

# Health & Safety Policy

Date Aug 2018

Version 2.0

Document H&S Policy

# 1 Documentation and approvals

## 1.1 Revision history

This document is subject to revision control. The master electronic copy can be found on SharePoint

Version	Revision date	Summary of changes	Author
2	06/08/2018	Comprehensive policy including near miss and reporting forms	Karolina Kaczmarek and Shuja Mohabatath

## 1.2 Approvals

The document requires the following approvals:

Name	Signature	Position	Date approved	Version
James Thornton		Chief Executive Officer		2
Ops Management Team		Ops Management Team	8 August 2018	2

## 1.3 Distribution

This document has been distributed to:

Distribution list	Date of issue	No. of copies
All ClientEarth staff [in London, Warsaw, Brussels, Berlin, Beijing and Madrid]		
ClientEarth's in-country associates and consultants		

# 2 Policy Statement and summary

## 2.1 Key policy points

- 2.1.1 ClientEarth aims to remove or reduce the risks to the health, safety and welfare of all staff, contractors and visitors, and anyone else who may be affected by our business operations.

## Health & Safety Policy

August 2018

- 2.1.2 ClientEarth operates a Near Miss and Accidents policy. All Near Misses and Accidents must be reported using the Accident and Near Miss Investigation Report Form as soon as possible. The reporting of Near Misses and Accidents is used to improve safety systems, hazard control and reduce risk.
- 2.1.3 All Managers are responsible for completing the Risk Assessment form and assessing new and existing situations.
- 2.1.4 All staff are responsible and liable for complying with Health and Safety policy, their own safety and reporting all hazards.

### 2.2 Definitions

**Policy** means this Health & Safety policy.

**Staff** means all employees, interns and anyone doing work experience.

## 3 Context

### 3.1 Health and Safety at Work etc. Act 1974

- 3.1.1 Health and Safety at Work etc. Act 1974 places a responsibility on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees (whether the work is on office premises or while travelling on work-related business).
- 3.1.2 The Act also places a responsibility on employers to ensure, so far as is reasonably practicable, that persons not in their employ (such as employees, visitors and contractors) are not exposed to risks to their health or safety through the conduct of their undertaking, whether on site premises or while travelling on work-related business
- 3.1.3 The Act requires employers to produce a written statement of their general policy with respect to the health and safety at work of their employees, and how this policy will be carried out.

## 4 Scope

The Health and Safety Policy applies to all employees of ClientEarth, interns, consultants and contractors.

## 5 General Policy – Statement of Intent

- 5.1 ClientEarth acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation according to local authorities' regulations where ClientEarth operates.
- 5.2 Through the implementation of the Health and Safety policy, ClientEarth is committed to the following objectives:
- a) To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff and visitors;
  - b) To ensure, as far as reasonably practicable, that risks associated with travel by staff and in the course of ClientEarth business are appropriately managed;
  - c) To create for employees, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development;
  - d) To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;
  - e) To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them;
  - f) To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees in implementing the Health and Safety Policy;
  - g) To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the ClientEarth's activities;
  - h) To strive to improve continuously ClientEarth's health and safety performance.
- 5.3 The ClientEarth's Health and Safety officers are charged with implementing this Policy by the use of a suitable safety management system.
- 5.4 The ClientEarth's Health and Safety officers seek and expect the full co-operation and support of the whole organisation to ensure that the Health and Safety Policy and the arrangements which are put in place to support the objectives of the Policy are implemented effectively.

## 6 Responsibilities and Accountabilities for Health and Safety

### 6.1 Chief Executive, Deputy Chief Executive and Operations Management Team

- 6.1.1 Chief Executive and Deputy Chief Executive have strategic oversight of all matters related to health and safety at ClientEarth's offices and seeks assurance from the Operations team that effective arrangements for health and safety are in place and are working.
- 6.1.2 Chief Executive and Deputy Chief Executive regularly review the Health and Safety Policy, and the ClientEarth's health and safety objectives and key performance indicators.
- 6.1.3 Chief Executive and Deputy Chief Executive consider the health and safety implications of strategic decisions they make.
- 6.1.4 Chief Executive and Deputy Chief Executive receive and consider regular reports from Head of Operations/Director of Operations on the performance of the safety management system, and reports on significant health and safety incidents as soon as practicable.
- 6.1.5 The Operations Management Team, whose role is to provide effective, coordinated and strategic leadership to ClientEarth, will:
- a) endorse and sign ClientEarth's Health and Safety Policy and any revisions agreed by the Chief Executive and Deputy Chief Executive;
  - b) set health and safety objectives for ClientEarth's offices and monitor key performance indicators against these objectives;
  - c) report at least annually to board of trustees on the performance of the arrangements to implement the ClientEarth's Health and Safety Policy to Chief Executive and Deputy Chief Executive

