignity, both in the provision of a safe working environment and in equal access to the NNAS facilities and courses. The NNAS will ensure that risk assessments are undertaken of the additional needs of the disabled persons and carry out reasonable adjustments to the premises and/or employment arrangements.

11. Display Screen Equipment

If you operate Display Screen Equipment the NNAS or you will carry out an assessment of your workstation and implement necessary measures to remedy any risks found as a result of the assessment.

12. Driving

If you drive in connection with working (excluding home to workplace commute) you are responsible for your safety and others who travel with you and must comply with the Highway Code and Road Traffic Act. Further details are available from your employer. You must inform your manager of anything that could affect your driving e.g. health conditions or injuries, use of prescribed medication or changes to your licence such as limitations, offences recorded, period bans. If you are involved in any accidents/incidents whilst driving on behalf of the NNAS you must inform them immediately.

13. Electricity

When operating electrical equipment, you must:

- visually check electrical equipment for damage before use and report defects;
- report any defects found to line manager/supervisor;
- not carry out any repair to any electrical item unless qualified to do so;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not bring any electrical item onto the premises until it has been tested; and
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

14. Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or adequately controlled. Employees should not use any hazardous substance unless they have received the information and training for the safe use of that substance. Appropriate PPE must be worn where stipulated.

15. Fire

The NNAS or partner organisation (e.g. STEP Stirling or other) will carry out Fire Risk Assessment in so far as it affects NNAS personnel, volunteers, board members or other, that will detail the preventative measures in place to stop a fire happening and what to do in the event of an emergency. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The NNAS does not require persons to attempt to extinguish a fire but extinguishing action

may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given and all occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present, declares it is safe to do so. Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

15. First Aid

The NNAS will make sufficient provision for first aid to deal with accidents and injuries that arise at work. Nominated personnel will be trained to administer first aid. Adequately stocked first aid boxes will be held in Head Office Stirling. All instructors, staff, volunteers or Board members while working or volunteering for the NNAS are expected to make appropriate First Aid arrangements and provision. This would usually entail carriage of a basic expedition first aid kit, NOK details, medical information of clients.

16. Ill Health

Employees/ volunteers/ Board members who have a medical condition that may prevent them undertaking a task should notify the NNAS beforehand.

17. Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. The NNAS aims to prevent the spread of infection through work-based activities by adopting suitable control measures. Employees must:

- follow any procedures set out and good hygiene practices;
- wear personal protective equipment (PPE) as directed.

Training and information will be provided to all who are identified from a risk assessment as being potentially exposed to infections.

18. Lone Working

The NNAS will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. You will be given all necessary information, instruction, training and supervision to enable you to recognise the hazards and appreciate the risks involved with working alone.

19. Manual Handling

To prevent injuries and long-term ill-health from manual handling the NNAS will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practicable to remove an element of manual handling it will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. You must familiarise yourself with the guidance on the principles of safe handling techniques.

20. New and Expectant Mothers

The general precautions taken to protect the health and safety of the workforce as a whole may not, in all cases, protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary. Should you become pregnant or are returning to work after having a baby, you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

21. Personal Protective Equipment

You will be provided personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum. You must:

- wear the PPE as instructed or where indicated by signage;
- maintain it in good condition;
- report any defects to your supervisor/manager; and
- ensure the PPE fits correctly, is comfortable and fully adjusted.

22. Risk Assessment

The purpose of a risk assessment is to identify hazards, assess the probability that harm may arise from them and evaluate the effectiveness of control measures. The NNAS will carry out suitable and sufficient risk assessments and bring the results to your attention. General risk assessments of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities are available.

Specific risk assessments may also be carried out as determined by the general assessment. In the first instance, risks will be tackled at source using engineering means in preference to systems of work. Personal protective equipment is only acceptable alternative where risks cannot be controlled by such other means.

23. Safeguarding

The NNAS has a separate policy regarding the safeguarding of vulnerable adults.

24. Slips, Trips and Falls

The most common cause of injury in the workplace is slips, trips and falls. Hazards include trailing cables, boxes, materials and spillages. You must remain attentive to any slip or trip hazards and maintain good housekeeping standards at all times. Make sure aisles and passageways are free from trip hazards and never obstruct a fire exit. If a spillage occurs, you must ensure it is attended to without delay.

25. Smoking

It is the policy of the NNAS that all of its premises are smoke-free and that all employees have a right to work in a smoke-free environment.

26. Training for Health and Safety

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company, to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups. All employees will receive health and safety induction and refresher training which will cover general health and safety issues, emergency evacuation and assembly procedures and specific training in relation to particular duties at work. This will be delivered by the DATO who holds the NEBOSH National General Certificate in Occupational Health and safety.

27. Violence to Staff

The NNAS will take all reasonable measures to protect staff from violence. If you are a witness or receive any violence or aggression towards you, then you should report this to your manager/supervisor so that this can be recorded and investigated. In first instance this should be to the DATO then to the Chair of the Board.

28. Visitors and Members of the Public

The NNAS will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors. This includes ensuring that all areas where the public are present are safe and without foreseeable risk. Any employee who notices persons acting in a way which would endanger colleagues should notify their manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

29. Waste Management

The NNAS will minimise the production of waste.

30. Welfare facilities

The NNAS will provide health, safety and welfare facilities including the provision for both staff, volunteers Board members and other:

- appropriate ventilation, temperature control and lighting;
- suitable cleanliness and housekeeping standards;
- appropriate sanitary and washing facilities;
- separate toilet facilities for men and women, where possible;
- plentiful drinking water supply and cups;
- accommodation for keeping clothing clean and dry;
- facilities for changing, rest periods, hot drinks and meals preparation; and
- showering facilities.

31. Work Equipment

The NNAS will ensure that all equipment provided for use at work is suitable for its intended use and maintained in a safe condition. Only use work equipment about which you have received adequate information, instruction and training. Inspect equipment prior to use and report any defects to your manager.

32. Workplace transport

Where appropriate and if not already addressed by another partner organisation e.g. STEP, the NNAS will take all reasonable steps to control the risks associated with moving vehicles. Vehicles and pedestrians will be effectively separated on traffic routes wherever possible and pedestrians will be prevented from entering areas where vehicles operate unless they are required to do so as part of their job role. The NNAS will seek to eliminate reversing on site wherever possible. Where this is not possible the NNAS will introduce systems to ensure such manoeuvres are carried out safely.

Signage will be provided wherever necessary to ensure that pedestrians are alert to the risks of moving vehicles in particular areas.

33. Work At Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. This includes working from steps, podiums and ladders. The NNAS will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

34. Data Protection

All are reminded of their responsibilities for data protection under GDPR legislation and for the safeguarding and disseminating data.

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HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

The NNAS will do all in its power to ensure the health and safety and welfare of all our staff, volunteers, Board members and other and we look to all to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy and Handbook as above.

You should read the information contained and adhere to the rules at all times.

Please discuss any queries you may have with Head Office, Development And Training Officer, or the NNAS Chair and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature: _____ Date: _____

Print Name: _____

The National Navigation Award Scheme is a Scottish Charitable Incorporated Organisation, number SC039201