



Health & Safety Policy

Navy Cadet Force

T.S.NAME
T.S. ADDRESS



Health & Safety Policy

General Statement of Intent

T.S..... believes that excellence in the management of Health and Safety is an essential element within its overall organisation – a good Health and Safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this Unit, and therefore we are totally committed to ensuring their Health, Safety and welfare at all times.

From an economic point of view, the Unit believes that prevention is not only better, but cheaper than cure.

From a legal perspective, the Unit is committed to ensuring that it complies with all relevant Health and Safety legislation. Where it is reasonably practicable to do so, the Unit will strive to go beyond the requirements of legislation.

The Unit is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our volunteers on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for volunteers;
- To ensure all volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill Health;
- To maintain safe and Healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed.....

Position.....Date:.....

Review Date:

Organisation

Overall and final responsibility for Health and Safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility

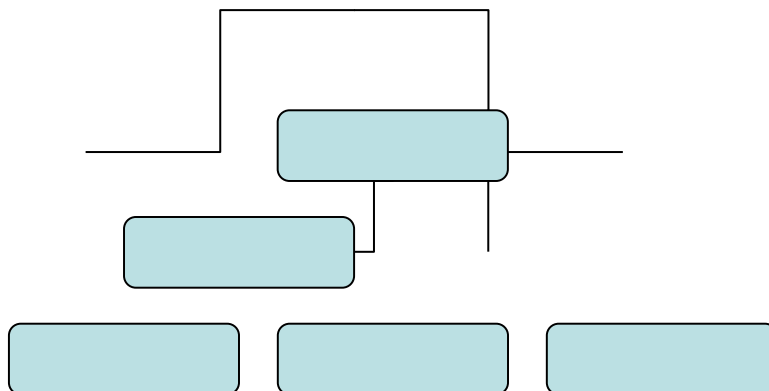
Staff/Committee Duties

All Members are required to:

- Co-operate with Committee and Staff on Health and Safety matters;
- Not interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of the Health and Safety of themselves and others; and
- Report all Health and Safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Organisational Chart



Arrangements for Implementation

All NCF policies and procedures in relation to Health and Safety are supplementary to the NCF Health and Safety Policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the unit will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Approval for the required action to remove or control risks will be given by:

Health & Safety Management System

The NCF operates a documented Health and Safety Management System.

The Health and Safety Management System is the responsibility of:

Health & Safety Manual

The Unit has a Health and Safety Manual, which contains advice on all key aspects of Health and Safety law.

The manual is kept in.....

Consultation with Staff/Committee

The NCF / Unit will consult with its volunteers in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with volunteers will be provided by:

Safe Plant and Equipment

The Unit will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of:

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Responsibility for ensuring that all identified maintenance is implemented is that of:

Any problems with plant or equipment should be reported to:

Responsibility for checking that new plant and equipment meets Health and Safety standards before it is purchased is that of:

Safe Handling and Use of Substances

The Unit will assess and control Health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

COSHH assessments will be carried out by:

Approval for the required action to remove or control risks will be given by:

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:

The NCF act as our competent advisors on Health and Safety issues. They can be contacted at any time for advice, but in the first instance please contact, who is authorised to contact the XO if necessary.

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant Health and Safety information is that of:

Training and Competency

Induction training for all new members is the responsibility of:

Job specific training will be provided by:

Specific tasks requiring special training are:

Training records are kept at/by:

Training will be identified, arranged and monitored by:

Accidents, First Aid and Work Related Ill-Health

Health Surveillance is required for members doing the following jobs:

Health Surveillance will be arranged by:

Health Surveillance records will be kept by/at:

First aid box(es) is/are kept by/at:

The appointed person(s)/ first aider(s) is/are:

All accidents and work related ill-Health are recorded in the accident book, which is kept at/by:

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

Responsibility for investigating accidents is that of:

Responsibility for investigating work-related causes of sickness absence is that of:

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Escape routes are checked by/every:

Fire extinguishers are maintained and checked by/every:

Emergency evacuation will be tested every:

The Responsibility of this Policy falls to the Colonel of the Navy Cadet Force.



Signed:

Date: January 2023

Print: Colonel Terry Fitzgerald

This Policy has been approved for distribution by the Chairman of the Navy Cadet Force.



Signed:

Date: January 2023

Print: Luke Giles

