

Health and Safety Policy Parts 1, 2 and 3

1. Purpose

The Health and Safety at Work Act 1974 (HASAWA74) requires all employers to produce a written policy for health and safety in three parts. Part 1, the general statement, is the single page signed by the Chair and Chief Executive. Part 2 sets out the Organisational Roles and Responsibilities. Part 3, the arrangements, is the sum of all the various policies, procedures and practice guidance which set out the practical management of health and safety

2. Scope

This policy applies to all BRC staff, volunteers, contractor and anyone undertaking BRC business in the UK and overseas.

3. Part 1 The Health and Safety General Policy Statement

Part 1 of this policy comprises of the health and safety general policy statement which sets out on a single page a summary of BRC's health and safety policy. By law it is signed by the Chief Executive and Chair of Trustees as the "Duty Holders" for Health and Safety within the BRC.

This is a living document in that it has to be reviewed on an annual basis. Therefore, an unsigned printable copy of the Health and Safety General Policy statement is contained at Appendix 2 to this Policy. This is so that only the Appendix need to be reviewed on an annual basis. Once approved and signed by the CEO and Chair of Trustees it will be sent out to all Directors for distribution within their Teams. A printed signed copy of the statement must be affixed to the Health and Safety Notice board in all BRC premises including offices, shops, warehouses etc in accordance with HASAWA74 and the Health and Safety at Work (Northern Ireland) Order 1978.

4. Part 2 Roles and Responsibilities

Under HASWA74 a duty is placed on the employer to ensure that keep people safe by maintaining a safe working environment, safe systems of work and maintaining a duty of care. Accountability for Health and Safety is placed with in the management and leadership chain starting at the top and cascading down through the various layers of management. The Act also places a duty on the employee (including volunteers) to work safely and to comply with the health and safety requirements of the employer. Therefore, health and safety is everyone's responsibility an BRC, not just the senior leadership

At BRC there are specific Health and Safety roles and these are as follows:

4.1 Board of Trustees and the Chief Executive Officer

4.1.1 Are accountable for the governance of health and safety within British Red Cross. In conjunction with the Executive Leadership team, they set and approve the health and safety policy and seek assurance that health and safety is being actively managed in a way that fulfils legal responsibilities, and meets the requirements of the organisation. Their responsibilities include;

4.1.1.1 Ensuring there is effective governance of health and safety, and there are robust systems in place to implement effective policy and procedures

4.1.1.2 Ensuring that appropriate scrutiny arrangements are in place for measurement, audit and review by taking reports from our governance committees, principally the Risk and Assurance Committee

4.1.1.3 Ensuring that our overall financial position allows sufficient resources for safe and healthy operations

4.1.1.4 Collectively responsible for ensuring health and safety regulatory compliance This includes:

4.1.1.4.1 Allocating sufficient resources to the management of health and safety.

4.1.1.4.2 Ensuring that health and safety objectives are an integral part of the organisation's business plan and that our people contribute to that plan.

4.1.1.4.3 Demonstrating strong leadership in health and safety by setting standards and making clear their expectations of all staff and volunteers.

4.1.1.4.4 Setting and monitoring health and safety performance objectives for direct reports and seeking assurance that these are cascaded where appropriate.

4.1.1.4.5 Setting and reviewing annual directorate health and safety improvement plans.

4.2 Chief Operating Officer

4.2.1 The Chief Operating Officer has specific delegated health and safety responsibilities from the Chief Executive Officer (CEO), including;

4.2.1.1 Ensuring corporate planning processes include relevant health and safety matters.

4.2.1.2 Advising the CEO and ELT on compliance with the Health and Safety Policy and related policies, procedures and practice guidance. They will also ensure the Health and Safety Policy is updated as required.

4.2.1.3 Advising the CEO and ELT on corporate health and safety issues and matters arising from the Risk and Assurance Committee. Major issues will be raised to the board via the COO, with technical support from Professional Services.

4.2.1.4 Producing the annual Health and Safety Board Report.

4.2.1.5 Ensuring that the Risk and Assurance Committee acts to foster a climate of continuous improvement in health and safety

4.2.1.6 Ensuring the development and implementation of an effective framework for health and safety training and education

4.3 Leadership Group

4.3.1 Responsible for ensuring that corporate and departmental policies are put into effect at all levels and ensuring compliance with specific regulations or requirements. This includes:

4.3.1.1 Ensuring that health and safety policies, procedures and systems of work are implemented, and feedback is provided to senior management where need for improvement is identified.

4.3.1.2 Providing periodic feedback to senior management on health and safety performance.

4.3.1.3 Taking a risk-based approach to health and safety management and allocating resources in accordance with local risk registers or improvement plans.

