



# Health and Safety Policy

## Policy and Standard Operating Procedure

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Reviewed by:	Anthony Burscough (Trustee)
Signed by:	

## STATEMENT OF INTENT

Operation Florian Ltd, is committed to achieving the highest possible standards of health, safety and welfare through the effective control of risk; whilst ensuring effective education and learning in a realistic training environment to drive excellence and continual improvement throughout the Emergency Rescue Services throughout the world.



All Operation Florian Ltd participants and volunteers have the responsibility to ensure that they perform activities safely and that their acts or omissions do not adversely affect others or the environment.

The Operation Florian Ltd Trustees are committed to ensuring, as far as is reasonably practicable, the Health, Safety and Welfare of all volunteers and any others who may be affected by their activities.

Operation Florian Ltd will strive to develop awareness of the factors that contribute to a safer environment and support systems that maintain volunteer wellbeing.

Through effective Health and Safety management systems, Operation Florian are committed to pursuing and achieving progressive continual improvements in its Health and Safety performance and will seek expert advice to ensure best practice.

The Board of Directors have overall responsibility for managing the implementation of this policy and are committed to the principle that the legal requirement is the minimal level of achievement.

**Michael Doherty**  
**Chair - Board of Directors/Trustees**  
**February 2019**

## Health and Safety Policy: Aims and Objectives

1. To comply always with the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, including health and safety approved codes of practice, guidance and relevant fire safety legislation. Treating these legal obligations only as minimum requirements and striving for higher standards where possible.
2. To effectively identify all significant hazards arising from activities, locations, equipment, substances and people to assess all the significant risks to the health and safety of volunteers and others, and to develop the appropriate preventive and protective measures necessary to control these risks.
3. To effectively plan, organise, implement, control, monitor and review the preventive and protective measures.
4. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with other relevant stakeholders / hosts.
5. To provide and maintain suitable and safe vehicles, plant, equipment, training and systems of work.
6. To provide volunteers with adequate health and safety training and supervision, taking account of capabilities as regards health and safety matters when assigning tasks to them.
7. To provide volunteers with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
8. To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
9. To provide a safe place for activity participation and a healthy environment.
10. Where appropriate on health and safety grounds, to ensure that volunteers have been provided with, and use, suitable personal protective clothing or equipment. Also, to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment; if necessary.
11. Where beneficial to the prevention of work-related illnesses or ill health conditions, to work with or refer on to others to ensure appropriate health surveillance.

## Roles and General Responsibilities

To support this Operation Florian Ltd have established the following Health and Safety commitments:

- Effectively engage with host organisations to ensure suitable arrangements are in place and where required support the management of health and safety.
- To ensure the health and safety of the host participants and Operation Florian Ltd volunteers, whilst actively participating within project areas.
- To inform participants of their own responsibilities when participating during the training.
- Ensure suitable supervision during the mission, to promote and monitor safe practices.
- To lead the advancement of technical rescue practices, ensuring a safer environment working for host participants.

These commitments have been established and approved by the Operation Florian Ltd Trustees.

The commitments will be reviewed annually or if should the need arise. It is the responsibilities of the Operation Florian Health and Safety discipline lead to ensure all volunteers contribute towards the attainment of these commitments.

# Arrangements for Managing Health and Safety

Basic Health and Safety arrangements and responsibilities will be detailed in the pre-mission information available to all participants.

Live documents will be in place and managed by the Project Manager for each mission. These documents will be developed by the Operation Florian Ltd Health and Safety lead and with the host.

The main document will be the Health, Safety and Welfare Risk profile and management plan. This will comprise of live documents for each Project and will include:

- Risk profile of significant hazards
- Risk assessments for significant hazards
- First Aid arrangement
- Incident reporting
- Safety Briefs / Instructions
- Pre and Post project phase Event safety checks
- Safety arrangements during the Project
- Lessons Learned

## Strategic Leadership

### The Operation Florian Ltd Board

The Board will:

- Maintain a strategic oversight of all matters related to safety, health and environment;
- Seek assurance that effective arrangements are in place to manage risk and that they are working effectively;
- Ensure there are regular reviews of Health and Safety management across the Charity;
- Ensure all members take the lead in ensuring the effective communication of safety, health duties, responsibilities, benefits and best practice throughout the Charity.

### The Project Managers Team

The Project Managers Team as project leaders with the Charity will:

- Demonstrate the same leadership qualities in Health and Safety as in project planning and delivery fields;
- Lead by example in championing Health and Safety and allocate sufficient resources to the management of such;
- Sign up to and implement the Charity's Health and Safety Policies as a demonstration of ownership;
- Communicate the values safety, health and environment across the members of the charity involved in projects;
- Consider the changing context of the Charity, both internally and externally, and the implications for health, safety and environment;
- Consider the safety, health and environmental implications across the whole life cycle of strategic decisions such as projects planning, equipment donations, training delivery etc;
- Embed safety, health and environment responsibilities into all projects;
- Set safety, health and environment objectives for their project teams.

## **Operation Florian Ltd Health and Safety lead**

The Health and Safety Lead will:

- Provide advice, guidance and training to the Charity members on matters relating to safety, health and environment;
- Assist in fostering a positive and proactive safety, health and environmental culture;
- Assist the Charity in meeting its necessary legislative objectives and help drive continuous improvement in safety, health and environment;
- Assist with the building of effective working relationships with Board and the Project Managers in order to ensure managers and members at all levels manage their respective health, safety and environmental responsibilities;
- Advise on interpretation of safety, health and environmental legislation and best practice;
- Conduct internal audits and inspections to check compliance and make recommendations for improvements;
- Provide feedback on the Charity's Health and Safety performance to the Board, externals and regulatory bodies as required.

## **All Operation Florian Members**

As a charity member within a project, fund raising activity etc you are expected to actively engage with safety, health and will:

- Ensure that you understand and comply with charity's health and safety policy and procedures;
- Cooperate with the charity in pursuance of its safety, health and environment objectives;
- Take reasonable care for your own health and safety and that of other persons who may be affected by your acts or omissions or the way in which you perform the activities;
- Raise any issues of non-conformance through your project manager or board nominee including any situation, work practice or procedure which you consider to be potentially hazardous or which has been reported to you as such;
- Undertake all health, safety and UN mandatory training and other training pursuant to your role;
- Undertake health and safety duties as appropriate to their role e.g. fund-raising activities, project delivery etc;
- We would encourage staff to volunteer to be, first aiders and other roles where necessary.