



Making your retirement work for you.

PATRONS: Ethel Armstrong MBE
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0320 - Health & Safety Policy

1. Equality and Diversity Statement.

The NHS Retirement Fellowship has adopted the following policy in respect of the management of health and safety within the organisation. The purpose of the policy is to provide guidance to trustees, staff and members to ensure the Fellowship meets its legislative requirements and duty of care in terms of health and safety.

The Fellowship is committed to providing a service that is fair, accessible and meets the needs of all protected characteristics where possible including, age, disability, gender, gender reassignment, pregnancy and maternity, race/ethnicity religion/belief or sexual orientation.

2. Statement of Intent/Commitment.

The NHS Retirement Fellowship recognises and accepts its responsibility to ensure, in so far as reasonably practicable the health, safety and welfare of trustees, staff, members and all persons likely to be affected by its activities including the general public.

The organisation further accepts its responsibility to conduct its undertakings in such a way as to ensure, so far as reasonably practicable that it will cooperate with partners, contractors, sub-contractors, employers, NHS Authorities, Health Boards and the owners and occupiers of premises and land where it undertake it's activities.

The NHS Retirement Fellowship is committed to securing safe and healthy working conditions for all its employees and will endeavour to continuously improve the health and safety standards within the organisation using the legal requirements to define a minimum level of achievement. The organisation recognises that this commitment is also an investment which will contribute to overall performance by reducing injuries and ill health, protecting the environment and reducing losses and liabilities.

The organisation will provide adequate financial and physical resources, to enable the maintenance of agreed standards. In particular it will provide employees with safe systems of work and adequate instruction, training and supervision in order to ensure a safe working environment.

3. Organisational Arrangements

The Chief Executive is accountable for all health and safety requirements however due to the structure of the organisation detailed organisational arrangements are required to ensure the implementation of the Health and Safety Policy and systems

An Audit, Risk and Investment sub-committee has been established which remit includes health and safety.

Whilst it is a management responsibility to prevent health risks and injuries to staff and members, the organisation expects the support of all members through a personal commitment to act in a safe manner. In this respect trustees, employees and members are reminded that there is a legal duty to take care of themselves, not to cause harm to others and to comply fully with the procedures and arrangements of the organisation and other organisations associated with the Fellowship.

The Role of Branches.

As the success of the policy is dependent upon the active involvement and co-operation of employees and members, honorary officers at branch level will be:

- supported to ensure a safe and healthy environment for meetings and activities
- consulted on matters affecting their health, safety and awareness
- provided with appropriate information and instruction as appropriate
- develop a safety culture to identify, remove or reduce the possibility of accidents
- assess, record and report significant risks to Central Office

The Role of Central Office.

All staff and members have an obligation to co-operate with the requirements of this policy and to take care of their own health and that of others affected by their activities by:

- supporting and adhering to any local health and safety arrangements
- ensuring their own work area remains safe at all times
- not interfering with health and safety arrangements or misusing equipment
- complying with all safety procedures, whether written or verbally advised for their own protection and the protection of those who may be affected by their actions

- reporting safety concerns or incidents to the Chief Executive (for staff) or to a Branch Chairman.
- reporting any incident that has led to, or could have led to damage or injury
- assisting in investigations due to accidents, dangerous occurrences or near-misses
- not acting or omitting to act in any way that may cause harm or ill-health to others

4. Managerial Responsibilities.

The Chief Executive has the overall responsibility for ensuring the effectiveness of the Health and Safety Policy and that the policy is implemented through effective health and safety practices and procedures and that appropriate action is undertaken when urgent problems arise.

The Chief Executive will oversee an annual Health and Safety review and ensure the current system and structure is suitable to achieve best practice, highlight risks and prioritise future action requirements.

5. Working with Other Organisations.

In order to comply with the management of Health and Safety at Work Regulations 1999, the NHS Retirement Fellowship will take all reasonable steps to co-operate and co-ordinate fully with other organisations regarding health and safety practices and procedures when staff from different employers share the same workplace.

Agreed by Audit and Investment Committee date15.01.20.....

Chairman of the Board of Trustees

Signed 

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