4.3.1.4 Ensuring health and safety responsibilities are included in job descriptions.

4.3.1.5 Setting health and safety performance objectives for direct reports.

4.3.1.6 Ensuring necessary resources are available to allow activities to be undertaken safely.

4.3.1.7 Providing visible health and safety leadership by setting high personal standards and making clear their expectations of all staff and volunteers.

4.3.1.8 Ensuring that health and safety is included as an agenda item in team meetings.

4.3.1.9 Ensuring that health and safety issues which cannot be dealt with locally are brought to the attention of their own line manager and the appropriate governance group.

4.3.1.10 Ensuring that accidents, incidents and near-misses are reported and, where necessary investigated, with any lessons learnt from investigation being locally applied as well as circulated around the organisation.

4.3.1.11 Ensuring all staff and volunteers are enabled to attend health and safety training required by their role and duties.

4.3.1.12 Ensuring there is effective consultation with staff and volunteers on matters affecting their health and safety.

4.4 Director of Professional Services

4.4.1 As a member of the leadership group the Director of Professional Services has the same duties as all leaders in the organisation. In addition, the Director of Professional Services will:

4.4.1.1 Make written reports to ELT, RAC and volunteer meetings as required.

4.1.1.2 Ensure that the organisations safety governance groups operate in a way which improves the culture of health and safety within the organisation.

4.1.1.3 Provide effective, accurate advice to ELT and the Board.

4.5 Head of Health, Safety and Security

4.5.1 The Head of Health, Safety and Security is the subject matter lead for health, safety and security matters. They will:

4.5.1.1 Ensure the development and maintenance of necessary policies, procedures and guidance for the management and implementation of health and safety including those for recording, reporting, investigation and analysis of accidents, incidents and cases of work-related ill health.

4.5.1.2 Maintain an accredited level of competence appropriate for the provision of strategic health, safety and security services to the organisation.

4.5.1.3 Manage an annual budget for the function which will allow for the provision of high-quality support.

4.5.1.4 Determine and implement the work-plan for the team which acts to promote a climate of continuous improvement in safety culture

4.5.1.5 Design and implement active and reactive monitoring systems for health and safety performance.

4.5.1.6 Recommend and operate systems for the collection and provision of health and safety management information.

4.5.1.7 Ensure the safety management system is fit for purpose.

4.5.1.8 With the Head of Quality devise a system of audits which will align to the organisation's Quality Framework, and health & safety systems.

4.5.1.9 Liaise with regulatory and enforcement agencies as required.

4.5.1.10 Ensure the development and maintenance of organisational charts for the provision of health and safety within the organisation that show the relationship between the policy makers, planners and implementers.

4.6 Managers throughout British Red Cross

4.6.1 All managers are responsible for effective day to day management of health and safety within their team and compliance with relevant policies, procedures and legislation. This covers all people who are engaged in or affected by the work activity. This will involve;

4.6.1.1 Ensuring the use of agreed corporate health and safety tools for recording and analysing risk, incidents and systems of work (eg Datix).

4.6.1.2 Ensuring suitable and sufficient risk assessments are undertaken for all work activities (including driving), evaluating and reviewing the assessments, developing effective safe systems of

work and ensuring that appropriate remedial actions are taken when required.

4.6.1.3 Ensuring that all staff and volunteers attend and complete all necessary health and safety training and are aware of relevant health and safety procedures.

4.6.1.4 Consulting and communicating with our people on health and safety matters on a regular basis and liaising with senior management on issues that arise.

4.6.1.5 Including health and safety in the appraisal process, setting health and safety outcomes and KPIs for all programmes of work.

4.6.1.6 Reporting and where necessary investigating accidents, incidents and near misses.

4.6.1.7 Ensuring that lessons learnt from investigation are adopted locally and, where appropriate, shared throughout the British Red Cross.

4.6.1.8 Ensuring that safety matters which cannot be dealt with locally are escalated to an appropriate manager.

4.7 All staff, volunteers, contractors and those working on behalf of BRC

4.7.1 All our people must;

4.7.1.1 Take reasonable care for their own health and safety and others who may be affected by their activities.

4.7.1.2 Make themselves aware of and work in accordance with BRC safe systems or processes of work.

4.7.1.3 Ensure that any concerns with risk assessments or safe systems of work are communicated to their line manager.

4.7.1.4 Use personal protective and other equipment in the way it is intended to be used and report any defects in equipment immediately to their line manager.