### 6.2 Operations Team

- 6.2.1 As the Team responsible for providing safe and risk free working environment, identifying hazards and problems, planning improvements, the Operations Team will:
- a) put in place arrangements to implement the Health and Safety Policy;
  - b) agree how the Health and Safety Policy is measured, monitored and reported through the development of key performance indicators;
  - c) agree a ClientEarth-wide auditing program and respond to reports from audits;
  - d) agree and monitor the health and safety risk register;
  - e) agree a ClientEarth-wide health and safety competency framework;
  - f) consider the health and safety implications of strategic decisions;
  - g) satisfy themselves that the ClientEarth has appropriate competent advice for all aspects of health and safety;

## Health & Safety Policy

August 2018

- h) report significant health and safety incidents to members of the local Health and Safety Executive (HSE) at the earliest opportunity, as required.
- 6.2.2 The Head of Operations will, as appropriate, set health and safety objectives for their direct reports, and monitor performance against these objectives.
- 6.2.3 The Head of Operations will establish and maintain a sub-committee, led by Director of Operations, for monitoring the safety management system.
- 6.2.4 Additional, specific responsibilities may be placed on the collective or on named members of the Operations Team

### 6.3 Heads of Programme and Heads of Team

- 6.3.1 As senior managers, Heads of Programme and Heads of Teams expected to implement the ClientEarth's Health and Safety Policy and consequent arrangements through local management arrangements.
- 6.3.2 Heads of Programme and Heads of Team are expected to manage the risks arising from their activities which could affect staff, visitors, contractors and others.
- 6.3.3 In particular, Heads of Programme and Heads of Team will:
  - a) identify activities of the Programme or Team carrying significant risk, and take steps to manage those risks;
  - b) ensure staff and others who could be affected by those risks are made aware of them and any necessary precautions;
  - c) ensure appropriate local inductions are delivered;
  - d) ensure any required training has been identified for roles and activities, and that staff attend this training;
  - e) review any accidents and incidents arising from their activities, or occurring to staff in the Programme or Team;
  - f) participate in safety inspections of their areas;
  - g) consider the health and safety implications of new projects at the planning stage;
  - h) embed health and safety arrangements during procurement of contractors;
  - i) set health and safety objectives for the Programme or Team , and check whether they have been met;
  - j) check that all actions arising from risk assessments, safety inspections and audits have been implemented;
  - k) request health and safety officers' assistance for a detailed assessment or advice, if required;

## Health & Safety Policy

August 2018

k) report on their health and safety performance to the Operations Team.

6.3.4 Heads of Programme or Heads of Team may delegate all or some of the above functions to their staff, but will retain full responsibility for ensuring that they are correctly performed.

### 6.4 Line managers

6.4.1 Line managers are expected to implement the local health and safety management arrangements of the Programme or Team, and to monitor and check their effectiveness.

6.4.2 In particular, line managers will:

- a) ensure risk assessments are undertaken and recorded, as required, and that protective measures are implemented;
- b) ensure that the risks of new processes and equipment are assessed before implementation;
- c) make arrangements to ensure their staff can attend required training within normal working hours;
- d) take appropriate action when health and safety is likely to be compromised;
- e) implement recommendations from audits and inspections, and report on progress to the Head of Programme or Heads of Team;
- f) investigate reports of accidents, incidents and near misses arising from the activities of the Programme or Team, and embed any learning points from these.

6.4.3 Additional responsibilities may be placed on line managers in individual Safety Standards and policies which enact parts of the overarching Health and Safety Policy.

### 6.5 Employees (including Interns, Contractors and Work Experience people)

6.5.1 All employees, regardless of their position at ClientEarth, have the following legal responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999:

- a) to take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions;
- b) to co-operate with their employer and others in fulfilling statutory responsibilities;
- c) to notify their employer immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety (in the context of the ClientEarth, this would normally be by notifying their Health and Safety Coordinator, line manager, Admin Team, or building management) and
- d) to notify their employer of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate

remedial action can be taken (in the context of the ClientEarth, this would normally be by notifying their Health and Safety Officers or line manager).

- 6.5.2 ClientEarth requires all employees to fulfil these legal responsibilities by co-operating in all matters concerning health and safety, in particular by:
- a) adhering to the ClientEarth's arrangements and procedures and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, interns and visitors;
  - b) reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their Health and Safety Coordinator or line manager;
  - c) notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related;
  - d) using any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received.

## 7 Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

## 8 Reports to the Health & Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Head of Operations.

## 9 Accident and near miss reporting and investigation

It is the policy of ClientEarth to identify, record and investigate accidents and near misses, to understand how and why they occurred and hence their underlying causes and to take appropriate action to prevent similar incidents in the future.

### 9.1 Definition

- 9.1.1 Accidents are events that resulted in an injury, however minor.



## Health & Safety Policy

August 2018

- 9.1.2 Near Misses are unplanned events which do not cause injury or damage, but could have done so. Examples of near misses include: items falling near to staff, incidents involving electrical short-circuits or equipment, slips, trips and falls.

