



Health and Safety Policy

Version: 6

<p>Summary:</p>	<p>This document details the Institute of Fire Safety managers (IFSM) Health and Safety Policy and identifies arrangements for managing the safety, health and welfare of IFSM staff, consultants, Council, visitors and anyone else who can be affected by IFSM activities. It outlines the organisational structure and arrangements to ensure the IFSM fulfils its legal responsibilities and duty of care to protect people from hazards associated with work. The Health and Safety Policy is an integral component of IFSM safety management systems.</p>	
<p>Target Audience:</p>	<p>All staff, consultants, Council and members</p>	
<p>Next Review Date:</p>	<p>December 2025</p>	
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Contents

	Page
1 Introduction / Policy Statement	3
2 Scope	3
3 Definitions	4
4 Duties / Responsibilities	5
5 Workplace Assessments	6
6 Audit and Inspections	8
7 Training	9
8 Monitoring Compliance	10
9 Policy Review	10
10 Associated Documents	10
11 Supporting References	11
12 Chair's policy Statement	11

1. Introduction

1.1 Policy Statement

The Institute of Fire Safety Managers (“IFSM”) is committed to ensuring the health, safety and welfare of all employees, Council and others who could be affected by its activities so far as is reasonably practicable.

IFSM will ensure that health and safety forms a core part of its management arrangements and that hazards are identified, and risks assessed. It will also ensure that staff are provided with suitable and sufficient information, instruction, training, and supervision to be able to perform their duties safely.

As a Professional body, IFSM recognises that arrangements for health and safety management must be incorporated into both its office and outside activities and will have arrangements in place to ensure a holistic approach is adopted. In this it recognises that health and safety management have a legal basis that needs to be reflected in the importance the IFSM gives to this area within its overall activities.

IFSM expects that all employees will co-operate and engage with its health and safety arrangements and to take reasonable care as regards their own health and safety whilst at work, as well as of those who may be affected by their acts or omissions.

IFSM is a large organisation and provides meetings to members and visitors across the UK. To be effective, responsibilities for health and safety management are delegated throughout the organisation; these are commensurate with the general organisational hierarchy.

This Policy will be monitored to ensure its aims are achieved. It will be reviewed on an annual basis to reflect organisational and legislative changes.

2. Scope

The Health and Safety at Work Act 1974 requires employers to provide a safe place of work that is without risk to health and to ensure the health and safety of others who may be affected by their undertakings. The Management of Health and Safety at Work regulations 1992 (as amended 1999) requires employers to put systems in place to manage health and safety.

IFSM recognises that for effective Health and Safety Management to be achieved it must play an active role as is reasonably practicable, for ensuring: -

- The health, safety, and welfare of all its staff, Council, members and visitors.

- Conducting work activities so as not to endanger the health and safety of others who may be affected by their undertakings.
- Those systems are in place to effectively manage health and safety.
- Strive to continually improve the reputation of the organisation with its members and other stakeholders.
- Minimise the impact and likelihood of losses and liabilities to staff and the organisation.

IFSM is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable, and formally accepts the responsibilities to other persons and our members who may be affected by our work or activities. IFSM will take steps to ensure that all statutory and mandatory duties relating to their work activities are always met and are at least, the accepted minimum standards.

It is the duty of all IFSM Council to ensure that all work activities under their control are designed and maintained to consider any foreseeable safety/health risks and are always properly supervised. Line managers are responsible for ensuring where their staff carry out work activities with known inherent risks, suitable and sufficient risk assessments are completed, documented where necessary, and resulting safe systems of work are implemented and maintained in accordance with their organisational risk management policy. Health and Safety representatives will be appointed and suitably trained to assist Council in meeting their statutory duties including specialists, internal and external to the organisation.

Employees must co-operate with their management to enable compliance with all statutory duties and policies and will be given such information, instruction, training and supervision as is necessary to enable them to conduct their work safely.

3. Definitions

The following definitions and terms are used throughout this policy:

IFSM	Institute of Fire safety Managers
HASWA	Health and Safety at Work Act 1974
BM	Business Manager
HSE	Health and Safety Executive

4. Duties / Responsibilities

4.1. Chair

The Chair has ultimate responsibility for the management of health and safety. This responsibility includes ensuring the aims and objectives of this policy are met and ensuring that adequate resources are made available.

4.2. Council / Management Team

Council has the responsibility of setting the strategic direction of the IFSM and overseeing the implementation of policies and objectives including those relating to health and safety. It is the Management Team's responsibility for decision-making on the management of all types of health risks within the IFSM including:

- Ensuring that the aims and objectives of this policy and procedures are met.
- Ensuring that adequate resources are made available.
- Ensuring that arrangements are in place for effective management of health and safety issues.
- Ensuring that any system in place for management of security is reviewed.

4.3. Business Manager

The Business Manager is the nominated person with special responsibility for health and safety management and will lead on health and safety to promote a pro-active safety culture.

4.4. Health and Safety Nominated person

The Health and Safety nominated person (Office Line Manager) provides a service to all staff, Council, and visitors. Specific points include:

- Ensuring IFSM Health and Safety Policy is brought to the attention of all IFSM employees and that they are made aware of their health and safety responsibilities as determined by this policy
- Keeping informed of changes in the relevant statutory provisions and assess the implications of such changes regarding their area of responsibility
- Provision of advice in response to queries and supporting managers in ensuring their health and safety duties are discharged.
- Delivery of health and safety training.
- Investigation of accidents and incidents and monitoring trends.
- Reporting accidents and incidents to the Health and Safety Executive (HSE) as required by RIDDOR regulations.
- Participation in the formulation of health and safety related policies and procedures.
- Liaise with HSE inspectors.
- Provide health and safety information to all staff and Council.

- Promote and nurture a positive health and safety culture.
- Promote a no blame culture.

4.5. Managers/ Line Managers

All managers are responsible for ensuring that health and safety guidelines are effectively implemented in all areas under their control. These include:

- Identifying hazards assess and control risks within their areas, where necessary record the risk assessment and communicate relevant information using the risk register.
- Ensure that persons in their areas have adequate knowledge of safety, fire, first aid and accident procedures and are fully aware of potential hazards through a formal programme of induction and refresher training.
- Maintain good housekeeping standards.
- Comply with the accident/incident and near miss reporting procedure.
- Ensure that all defects are promptly reported and rectified.
- Liaise and co-operate with the Chair concerning inspections, accident investigations and general safety matters.
- Regularly monitor your area of responsibility and its activities.

4.6. IFSM Employees

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the health, safety, and wellbeing of others.

All IFSM employees are to:

- Carry out their work in a safe and competent manner, following detailed safe operating procedures, with all IFSM policies and procedures.
- Attend mandatory and statutory training sessions and other training, as directed by their line manager. Employees must bring to the attention of their line manager any outstanding training requirements needed to ensure they carry out their work activities in a safe and competent manner.
- Conduct activities with due regard for safety of themselves and others within the scope of their knowledge and training. All employees are required to co-operate with and assist line management requests.
- Report all health and safety related accidents, dangerous occurrences' and near miss incidents via the Institutes incident report system. If the incident requires immediate action to preserve evidence and an investigation is required, the member of staff should contact the Chair.

5. Workplace Risk Assessments

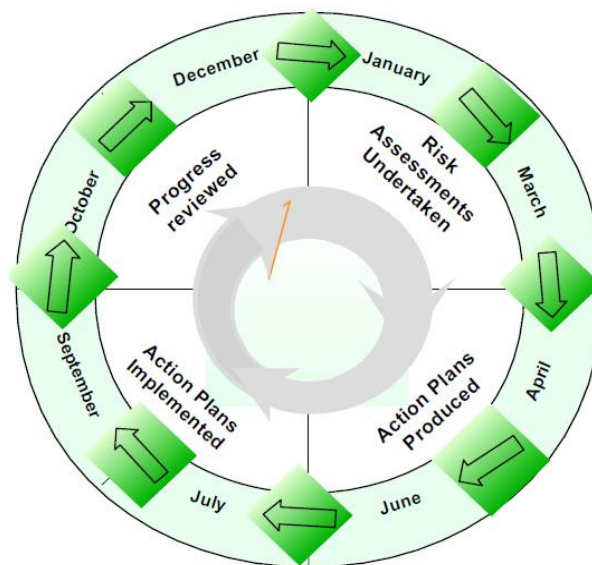
The assessment and management of risk is not only good housekeeping practice, but also a legal requirement as part of the management of Health and Safety at Work Regulations.

It is important to distinguish between formal risk assessments which are a legal requirement and recorded accordingly and the exercise of good practice whereby all staff are constantly aware of hazards and risks in the workplace and take immediate action to report, reduce or resolve hazards which they observe in everyday practice.

5.1. Frequency of Assessments

A workplace assessment should be conducted at least once a year and should be returned to the Chair.

The chart below offers a schematic of the process. It is accepted that a degree of time slippage is inevitable, and this schematic therefore represents the optimal system which should be worked towards.



5.2 Assessment Process

These checklists are worded so that “no” responses indicate where potential risk may exist, and further risk assessment is required to determine whether the risk identified is “significant”. Three terms are nationally accepted in the vocabulary of risk assessments, and these are explored below:

- a) Likelihood
- b) Impact
- c) Control

L = Likelihood		I = Impact		R = Risk Rating	
1	Unlikely	1	Superficial Injury / Low	1-3	Low / No Action
2	Possible	2	Minor Injury / Moderate	4-9	Med / Manage / Monitor
3	Probable	3	Over 7 Day Injury / Substantial	10-15	High / Take Action / Mitigate
4	Highly Likely	4	Major Injury / Severe	16-25	Extreme / Immediate Action
5	Will Occur	5	Fatality / Critical		

Risks must be scored in accordance with the nationally agreed risk scoring methodology which forms the basis of Controls Assurance scoring which is shown above.

Risks scored as 16 or more will be considered as unacceptable and will require urgent actions plans to reduce the identified risk(s).

Controls are the systems and processes in place which are designed to reduce or eradicate risk. First Aid and CPR training, fire alarm systems etc.

Copies of completed risk assessments and action plans should be sent to the Chair. A copy will also be kept on the Institute's file for a period of seven years as a record of issues identified and actions planned or taken to reduce or eradicate risks.

5.3. Action Plans

Once the risk assessment has been completed and recorded, actions will fall into the following categories and will be monitored by the BM.

- a) Local – those actions which can be taken by the BM within short time scales and within available resources
- b) Locality-outside of office – those issues and actions which effect localities.

6. Audits and Inspections

The policy is that health and safety provisions and arrangements will be regularly monitored and reviewed by the BM. Any actions identified will be recorded in an action plan for attention. The BM should submit a copy of the action plan to the Chair.

The Chair will use this audit as a means of checking that risk assessments, safe systems of work, records of training, first aid arrangements, fire precautions and the use of display screen equipment are completed in accordance with the IFSM policies on such

matters. It must be emphasised that this is part of an on-going management process, not a passive exercise.

7. Training Requirements –

The IFSM will ensure that it provides adequate training; instruction and supervision to ensure that work is conducted safely. This can be concluded by a training needs analysis of staff.

7.1. New/Agency Staff induction

The policy is that managers must ensure that all new employees, including on-site contractors working in support of the undertaking, must attend fire and health and safety induction training on starting with IFSM.

7.2. Other Training Needs

All employees must attend health and safety refresher training, at least every three years.

In addition, Managers must ensure that all employees must be given appropriate health and safety information, instruction and training where:

- Prescribed by law
- As identified by risk assessment
- Identified in the individual's personal development plan

A full range of health and safety training is listed:

Training	Target audience
H&S Training	All Staff
Moving and Handling	All Staff
DSE	All staff
First Aid	Selected staff as required
Fire Safety	All Staff

7.3. Training records

When training is required and provided, the BM and staff member will ensure that details of such training are recorded; records are kept online and a matrix system used to monitor and identify further training needs.

8. Monitoring Compliance

As part of an on-going process of monitoring the policy and its effective implementation a programme of audits will be carried out. Auditing of health and safety activities, safe systems of work, compliance with and adequacy of procedures will be carried out.

9. Policy Review

The operation of this policy will be reviewed annually.

