

## Policy Objective

To clearly describe the responsibilities of Blue Marine's trustees, staff and volunteers for health and safety and to set out Blue Marine's general approach to health and safety and the processes and procedures it has in place to minimise the health and safety risk.

## Statement of General Policy

- 1.1. The Blue Marine Foundation is aware of its duties as an employer under the Health & Safety at Work Act 1974 and its policy is to ensure, so far as reasonably practicable, the health, safety and welfare of its staff and volunteers. Blue Marine will take all reasonably practicable steps to achieve this commitment, to comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation. Similarly, Blue Marine recognises its duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by Blue Marine's operations.
- 1.2. Health and safety is an integral part of Blue Marine's activities, and while the **Chief Executive Officer (CEO)** takes overall responsibility, the Board of Trustees, Heads of Departments, line managers, employees and others that are representing Blue Marine share the responsibility for implementing this policy.
- 1.3. Blue Marine will provide a safe and healthy working environment for staff and volunteers with the objective of minimising the risk of injury or ill-health. Blue Marine will pay particular attention to:
  - 1.3.1. Undertaking risk assessments in order to review the health and safety of our activities and premises and implementing safe systems of work as a result
  - 1.3.2. Providing and maintaining machinery, equipment and work systems which are as safe as reasonably possible to use and without risk to health.
  - 1.3.3. Making arrangements for ensuring safety and absence of health risks for the use, handling, storage and transport of goods and materials.
  - 1.3.4. Providing necessary information, instruction, training and supervision needed to minimise health and safety risks.
  - 1.3.5. Maintaining arrangements for emergency response, including fire and first aid.
  - 1.3.6. Investigating accidents, incidents, near misses and incidences of work-related ill health.
  - 1.3.7. Consulting with staff on matters affecting their health and safety.

- 1.3.8. Ensuring that staff are able to share any issues appropriately concerning mental well-being and that through actions (such as the time off in lieu) staff's well-being is maintained.
- 1.4. Blue Marine will take steps to check the competence of any contractor before their services are engaged and will ensure that third parties are provided with appropriate information on entering its premises and in relation to its work activities.
- 1.5. Blue Marine will maintain a record of its policy and store risk assessment procedures and the assessments themselves on its SharePoint system which is easily accessible to all employees.
- 1.6. Any accidents, incidents or near misses involving a member of staff, volunteer, visitor or other person which occur on Blue Marine's premises or sites and are related to Blue Marine's work activity, must be recorded in Blue Marine's Accident / Incident folder in SharePoint. All new entries in the folder are reported to Blue Marine's **CEO** and if related to project work, to Blue Marine's **Project Director**. Cases of work-related ill health are recorded as part of Blue Marine's HR record-keeping and reported in accordance with RIDDOR reporting requirements.

## Responsibilities

- 2.1. Responsibility for implementing Blue Marine's Health and Safety Policy lies with the Board of Trustees who are Company Directors. Day to day responsibility is delegated to the **CEO**
- 2.2. Health and safety at work is also the responsibility of staff and volunteers. It is the duty of each individual to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. If an employee or volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's / volunteer's duty to report this as soon as possible to their line manager, their health and safety representative or the **CEO**. Alternatively, an employee may, if they prefer, invoke Blue Marine's formal grievance procedure. A volunteer may make a written complaint.
- 2.3. This policy will be drawn to the attention of all new employees as part of their induction. It is the duty of each employee to familiarise themselves with and implement Blue Marine procedures and to report any shortcomings in the arrangements.
- 2.4. Disciplinary action under Blue Marine's disciplinary procedures may be taken against any employee who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.