

Health and Safety Policy

LT:	Deputy CEO
Area of Governance:	Health and Safety
Renewal Date:	September 2018
Approval Level:	LT
Geographical Scope:	Worldwide except where this contravenes local legislation. In these cases local legislation must be followed. This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of management.

Policy Statement

Oxfam GB (OGB) is committed to protecting the health, safety and welfare of anyone who could be directly affected by its work activities and is required to comply fully with the requirements of the Health and Safety at Work Act 1974 (HASAWA 1974) and other relevant UK legislation. Where practicable and appropriate these requirements will be applied in tandem with applicable local laws to work activities internationally where OGB is executing affiliate. In order to fulfil this commitment OGB will

- Identify, control and learn from the health and safety (H&S) risks that arise from its work activities and develop through a process of continual improvement.
- ensure emergency arrangements for the management of fire and first aid are put into place, maintained and communicated to all workers.
- provide and maintain
 - safe and healthy working conditions, equipment and systems of work for all workers
 - health and safety information, instruction, training and supervision.
- consult and communicate with workers and their representatives on H&S matters, encouraging their participation and commitment.

OGB will also manage and investigate work-related injuries, significant near misses and incidents



Chief Executive, for and on behalf of the Leadership Team
September 2017

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H&S FRAMEWORK

Implementing the H&S Policy The management of H&S must be integrated into all business activities, be supported by a robust H&S management system and involve effective management and the combined efforts of all those who work for OGB.

Roles and Responsibilities	
LEADERSHIP	
Council of Trustees	Overall responsibility for H&S rests with the Council of Trustees. Trustees have delegated primary responsibility for devising, implementing and maintaining this policy and an effective H&S management system to the Chief Executive and the Leadership Team.
Leadership Team (LT)¹	Responsible for demonstrating leadership, visible and active commitment to H&S, so that OGB fulfils its H&S obligations to everyone affected by OGB's work activities, including that <ul style="list-style-type: none"> • there is an effective H&S policy and management system in place and H&S is considered as part of the LT decision-making process and in all forward planning. • appropriate arrangements are in place for checking the implementation and effectiveness of the policy and for ensuring continual improvement. Within LT the Deputy CEO has been delegated specific H&S responsibilities that cover: <ul style="list-style-type: none"> • H&S policy development and seeking to ensure an effective H&S management structure and arrangements are in place for delivering the policy. • submitting a mid-term update and an Annual H&S report to LT, TAFG and Council.
MANAGEMENT	
Leadership Team (LT)	Must have arrangements in place to manage their H&S responsibilities, this includes: <ul style="list-style-type: none"> • seeking to ensure H&S is properly considered in divisional forward planning and decision making processes. • allocating sufficient resources to their workers e.g. finance, people and time, duties and responsibilities for H&S matters.² • providing effective arrangements for communication and consultation with workers on H&S matters. • enabling continual improvement in the management of H&S through monitoring the implementation and effectiveness of their risk control measures and taking appropriate corrective action.
UK (Managers are accountable to LT for implementation of this policy)	WHERE OGB IS EXECUTING AFFILIATE

¹ LT consists of the Chief Executive and Divisional Directors

² For the purposes of this policy 'worker' denotes staff and volunteers.

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<p>Line Managers should own and show visible commitment to H&S and take responsibility for the health, safety and welfare of everyone under their control who may be affected by OGB's activities. Specific responsibilities, which can be found in the <u>Manager's Responsibilities</u>, include:</p> <ul style="list-style-type: none"> • risk assessment and risk control measures covering both workers and processes • management and investigation of accidents and incidents (including in appropriate case doing so on the instruction of lawyers), • suitable and sufficient worker training, competence, instruction and authorisation to carry out work activities, including monitoring safety performance to ensure standards are maintained • good standards of housekeeping, • worker consultation on H&S matters • the allocation of H&S duties and responsibilities (including First Aid, Fire and Emergency response) 	<p>OGB (as Executing Affiliate) has mandated the following processes and procedures as minimum standards and managers must fulfil these obligations:</p> <ul style="list-style-type: none"> • completion of risk assessment and risk control measures covering both workers and processes • management and investigation of accidents and incidents (including in appropriate cases doing so on the instruction of lawyers), • suitable and sufficient worker training, competence, instruction and authorisation to carry out work activities, including monitoring safety performance to ensure standards are maintained • good standards of housekeeping, • worker consultation on H&S matters • the allocation of H&S duties and responsibilities (including First Aid, Fire and Emergency response)
<p>UK and where OGB is Executing Affiliate</p>	
<p>Budget Holders</p>	<p>Must ensure that the necessary H&S information, revised information (including any product development data) is obtained from the supplier on or before delivery, that it is communicated to workers, and that the supplier is provided with the necessary H&S information that may affect the product, supply, or delivery of an order. For advice and information on purchasing goods or services contact the relevant <u>Purchasing Lead</u>.</p>
<p>All workers, including contractors and agency staff</p>	<ul style="list-style-type: none"> • Must take reasonable care of themselves and of anyone else who may be affected by their work activities. • Work in accordance with any information, instruction and training received. • Co-operate with Oxfam and comply with the H&S policy and any legal duties therein. • Report to the manager responsible for the activity or location any H&S issues, work activities or inadequate precautions that represent a risk to themselves or others. • Must not deliberately misuse or interfere with any equipment. <p>In line with Oxfam's Joint Code of Conduct any breach of this policy may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution. Note: In the UK, breaching H&S requirements could lead to personal prosecution by the enforcing authorities under the HASAWA 1974. See the <u>H&S Essentials Leaflet</u> for a summary of H&S responsibilities.</p>

Working Groups

H&S Group Members include Chairs of the function-based committees, OJTUS representatives and functional/technical advisers. The Group chaired by the Head of Organisational Effectiveness and is responsible for advising LT on all occupational health and safety matters, particularly the actions required to ensure Oxfam fulfils its legal responsibilities. Detailed terms of reference can be found on the intranet at: [Corporate Arrangements](#)

Function-based **Health and Safety Committees** have been established to support the H&S Group achieve its aims. Core activities include: promoting the involvement and participation of

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workers in all aspects of H&S, referring corporate H&S issues to the Group, preparing and submitting to the Group minutes of each committee meeting, a H&S annual report and other documents as appropriate. The committees consist of workers, management and OJTUS representatives, a general H&S adviser and other technical advisers/functional representatives as required. For further details please refer to the [Corporate Arrangements](#) intranet page

Function-based H&S Committees:	UK Offices	Trading, including Logistics and Driving at Work sub- Committees	Festivals and Events
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Safety Representatives	OJTUS Safety Representatives primary function is to represent all workers in consultations with management on H&S matters. They and Staff Association H&S representatives may also carry out other functions that are detailed in regulations.
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Health and Safety Advice Competent H&S support is sourced to provide information, advice and guidance on the application of H&S legislation. Competent H&S persons are recruited to provide services and advice as appropriate.

H&S Arrangements Further detailed guidance on the management of H&S can be found on the intranet at: [Health and Safety Manual](#) covering [The Office Space](#), [Programme Health and Safety](#), [Emergency Response](#), [Event H&S](#), [A Manager's Responsibilities](#), [Training](#), [Travel](#), [Corporate Arrangements](#). Trading H&S guidance can be found on the Shops intranet at [Shops](#)