



*Protecting Orkney's marine mammals through research and education*

## **Health and Safety Policy**

Implementation Date: February 2021

### **1. General statement of policy**

- 1.1 Orkney Marine Mammal Research Initiative (OMMRI) recognises the right of volunteers and employees (team members) to work in a safe and healthful environment. OMMRI is committed to protecting the health, safety and welfare at work of its team members and also members of the public engaged in OMMRI's organised activities.
- 1.2 The policy applies at all times whether work is carried out at home, on premises hired by OMMRI or when team members are out and about.
- 1.3 Each work site will have a health and safety document which gives specific details about implementation of the policy at that site. Sites include home working and working out and about.

### **2. Supporting documents**

- 2.1 This policy statement should be read alongside other organisational policies, procedures and other related documents.

### **3. Responsibilities**

- 3.1 The Board of Trustees has overall responsibility for implementing the health and safety policy.
- 3.2 Day to day responsibility for implementing the policy is delegated to individuals as shown in the table below.

<b>Name/Place of work</b>	<b>Responsibility</b>
Karen Hetherington	Chair Volunteer Education & Outreach Officer
Imogen Sawyer	Secretary Volunteer Funding Officer
Emma Neave-Webb	Treasurer Volunteer Science & Biodiversity Officer
Home working	Individual volunteer
Out and about	Individual volunteer
Hired Premises	Individual team members involved with activity

- 3.3 All team members must take reasonable care to avoid doing or not doing something which could reasonably be foreseen as likely to cause injury and must take reasonable care of the health and safety of themselves and others who may be affected by what they do or don't do.
- 3.4 The Chair is the competent person for matters relating to health and safety. The competent person is responsible for monitoring and reviewing the overall health and safety policy and will ensure site specific policies are in place in consultation with the individuals who have day to day responsibility for their implementation.

#### **4. Content of policies**

Where appropriate each site specific document will contain details of the following:

- 4.1 Details of the premises, alarm systems and escape routes.
- 4.2 Names of key people and their health and safety responsibilities.
- 4.3 A list of hazards and control measures (Risk assessment). This must be carried out at all sites, reviewed regularly and all necessary steps taken to make the work place as safe as is reasonably possible.
- 4.4 Arrangements for dealing with foreseeable emergencies.
- 4.5 Arrangements for instruction, training and supervision of team members. These must be adequate to enable team members to work safely.
- 4.6 Arrangements to ensure that all team members follow rules and precautions. All team members must be familiar with the content and requirements of the policy.
- 4.7 Arrangements to ensure adequate first aid provision for team members. This should include provision of suitable training (as identified by the risk assessment), and informing team members of the arrangements made and location of equipment and trained personnel.
- 4.8 Arrangements to report serious work related accidents to appropriate authorities and to keep a record of reported incidents that involved team members or members of public.
- 4.9 Arrangements to undertake a fire safety risk assessment and make sure exits are kept clear and unlocked at all times.
- 4.10 Arrangements to ensure all equipment is suitable for the task, well maintained and conforms to current legal requirements
- 4.11 Arrangements to ensure that all health and safety signs conform to British Standard (BS5378) and can be clearly seen by team members and members of the public.

#### **5. Home-working**

- 5.1 When team members are working at home all health and safety rules and guidance apply.
- 5.2 It is the responsibility of the team member to ensure that the home working environment and equipment used in the home are safe. A home-working risk assessment should be carried out and advice sought from the Chair where necessary.

5.3 Team members will be asked to indemnify OMMRI from damages caused by accidents at home.

## **6. Out and About**

6.1 When team members are working out and about all health and safety rules and guidance apply.

6.2 For all routine activities involving members of the public (e.g. Sea watches from land), a generic risk assessment should be prepared, recorded and retained. This should be reviewed and a dynamic risk assessment undertaken to identify any other potential risks prior to the start of an event, with attendees informed of specific risks and mitigation measures. Throughout the event, an appropriate first aid kit should be available and its location should be made known to all attendees. Every team member has the authority to halt an activity due to safety concerns.

6.3 It is the responsibility of the team member to ensure their own personal safety when out and team members should never stay in a situation when they feel at risk.

## **7. Hired premises**

7.1 For all activities involving members of the public within hired premises (e.g. Classroom based training courses) all health and safety rules and guidance apply.

7.2 It is the responsibility of the team member hiring the premises to ensure that all relevant health & safety documents are in place at the premises being hired at the time of booking and that policies are up to date.

7.3 At the start of each event within hired premises attendees should be informed of specific risks and mitigation measures.

7.4 It is the responsibility of the team member to ensure their own personal safety when working within hired premises but team members should never stay in a situation when they feel at risk.

## **8. Review of the Health and Safety Policy**

8.1 It will be the responsibility of the board of Trustees to review the health and safety policy to ensure that it is in accordance with all other policies.

8.2 The health and safety policy will be reviewed by the board of Trustees 12 months after implementation and then routinely every three years. Interim reviews may be carried out if a need is identified.

Review date: February 2022

Next review date:

Signed:

Position:

Date: