

Fizzypig Ltd

## Health and Safety Policy

### 1. Introduction

Fizzypig Ltd (hereafter referred to as FP) recognises it's responsibility to ensure the health, safety and welfare at work of all personnel and clients; and further that a duty extends to all other persons while they are engaged in FP activities.

NB For the purposes of this document FP directors, volunteers, employees, members, self-employed contract workers and others representing FP will hereafter be referred to as 'personnel'.

It is FP's policy to do all that is reasonable to prevent personal injury and damage to property and to protect all persons, including members of the general public, from foreseeable work hazards insofar as they come into contact with FP.

### 2. General Statement

FP Board of Directors recognise that it is their duty to:

- provide and maintain safe and healthy working conditions, taking into account any statutory requirements;
- provide appropriate instruction and training to enable personnel or clients to perform their work tasks safely and efficiently;
- make available to personnel or clients all necessary safety devices and protective equipment and to supervise their use;
- maintain a constant and on-going interest in health and safety matters which are applicable to FP's activities; in particular by consulting and involving personnel and clients;
- provide and maintain, so far as is reasonably practical, safe access and egress to the place of work;
- provide and maintain a working environment that is, so far as is reasonably practical, safe, without risk to health and safety, and adequate as regards facilities and arrangements for welfare at work.

The Board of Directors further recognise that personnel and clients equally have a duty under the law to exercise personal responsibility and to do everything practical to prevent injury to themselves and others by:

- working safely and efficiently;
- using the appropriate protective equipment provided and meeting all statutory obligations;
- immediately reporting incidents that have led or may lead to injury of persons or damage to property;
- strictly adhering to FP Policies and Procedures, directions and safety instructions for securing a safe work place;
- assisting in the investigation of accidents with the objectives of upgrading existing measures or introducing new measures to prevent a recurrence;

- fulfilling the duty to refrain from the wilful misuse or interference with protective equipment which has been provided by FP in the interest of health and safety and welfare, and to take reasonable care in any action which might endanger themselves or others.

### **3. Duty of Care**

#### **3.1 Duties of FP**

As outlined in the Health and Safety at Work Act 1974, it shall be the duty of FP to ensure, so far as is reasonably practicable, the health, safety and welfare of all personnel. This duty requires:

- the appointment of a person to take overall responsibility for Health & Safety within FP;
- the provision and maintenance of plants and systems at work that are safe and without risk to the health of personnel;
- arrangements for ensuring the safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all personnel;
- the maintenance of any place of work under FP control in a safe condition and without risk to health, and the provision of safe means of access to and egress from the place of work;
- the provision and maintenance of a working environment for all personnel that is safe, without risk to health, and is adequate as regards facilities and arrangements for their at work.

#### **3.2 Duties of personnel and clients**

It shall be the duty of all personnel and clients whilst at work to:

- take reasonable care for the health and safety of themselves;
- take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work;
- cooperate with their employer, volunteer coordinator, supervisor or any other person, or any of the relevant statutory provisions so far as is necessary, to enable that duty or requirement to be performed are complied with.

### **3.3 Duties of Other Persons**

It is the duty of persons designing, manufacturing, importing or supplying articles or substances for use at work to:

- ensure they are safe without risk to health when properly used;
- carry out tests or examinations as may be necessary to ensure they are safe and without risk to health when properly used;
- provide any information necessary to ensure they are safe without risk to health when properly used;
- enable anyone erecting or installing articles for use at work to ensure they are safe and without risk to health when properly used.

### **3.4 Duties of the Safety Officer**

The duties of the safety officer include:

- advising personnel and clients in order to assist the fulfilment of the responsibilities for health and safety;
- advising on safety aspects in the design and use of plant and equipment and where necessary, the checking of new equipment before commissioning;
- carrying out periodic inspections to identify unsafe plant, unsafe working conditions and unsafe working practices, to report the results of such inspections and make recommendations for any remedial action;
- promoting and, where appropriate, participating in safety education programmes to raise the level of safety awareness within the organisation;
- investigating accidents, assessing possible causes of injury and circumstances likely to produce accidents, and the tendering of reports and advice to prevent recurrence;
- developing, revising and, when necessary, updating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation.

### **3.5 Statutory Provisions**

Under the Health and Safety at Work Act 1974 there is a common duty on all persons at work to operate in a safe manner, and this duty is enforceable by law. The breach of the relevant statutory provisions is a criminal offence. Personnel or clients may be liable to prosecution as may other persons (e.g. manufacturers) who are in breach of any duty imposed upon them by such statutory provisions.

FP, any member of personnel or client who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is a breach of any specific rule or not.

### **3.6 Collective responsibilities**

The effective implementation of the FP Health and Safety Policy requires a participation of all personnel and clients although the overall responsibility lies with FP's Board of Directors. The Board of Directors accepts that this accountability forms an integral and essential part of their executive responsibilities, ranking equally with all other FP commitments and objectives.

