



**TARLAND DEVELOPMENT GROUP**

Charity No.SCO41598. Scottish Charitable Incorporated Organisation

# HEALTH AND SAFETY GUIDELINES

## 1. Aim

The aim of this document is to set out Tarland Development Group's (TDG) approach to achieving its Health and Safety objectives. It will provide guidance for personnel working for TDG (either as staff, contractor or volunteers). All personnel working with the Group (in whatever capacity) should be made aware of these guidelines.

## 2. Introduction

TDG's purpose is the advancement of community development and in particular, promotion of the arts, culture, heritage, environmental enhancement and protection, and the provision of recreational activities within the Parish of Tarland and the Howe of Cromar in Aberdeenshire.

TDG undertakes a wide range of projects on behalf of the community (mainly through its various projects and groups) and is committed to providing a safe working environment for all staff, volunteers, contractors and visitors.

## 3. Objectives

TDG will ensure that the following principle objectives are achieved:

- TDG meets all its statutory and legal requirements
- TDG provides a safe workplace for anyone working with the Group
- TDG provides clear guidelines to control and reduce any Safety and Health risks
- TDG consults with staff, contractors, and volunteers on safe working practices
- All incidents are properly investigated and reported, and that any required corrective action is taken.

## 4. Roles and Responsibilities

While everyone working for TDG has responsibilities to comply with the Health and Safety objectives above, the following personnel have additional responsibilities.

### a. The Chair of TDG

- Ensure that the Health and Safety Guidelines are reviewed on an annual basis and updated as required.
- Ensure that all tasks have an identified organiser / leader



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- Ensure that any Health and Safety incidents are reviewed, reported and action taken as necessary.
- Ensure that TDG provides any information, training and supervision required to ensure the Health and Safety of all staff, contractors, volunteers and visitors.
- Ensure that TDG maintain an Accident book where all accidents and incidents are recorded.

### **b. Work Organiser / Leader**

The TDG representative who is organising or leading the work will:

- Ensure that a Risk Assessment is completed for any tasks, if required (or for any changes identified when the work is being completed) and the actions identified are completed. This could include reviewing a contractor's H&S performance, their public liability insurance cover and the risk assessment/method statement for any work they are being asked to undertake.
- Ensure that all personnel involved are informed of the work scope and of the actions from the Risk Assessment.
- Ensure that any equipment used during the work is safe and properly maintained.

### **c. Staff, Contractors and Volunteers**

Staff, contractors and volunteers will:

- Ensure that they fully understand the work they are doing and any risks involved.
- Comply with any instructions from the person organising the work.
- Stop work if you have any Health and Safety concerns and discuss them with the team or the person organising the work.
- Ensure that any equipment used during the work is both fit for purpose and is used in accordance with its instructions.
- Contractors should provide their H&S policy, a copy of their public liability insurance and a risk assessment/method statement for any work they are being asked to undertake.



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### 5. Risk Assessment

The Management of Health and Safety at Work Regulations (1999) place a duty on both employers and the workers to assess the risks to personnel during a task. A Risk Assessment completed before the start of any new work should address the following questions:

- Have all **Significant Hazards** been identified?
- Has the **Probability** of their occurrence been defined?
- Have the **Consequences** of an occurrence been determined?
- Are appropriate **Controls** in place to manage the risks?

On most occasions the points above will be covered in the initial briefing before the work starts (Section 6 below) but where the risks are new, significant or not fully understood then the person organising the work should complete a written Risk Assessment prior to the work starting (a suggested format is attached at Appendix A). If there is any doubt as to whether a written Risk Assessment should be completed, then the default position is that one should be completed.

The Risk Assessment must always be completed by more than 3 personnel and should where possible be signed off by a separate Trustee. Personnel should ask TDG for support in completing a Risk Assessment if required. Further guidance is available at <http://www.hse.gov.uk/risk/controlling-risks.htm>.

### 6. Briefings

Before starting any work, the organiser will brief everyone involved, explaining the task to be completed and any risks and preventative measures that should be followed. Note that the risk could be to those working or to others (visitors or passers by etc.).

The briefing must ensure that the capabilities of those completing the work are taken into account along with any other additional factors – machinery, children, older or vulnerable adults etc.

### 7. Review of Incidents

Any incidents or injuries will be investigated as soon as possible by the person organising the work and reported to the TDG Board as soon as possible, to ensure that any lessons are learnt and acted on. The Trustees will take further action as required, including reporting the injury if required under RIDDOR (<http://www.hse.gov.uk/riddor/>)



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### 8. Supporting Documents / Links

Personnel working for TDG should refer to the following links as required:

- **Manual Handling** for any tasks which includes working or moving with heavy materials - <http://www.hse.gov.uk/msd/manualhandling.htm>
- **The Control of Substances Hazardous to Health Regulations 2002 (COSHH)** <http://www.hse.gov.uk/coshh/> if any chemicals are being used in the task.
- **Noise** - <http://www.hse.gov.uk/noise/regulations.htm>
- **Personnel Protective Equipment** - <http://www.hse.gov.uk/toolbox/ppe.htm>
- Instruction manuals / guidance for any equipment being used.

### 9. Review of Health and Safety Documentation

These Guidelines will be reviewed annually and be updated as required. Any comments should be sent to the TDG Board as soon as possible.

Date: 7<sup>h</sup> August 2018

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies/>). Simply choose the example closest to your business.

Company name: [redacted]

Date of risk assessment: [redacted]

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx
						*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk/>. For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14



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Appendix A (from <http://www.hse.gov.uk/risk/controlling-risks.htm>).