4.7.1.5 Not interfere with or misuse equipment provided for safety.

4.7.1.6 Attend necessary health and safety training as required.

4.7.1.7 Report any incidents or accidents, potential hazards or near miss occurrences.

4.7.1.8 Only drive a vehicle, for or on behalf of BRC, for which they hold a valid driving licence, have been suitable trained or assessed to drive and obey all UK legal and organisational requirements for driving, especially speed restrictions.

4.8 Health, Safety and Security Managers and Advisors

4.8.1 In addition to the same duties and responsibilities as all other staff, they will:

4.8.1.1 Provide high quality health and safety and security advice to all parts of the organisation as defined by their role.

4.8.1.2 Maintain an externally accredited level of competence in health, safety and security as required by their roles.

4.8.1.3 Provide health, safety and security management information to local and functional health and safety groups, and to managers as required.

4.8.1.4 Attend local and functional health and safety group meetings as required.

4.8.1.5 Ensure that the Head of Health, Safety and Security is informed immediately of any identified concerns of inappropriate or insufficient management of health and safety issues within directorates.

4.8.1.6 Support teams in carrying out risk assessments and in maintaining health and safety risk registers and improvement plans.

4.8.1.7 Attend management team meetings and other groups where advice on health and safety is required.

4.8.1.9 Assist in developing and maintaining the organisation's quality and safety framework.

4.8.1.10 Participate in or lead health and safety investigations as required.

4.8.1.11 Ensure that lessons learned from investigations are implemented locally and disseminated throughout the organisation as appropriate.

5. Part 3 Organisational Arrangements for Health and Safety

The BRC has arrangements for the following:

5.1 Risk Assessment

5.1.1 Risk assessments for work activities should be undertaken in accordance with the BRC Health and Safety Risk Assessment Procedure. This can be found in the Policy and Procedure Document Library which can be found at the following link: [Policy and Procedure Document Library - Policy and Procedure Documents \(Complete Collection\) - All Documents](#)

5.1.2 Safety and Security Risk assessments for overseas operations can be found in the Overseas Safety and security Policy which again can be found in the Policy and Procedure Document Library

5.2 Training

5.2.1 BRC has mandatory online training modules for Health and Safety. The Health and Safety Managers also provide 1:1 training in Risk assessment and other health and safety areas as required.

5.2.2 The International Safety and Security Unit provides face to face safety and security training for operating in Hostile Environments overseas. They also provide face to face Security Manager training as well as providing safety and security update training during overseas assurance visits

5.2.3 The UK Security Advisor provides safety and security training to staff that operate in UK operations as necessary.

5.2.4 The Fire Safety Manager provide fire awareness training.

5.3 Consultation

5.3.1 BRC consults with its staff on health and safety matter through meetings, forums and updates. Managers are required to have regular meetings with staff with health and safety on the agenda.

5.4 Evacuation

5.4.1 BRC has fire evacuation plans in place that are to be practiced twice a year. These plans are informed by the Fire Risk Assessment process and guidance from the Fire Safety Manager. For those that have disabilities

5.4.2 BRC has a Personal Emergency Evacuation Plan process that establishes bespoke evacuation for those that are not able to evacuate on their own.

5.4.3 BRCs business continuity process also has contingency plans for evacuation due to incidents other than fire.

5.4.4 The Overseas safety and Security Policy process has a contingency planning process that would be mobilised during a safety or security situation overseas. These are regularly exercised, and delegates can be evacuated from an overseas country due to the security situation

5.5 Smoke Free Working Environments

5.5.1 In accordance with UK legislation all BRC premises and vehicles are smoke free. Any person using a personal vehicle must not smoke whilst on BRC business.

5.6 Waste Disposal

5.6.1 Any waste generated during BRC business must be disposed of appropriately. Domestic office waste should be minimised and disposed of via a local waste contract which should be factored into the office operational costs.

5.6.2 Any Clinical or other special waste generated through contract work or building maintenance should be disposed of via the contract or programme of works. BRC must not store Clinical waste on our premises as we no longer have a contract for it's containment and disposal.