10. Associated Documents

005Bii DSE & Ergonomic Information

- Introduction to Display Screen Equipment (DSE)
- Eye Tests & Corrective Appliances
- Claiming for Eye Tests & Corrective Appliances
- How to set up your Workstation
- Portable Communication
- Using iPads and Tablets
- Laptop Helpful Tips
- Working at Higher Workstations
- DSE Helpful Hints
- Art of Sitting
- Car Ergonomics
- Effective Back Care
- Workstation Exercises

005Biii(a) DSE Guidance

005Biii Essential Skills Handbook for all Staff

- Fire Safety at Work
- Health & Safety at Work
- Reporting an Incident
- Near Misses
- Risk Management
- Driving Safety
- Conflict Resolution
- Infection Prevention and Control
- Information Security & Data Protection
- Manual Handling

11. Supporting References

IFSM health and safety management systems incorporate health and safety and environmental legislation relevant to the organisation and its work activities, specifically the Health and Safety at Work Act 1974 and subordinate legislation, regulations and guidance documents made under and or associated with this Act. These are logged within the Institutes' legal register with controls identified to ensure compliance. Additional references also include:

- a. Successful H&S Management HSG 65
- b. Influencing behaviour and reducing errors HSG 48

12. Chair's General Policy Statement

As the Chair, I am fully committed to the development of a positive health and safety culture throughout the IFSM, the legal standards set out in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (as amended 1999) and other relevant legislation are to be regarded as minimum standards to be applied in my area of control.

I attach equal importance to the achievement of health and safety objectives as to any other aspect of our work. They should be seen as an integral to the planning, organising, controlling, monitoring, reviewing and costing of any operation.

By providing a working environment, which minimises risks to health and safety, we can improve our business performance. To this end, I will ensure that sufficient resources are made available to meet our health and safety objectives.

I am keen to see progressive improvements in our systems for managing health and safety and in our health and safety performance.

To ensure that the IFSM meets its health and safety objectives we must ensure we have:

- 1) A training plan, which identifies health and safety needs for all staff, including effective induction of all those who work for IFSM.
- 2) Identification of hazards and adequate assessment and control of risks to which my employees and others may be exposed.
- 3) Effective reporting and thorough investigation by relevant Person, of all accidents or ill health incidents.
- 4) Ongoing monitoring and reporting of hazards in all work areas.
- 5) An effective and pro-active health and safety structure, which includes reporting at Management and Council meetings.
- 6) The incorporation into our policy relating to contractors who operate in support of our undertaking.
- 7) A set of annually defined and agreed health and safety targets.

Whilst the immediate responsibility for ensuring the health and safety of all employees, and others that visit IFSM premises and events rests with me. I intend to delegate many of the associated day to day tasks to the BM.
I require the policy to be brought to the attention of every employee and Council.

I require all staff to work in a safe and healthy manner, to co-operate with everything I have to do to comply with the law and not to interfere with anything designed to reduce risks to health and safety. All employees should be aware that they have a legal duty to bring to my attention, through their manager, any defect or shortfall in my arrangements for health and safety. I will also welcome all suggestions that might aid the process of continuous improvement to which I am fully committed.

David White

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
05/06/20	David White	2		New Document
10/03/22	H Hilton	3	ALL	Updated to house style, BSM changed to BM
31/03/23	H Hilton	4	ALL	Removed reporting to President & Chair to just Chair. Updated section 10 Associated Documents. Updated membership number. Corrected typos.
01/03/24	H Hilton	5	4, 5, 10	4.2 Change responsibility from Council to Council & Management Team, removal of COSHH. Updated Associated Documents. Doc ref from PF010.
19/12/24	H Hilton	6	3,4,7, 8, 9 & 11.	Removed member count, removed definitions not used in doc. Updated RA matrix, storage details. Updated First Aid training. Removed supporting ref list.

Reviewers/contributors

Name	Position	Version Reviewed & Date
David White	President	V2 - June 2020
David White	Chair	V2 - 18/06/21
David White	Chair	V3 - 10/03/22
David White	Chair	V4 - 31/03/23
DW / HH / RK	Management Team	V4 - 20/12/23
DW / HH / RK / SS	H & S Management Review Team	V6 - 19/12/24