### 9.2 Reporting procedure: Employee

- 9.2.1 Employees should inform their direct Line Manager and/or the Operations Team, immediately that an accident or near miss occurs, whether this is at ClientEarth premises or at a remote location.
- 9.2.2 For each accident or near miss an Accident and Near Miss Investigation Report Form should then be completed by the injured/involved person and a responsible person, such as the Line Manager, Health and Safety Officer or Head of Operations. If operating remotely then contact must be made with their office based line manager or the Health and Safety Officer to complete the form.
- 9.2.3 The Line Manager must:
- a) Note that the accident or near miss has occurred
  - b) Ensure that any immediately required action has been taken (e.g. first aid, ambulance, site and personal safety).
  - c) Inform the Health and Safety Officer and Head of Operations and provide them with the completed investigation form.
- 9.2.4 The Operations Team/Health and Safety Officers will then:
- a) Ensure that the requirements of the Reporting of Injuries, Diseases and Near Misses Regulations 1995 are met.
  - b) Complete the Accident and Near Miss Investigation Report Form having undertaken an appropriate level of investigation and identification of root cause and any actions needed to prevent future occurrences.
  - c) Discuss the accident or near miss and the contributory factors with the Line Manager to agree the findings and actions arising.
  - d) Maintain a formal record of all accidents and near misses reported and investigated.

- e) Report findings to Head of Operations/Director of Operations.

## 10 Specialist advisory bodies

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be requested by Line Managers and may be obtained by the Operations team from expert individuals or bodies outside ClientEarth.

## 11 The Occupational Health Service

It is the policy of ClientEarth to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

## 12 First Aid

It is the policy of ClientEarth to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Head of Operations is responsible for:

- a) providing at least one First Aider, holding valid Emergency First Aid at Work certificate, per every fifty employees;
- b) ensuring that names of all First Aiders are displayed on Health and Safety boards by reception in each office;
- c) ensuring that First Aid boxes are available on each floor and the locations are clearly marked;

## 13 Fire

The Chief Executive accountable and Operations Team is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all ClientEarth premises. The Chief Executive delegates these responsibilities to the Directors.

In addition the Head of Operations will:

- a) report and advise on the standard of fire safety in the ClientEarth's premises and the standard of fire training of its staff;
- b) undertake overall responsibility for fire training;
- c) ensure adequate number of Fire Marshals in all ClientEarth's offices and that they are fully trained and their names are displayed on Health and Safety boards by reception in each office;

- d) assist in the investigation of all fires in ClientEarth's premises and submit reports of such incidents.

## 14 Lifting and Handling

Operations Team are responsible for informing staff of safe lifting techniques. The Head of Operations will identify specific training needs and ensure training in lifting and handling is provided to staff who are required to carry out such duties.

## 15 Working at height – safe use of stepladders

Work at Height Regulations 2005 requires a risk assessment to be carried out to identify and assess any work at height that is undertaken as part of work activities. This will ensure that ladders are used appropriately, and to identify any precautions that are needed.

Only staff that have completed ClientEarth's 'Stepladder training' can use a stepladder. Records of the training will be maintained by Operations Team.

Before use, the stepladder must be checked if it is in a safe condition. A stepladder should have no visible defects and a pre use check should be carried out before using it. Stepladders should be maintained and stored in accordance with manufacturer's instructions. The Operations Team will conduct formal checks on the condition of stepladders every 6 months. Records of the checks will be maintained.

## 16 Non – smoking on company premises

ClientEarth policy is that there will be no smoking in its premises. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The policy also extend to e-cigarettes / vaping.

## 17 Control of substances hazardous to health

The Control of Substances Hazardous to Health Regulations (COSHH) require ClientEarth to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. ClientEarth must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Head of Operations is responsible for implementing these Regulations.

## 18 Computer installations and visual display units

All new computer installations must adhere to the standards and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment will be provided with 'Work Station Assessment' (Desk Assessment) conducted by the Operations Team.

## 19 People working on company premises not employed by the company

19.1 Persons working in ClientEarth premises who are employed by other organisations are expected to follow ClientEarth Health and Safety Policies with regard to the safety of ClientEarth employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

19.2 Visitors and members of the public

19.2.1 ClientEarth wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to ClientEarth establishments will be of the highest standard.

19.2.2 A risk assessment must be completed before any meeting at ClientEarth's premises where it is expected to have six and more visitors attending.

19.2.3 Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

19.3 Contractors

19.3.1 ClientEarth wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the ClientEarth's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

19.3.2 Contractors must also observe ClientEarth's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In

## Health & Safety Policy

August 2018

In addition ClientEarth's responsible person will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk.

Any member of staff who judges there is a risk where contractors are working, should inform their Line Manager immediately.

Health & Safety Policy

August 2018

## 20 Policy Receipt Acknowledgement

**In effect: 8 August 2018 until further notice**

I have read and been informed about the content, requirements, and expectations of the Health & Safety policy for employees at ClientEarth. I have received a copy of the policy, and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at ClientEarth.

I understand that if I have questions, at any time, regarding the policy, I will consult with my immediate supervisor or my Operations staff members.

Please read the Health & Safety policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Receipt By: \_\_\_\_\_

Date: \_\_\_\_\_