6. Governance

Associated policy document/s	Fire Safety Policy Overseas Safety and Security Policy Lone Working Policy
Policy(ies) superseded	Health and Safety General Statement of Policy

	Health and Safety Policy - Organisational Arrangements for Safety Management Smokefree at Work- Policy and Guidance	
Legislation/ regulatory requirements and standards	The Health and Safety at Work etc. Act 1974 The Health and Safety at Work (Northern Ireland) Order 1978 The Management of Health and Safety at Work Regulations 1999 Successful Health and Safety Management 2013 (HSG 65) <i>HSE Books ISBN 978 0 7176 6456 6</i> http://www.hse.gov.uk/managing/index.htm	
Equality impact assessment	'No equality impact identified'	
Data Protection impact assessment	'No data protection impact identified'	
Environmental impact assessment	'No environmental impact identified'	
Endorsing Authority; Endorsement date	Chief Operations Officer; 02 2025	
Approval Authority; Approval date	RAC; 03 2025	
Policy Owner	Chief Operating Officer	
Policy Lead	Global Head of Health Safety and Security	
Date effective	03 2025	
Interim update date	N/A	
Review date	03 2028	
Version	Version number 1.0	
Keywords	Health and Safety Policy, Health and safety Police Statement, Health and Safety Responsibilities, Health and safety Arrangements	
Revision history Include document provenance information from the previous version of the document. If a document supersedes another, it is considered a new document and previous document provenance information not required	Version	Summary of change (s)
	Version number 1.0	This is a new document and supersedes previous policy.

Appendix 1: Definitions

Health and Safety: the legal framework and practices aimed at protecting the health, safety, and welfare of employees and others affected by work activities, primarily governed by the "Health and Safety at Work etc. Act 1974" (HASAWA).

Health and Safety Risk Assessment: a systematic process where a workplace examines potential hazards, identifies who could be harmed by them, evaluates the likelihood and severity of potential harm, and decides on appropriate control measures to minimize risks.

Control Measure: in health and safety is an action taken to reduce or eliminate the risk of exposure to a hazard.

Duty of Care: a legal obligation to act in a way that protects the health, safety, and wellbeing of others.

As Low As Reasonably Practicable (ALARP): is a principle in health and safety that states that risks should be reduced to the lowest level that is practical. However cost should not prevent reducing the risk to the lowest level.

Appendix 2: Printable version of Part 1 Health and Safety Policy Statement:

Health and Safety General Statement of Policy

We, Chair of the Board of Trustees and Chief Executive Officer, recognise that our people are a key resource within our organisation so to comply with the Health and Safety at Work etc. Act 1974, we commit to enforcing this Policy statement through visible leadership to ensure this policy is applied throughout the British Red Cross.

The British Red Cross is committed to ensure as far as is reasonably practicable that:

- We minimise work-related injuries, ill-health, fatalities and we reduce health and safety risks;
- Within the United Kingdom (UK) we comply with all applicable health and safety legislation;
- Overseas we apply our UK standards and arrangements where reasonably practicable and, in addition whilst complying with the national legal requirements on safety;
- We expect those in positions of management from the Board of Trustees downwards, to lead by example on health and safety by fulfilling their legal duty of care and ensuring that a safety culture within their teams where everyone complies and contributes to health and safety requirements;
- We take care of the health and safety of ourselves and others who may be affected by our acts or omissions at work, we protect the environment and we co-operate with arrangements that are in place to enable us to discharge the legal duties placed on the employer and employee by the Act and associated regulations.

Compliance with legal and regulatory requirements is mandatory and the minimum standard that we will reach. Beyond showing that we are compliant with relevant legislation, our corporate policies and procedures help demonstrate our organisational standards, as well as express our ethos and values.

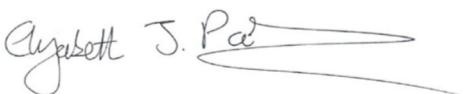
We are a learning organisation and maintain a culture in which we measure health and safety performance to assess the progress and current status of the strategies, processes and activities we use in order to control risks to health and safety and achieve continual improvement. We recognise that accidents, incidents and ill-health usually result from failings in management control and are not necessarily the fault of individuals.

We, Chair of the Board and CEO are both individually and collectively responsible for the implementation of this policy and that the requirements of all health and safety legislation are met, including the provision of adequate financial and physical resources. The executive leadership team (ELT) are responsible for ensuring implementation of this policy within their directorates. Day to day responsibility for health and safety is led at ELT level by the Chief Operating Officer and all managers across the organisation. The detailed responsibilities and arrangements that amplify this Policy Statement are set out in the Organisational Arrangements document which forms the Health and Safety Policy parts II and III.

Any individual who fails to adhere to corporate policies and procedures or acts in a reckless manner constituting serious danger to any person or resulting in serious damage to people or our property, will be subject to disciplinary action.

Concerns or questions about the implementation of this policy should be directed to your line manager, in the first instance, who will seek support from the health and safety team as required. This policy will be kept under active review to ensure that it remains effective and relevant. It will be reviewed on an annual basis, with the next formal review due in April 2026. It must be printed off and displayed in all BRC premises

Signed



Elizabeth J. Padmore
Chair

Date: 18.02.2025



Béatrice Butsana-Sita
Chief executive

Date: 18.02.2025