



THE ROYAL SUSSEX REGIMENTAL ASSOCIATION LIMITED

HEALTH & SAFETY POLICY

1 Health & Safety Policy Statement

- 1.1 It is the policy of The Royal Sussex Regimental Association Limited (RSX RAL) to comply with both the letter and spirit of the Health and Safety at Work, etc Act 1974 and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements.

As with all other aspects of the organisation's undertakings, health and safety must be properly managed and cost effective.

Employees of and Contractors have a right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this health and safety policy. The Director fully appreciates that responsibility for health and safety is an integral function of management, on a par with responsibilities for all other business operations and we recognise the benefits of a fit and healthy workforce. Public and visitors' safety is also integral to our philosophy.

The RSX RAL will undertake to provide adequate health and safety training and information to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

I believe that it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy and I seek active co-operation between management and employees to promote a safe and healthy environment for ourselves and for those who avail themselves of our service.

Finally, we undertake to review and revise this policy as often as is required by changing legislation. All changes will be brought to the attention of all employees.

2 Introduction

- 2.1 This document lays down our aims and objectives in the important area of health and safety. It sets out, in broad terms, these aims and objectives. All employees/volunteers and Contractors must co-operate in this endeavour. The policy statement will be issued and/or on display to all employees/volunteers. It incorporates our general approach towards compliance with all health and safety legislation.



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Where the RSX RAL shares a workplace with another employer or organisation, or where another employer or organisation controls a workplace occupied by, or otherwise affecting, Company members, the organisation will co-operate with the other employer or organisation, so far as is necessary to protect the health, safety and welfare of the Company members or others affected by the activities or processes involved.

3 Aims of The Policy

- 3.1 To conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities and all other people who work on, or visit, our premises.
- 3.2 To create and maintain a positive health and safety culture within the organisation, so that there is a continuous, cost effective, improvement in our health and safety performance.
- 3.3 These aims will be pursued regardless of whether the particular services which form part of the organisations' undertakings are performed by our employees/volunteers, or by outside contractors acting on our behalf.
- 3.4 These aims will be born in mind in all policy and operation decisions made by the organisation, especially in relation to the adequate provision of resources. It is recognised that directors could render themselves liable under criminal health and safety law should they place requirements upon staff that are contrary to this policy.

4 Objectives of The Policy

The RSX RAL is committed to working towards the achievement of the following objectives in the field of health and safety:

- 4.1 To comply always with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) and all other relevant statutory provisions, including health and safety approved codes of practice and guidance and relevant fire safety legislation.
- 4.2 To effectively identify all significant hazards arising from our activities, to assess all the resultant risks to the health and safety of our employees/volunteers, visitors and other people who may be affected and to develop the appropriate preventive and protective measures necessary to control these risks.



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- 4.3 To effectively plan, organise, implement, control, monitor and review the preventive and protective measures.
- 4.4 To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services and other employers as appropriate.
- 4.5 To provide and maintain suitable and safe vehicles, plant, equipment, and systems of work.
- 4.6 To provide employees/volunteers with adequate health and safety training and supervision and to take account of employees'/volunteers' capabilities as regards health and safety matters when assigning tasks to them.
- 4.7 To provide employees/volunteers with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
- 4.8 To avoid safety, health, and fire risks in connection with the use, handling, transportation and storage of articles and substances.
- 4.9 To provide a safe place of work and a healthy working environment.
- 4.10 Where appropriate on health and safety grounds, to ensure that employees are provided with, and use, suitable personal protective clothing, or equipment. Also, to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment.
- 4.11 Where beneficial to the prevention of work-related illnesses or ill health conditions, to provide employees with appropriate health surveillance.

5 Organisational Responsibilities, Nominated Director

- 5.1 The Nominated Director has overall and final responsibility for the management of health and safety within the organisation and for the health, safety and welfare of employees/volunteers and others who may be affected, and:
 - 5.1.1 Will ensure that there is an effective policy for health and safety which is kept up to date within the organisation.
 - 5.1.2 Will ensure that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks.



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- 5.1.3 Will ensure implementation of the policy and fully support all persons who carry out the policy.
- 5.1.4 Will have the responsibility of discharging the organisations' duty, under Section 2(3) of the Health and Safety at Work etc. Act 1974, of bringing the general statement of health and safety policy and the organisation and arrangements for the carrying out of that policy, to the notice of employees/volunteers.
- 5.1.5 Will ensure that the health and safety policy of the organisations is understood at all levels.
- 5.1.6 Will fully support the training of staff and arrange for consultation on health and safety matters as appropriate.
- 5.1.7 Be the point of contact for external agencies such as the HSE.
- 5.1.8 Investigate accidents as appropriate.

6 Organisational Responsibilities, Employees/Volunteers

- 6.1 All employees/volunteers have a legal duty to take reasonable care for their own health and safety and of others who may be affected by their acts or omissions, and will:
 - 6.1.1 Make themselves familiar with the organisations' Health and Safety Policy.
 - 6.1.2 At all times make full and proper use of the appropriate safe systems of work, safety equipment and protective clothing and make full use of appropriate safety devices.
 - 6.1.3 Report to the director any unsafe systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment and report accidents and incidents immediately.
 - 6.1.4 Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions.
 - 6.1.5 Co-operate with the organisation so as to enable them to carry out their own duties and responsibilities.
 - 6.1.6 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare by the organisations.
 - 6.1.7 Report any accident / incident which results, or could have resulted, in injury.

7 Organisational Responsibilities, New Employees/New Volunteers

- 7.1 New employees/ new volunteers shall:
 - 7.1.1 Be inducted in all relevant health and safety requirements before working unsupervised.



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- 7.1.2 Ensure that they have read and fully understood instructions in the event of fire or other serious or imminent danger.
- 7.1.3 Familiarise themselves with the accident reporting policy.

8 Organisational Responsibilities, Contractors

- 8.1 All contracts for services in the organisations workplaces, or otherwise affecting their staff, shall comply with the terms of this policy so far as is appropriate to protect the health, safety and welfare of staff, visitors and others who may be affected.

9 Changes in legislation

- 9.1 It will be the responsibility of the Nominated Director to ensure that the Directors are aware of changes in legislation and/or associated good practice. Such changes will be distributed throughout the organisation using normal information channels. The Health and Safety Policy will be updated bi-annually or as necessary.

10 Risk Assessments

- 10.1 The undertaking of risk assessments is a requirement of a range of health and safety regulations, for example:
 - 10.1.1 Management of Health and Safety at Work Regulations 1999.
 - 10.1.2 Control of Substances Hazardous to Health Regulations 2002 (as amended).
 - 10.1.3 Provision and Use of Display Screen Equipment Regulations 1992 (as amended).
 - 10.1.4 Manual Handling Operations Regulations 1992 (as amended).
- 10.2 The Nominated Director is required to ensure that risk assessments are undertaken in accordance with the Health and Safety Policy.
- 10.3 Where health and safety regulations require the undertaking of risk assessments, it will be the responsibility of the Director to ensure that they are undertaken, and appropriate action taken to reduce the risk of illness or injury.

11 Status

- 11.1 The status of this policy document, RSX DCP003-01 is APPROVED by the board as of the 5 June 2023.