## **4. Implementation**

### **4.1 FP Board of Directors**

The Board of Directors of FP are responsible for the effective implementation of the Health and Safety Policy by:

- keeping themselves informed of all the incidents of accidents occurring during FP work activities, both to FP's personnel or clients, and to other persons;
- keeping under review all safety measures, instructions, training and to ensure the health and safety and welfare of all personnel and clients and other persons during FP work activities or on or about its vehicle(s);
- being available to receive safety delegates and to attend safety meetings as required;
- making available such resources as are required in order that FP may execute its statutory duties under all health and safety legislation.
- inspecting the premises under their control to check that the safety measures are being maintained and that safe systems of work are being followed in the method of work and in the work place generally, as determined in FP's Policies and Procedures;
- instructing those under their control and within premises under their control, precisely and clearly as to their duties with regard to the safety of themselves and all other within their areas of control;
- informing personnel or clients of any hazards to health and safety encountered in the course of their work, the precautions to be taken and their duties to safeguard their health and general well-being;
- making themselves readily available to receive and discuss health and safety queries raised by personnel or clients under their control;
- maintaining an up to date knowledge of legislative and statutory requirements relevant to their area of responsibility and ensure they are complied with;

- ensuring that all new plant and equipment meets the acceptable safety standards prior to final purchase and commission;
- ensuring that any Contractors employed are conversant with FP's Safety Policies and Procedures and adopt safe methods of work, and see that all written commissions are correctly completed and signed.

#### **4.2 FP Personnel and Clients**

All FP personnel and clients have a duty of care to themselves and to all other persons in the workplace and therefore must

- observe all health and safety rules at all times;
- familiarise themselves with all safety operating procedures and instructions applying in any work place and in any job to which they may be allocated;
- use appropriate safety devices and equipment to ensure compliance with statutory regulations and appropriate FP Policies and Procedures;
- immediately upon detection report any defects or health hazard to their immediate Supervisor or the Director;
- assist in the maintenance of good housekeeping standards at all times;
- report any accidents or plant damage immediately to their immediate Supervisor or the Director, whether injuries are caused or not, and assist in the investigation of the accident;
- co-operate in the work of the Board of Directors and in the inspections of the work place as required.

#### **4.3 Responsibilities of Contractors**

All the tender documents and contracts for service that are agreed between FP and contractors will set out the contractors' responsibilities to FP for the safety of personnel, clients, and the public. The responsibility of the contractors when working with FP on work activities will be to provide adequate supervision and monitoring by:

- ensuring reasonable care for the protection of their own employees;
- ensuring that all reasonable care is taken for the protection of FP's personnel and those for whom FP provides a service;
- ensuring that their employees abide by any health and safety arrangements for the premises where the work is being undertaken;
- ensuring safe access and egress;
- providing that any such equipment, articles or substances provided for use at premises under the control of FP is safe and maintained as such;

- ensuring that prior arrangements are made with FP relevant to create a safe place of work.

#### **4.4 Health and Safety Arrangements**

The following arrangements are in place for FP to ensure that all systems, procedures and policies in respect of health and safety are designed to ensure the provision of a safe working environment and to prevent any personal injury and damage to property, and to protect all persons, including all personnel and clients and members of the general public, who may be present on premises under the control of FP or during work activities.

- **Safety Inspections**  
These will be undertaken at regular intervals by the Safety Officer.
- **Electrical Safety**  
This will be undertaken in accordance with the requirements of the Electricity at Work Regulations 1989.
- **Health and Safety Training**  
FP will provide adequate and appropriate Health and Safety Training for all personnel and clients including induction training and skills training and maintain the appropriate training records.
- **Accident Statistics and Reporting Procedures**  
FP will maintain all necessary accident statistics and monitor and, where appropriate, improve existing reporting procedures.
- **Waste Policy**  
FP will ensure that it's waste is dealt with according to the requirements of the Environmental Protection Act 1990.
- **Staff Medicals and First Aid Arrangements**  
FP will ensure that all personnel are provided with medical inspections where appropriate and that all the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with.
- **Health and Safety Annual Review**  
FP will authorise the Safety Officer to undertake an annual review of all work currently undertaken in the workplace and to report findings and recommendations to the Board of Directors.

#### **4.5 Risk assessments**

It is a requirement of the Management of Health and Safety at Work Regulations 1999 that FP undertakes and records risk assessments (see appendix 1 for a risk assessment template/example).

Risk assessments will be completed by the project/session leader, the Health and Safety Officer or a company director. They will be undertaken at the beginning of a new project and where new activities are introduced. Risk assessments will be reviewed on an annual basis. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to a company director.

The action required to remove or control risks will be approved by a company director. The project/session leader, the Health and Safety Officer or a company director will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed or reduced the risks.

Although risk assessments are undertaken prior to the activity being carried out, all personnel and volunteers have a responsibility for not undertaking activity if they consider that the risks to themselves or others is significant.

This policy will be reviewed by the board, every 3 years or when there are changes in legislation.

**Issue number: 03**

**Revised and agreed by the Fizzypig Ltd board of directors: Dec 2018**

## Appendix 1: Example Risk Assessment from a 2014 STEM Project

Please note that for a number of FP projects one of the significant risks will be that of "Lone Working".

Activity	Identified Hazard	Initial Risk Rating L/M/H	Control Measures	Controlled Risk Rating L/M/H
Setting up stand	Injury due to carrying heavy loads	M	Divide all loads up into manageable amounts. Ensure that the smallest children do not carry the heaviest loads.	L
Use of glue guns	Burns to fingers	H	To be used only under supervision by suitably trained personnel.	M
Firing pop rockets (film canisters)	Slip hazard due to water on floor Hitting someone with a film canister	L M	Any spills to be mopped up.  Fire pop rockets only under supervision, vertically upwards from a tray.	L L
Assembling models using wooden skewers or sharp pencils	Injury to hands or fingers	M	All assembly to be done under supervision by suitably trained personnel.	L
Visiting shows	Losing the younger children	M	Ensure younger children are accompanied by an adult	L
Taking down stand	Injury due to carrying heavy loads	M	Divide all loads up into manageable amounts. Ensure that the smallest children do not carry the heaviest loads.	L