



# North West English Springer Spaniel Rescue: Health and Safety Policy

## Contents

### 1. Introduction

#### 1.1. Policy statement

### 2. Policy Scope

#### 2.1. Policy scope

### 3. Policy Standards

#### 3.1. Health and Safety Policy Standards

### 4. Policy Responsibility

#### 4.1. Volunteers

#### 4.2. Third party contractors

#### 4.3. Policy Owner

#### 4.4. Board of Trustees

### 5. Policy Implementation

#### 5.1. Training/Induction

## 1. Introduction

### 1.1. Policy Statement

North West English Springer Spaniel Rescue (NWESSR) recognises its responsibility to provide a safe and healthy place of work for all volunteers/third parties appointed by NWESSR. Therefore, we are wholeheartedly committed to ensuring effective health and safety practices are in place across the organisation which enable this safe and healthy environment to be achieved. The purpose of this policy is to deliver our commitment to good health and safety protocols to ensure the prevention of accidents involving personal injury or property loss is essential to the efficient operation of our organisation. The policy outlines the minimum standards expected to be delivered to ensure this occur.

## 2. Policy scope

### 2.1. Policy Scope

This policy is applicable to all NWESSR volunteers, trustees and third-party contractors.

## 3. Policy standards

### 3.1. Health and Safety Policy Standards

- 3.1.1. We will ensure healthy and safe conditions are achieved within all our services. To enable this we will maintain up-to-date Health and Safety policies and procedures.
- 3.1.2. We will have effective systems of communication in place to ensure information on health and safety is adequately disseminated across the organisation. At a minimum these will be:
- All relevant volunteers/ third parties will be informed of the outcomes of risk assessments prior to being exposed to any risks.
  - This policy will always be available to all volunteers/contractors upon appointment, via the website.
  - New or amended Health and Safety policy, procedures and/or systems will be communicated to all relevant volunteers/contractors in a timely manner, and
  - All safety-critical messages will be disseminated to all relevant parties in a timely manner.
- 3.1.3. We will ensure all volunteers receive information and support required to deliver all Health and Safety Policies and perform their work safely.

## 4. Policy responsibilities

### 4.1. Volunteers

- To be familiar with all **NWESSR** Health and Safety procedures applicable to their role and to understand what is expected of them;
- To be familiar with and understand their role within health and safety;

- To take reasonable care for the health and safety of themselves and any others affected by their actions when acting on behalf of NWESSR;
- To deliver the standards outlined within the NWESSR health and safety policy at all times;
- To seek guidance when unsure about health and safety policy/procedure rather than improvise;
- To report all health and safety incidents they are involved in or aware of.
- To actively participate in regular risk assessments appropriate to their given role;
- To use all equipment allocated for the appropriate tasks and in line with the instructions/guidelines provided;
- To not work at height (this is not permitted by NWESSR).
- To ensure they have the relevant information and support required to comply with this policy, and
- To highlight any concerns or issues with this policy to the policy owner.

#### 4.2. All Third-party contractors (i.e. kennel staff, behaviourists etc.)

- To be familiar and comply with the Health and Safety at Work etc. Act 1974 and any other Approved Codes of Practice relevant to their work or the work of their service (including the Animal Welfare Act 2006 (as well as any licensing regulations));
- To be familiar with NWESSR's Health and Safety procedures all applicable to their role and to understand what is expected of them;
- To ensure all relevant staff will be informed of the outcomes of all risk assessments prior to being exposed to any risks;
- To ensure that all health and safety risks to staff members, volunteers and the public are minimised and all required working practices are in place to ensure the workplace is safe;
- To ensure that safe working practices are in place within their service and incorporated into routine instructions;
- To ensure any defects in premises and/or equipment are escalated (where appropriate) and resolved without delay;
- To encourage staff members and volunteers within their service/ under their supervision to suggest ways and means of eliminating health and safety hazards;
- To ensure all health and safety policies are implemented fully within their service;
- To ensure all staff members within their service are aware of all **their company's** Health and Safety Policy and have access to the documents;
- To ensure that all health and safety policy standards are complied with and procedure adhered to within their service;
- To ensure corrective action is taken if any health and safety policy standards or procedure is not complied with/adhered to within their service;

#### 4.3. Policy Owner

- To ensure this policy is reviewed at regular intervals or in response to an incident, complaint, regulatory or contractual change;
- To ensure the policy remains up to date and fit for purpose;
- To resolve any queries or issues raised with the policy.
- To ensure that all health and safety policy standards are complied with and procedure adhered to within their service/function, and regularly monitor compliance.
- To ensure corrective action is taken if any health and safety policy standards or procedure is not complied with/adhered to within their service/function.

#### 4.4. Board of Trustees

- To be familiar with all NWESSR Health and Safety Procedures
- To be familiar with and understand their role within health and safety;

- To ensure that all health and safety risks to volunteers and members of the public are minimized.
- To ensure all health and safety risks to those who access their service/function and the general public are minimised and all required working practices are in place to ensure these people are kept safe;
- To ensure any defects in premises and/or equipment are escalated (where appropriate) and resolved without delay;
- To be responsible for health and safety across the organisation;
- To ensure this policy is fully implemented across the organisation;
- To ensure there is an effective system in place to ensure all health and safety incidents are evaluated and learnt from;
- To ensure this policy is reviewed to the agreed timescale or in response to an incident, complaint, or regulatory change, and
- To ensure the policy remains up to date and fit for purpose.
- To hold overall responsibility for health and safety across the organisation.

## 5. Policy implementation

### 5.1. Training/induction

All staff members and volunteers are encouraged to familiarize themselves with NWESSR Health and Safety policy upon appointment and be encouraged to ask any questions or request further training before assuming their role.

**It is recognised that all volunteers and third party contractors have a vital role in the implementation and maintenance of NWESSR's Health and Safety Policy. Remember – you must accept responsibility for your own health and safety whilst carrying out your duties by co-operating with the charity.**