Written by	HR Department
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Health and Safety Policy

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1. Policy Statement

The Royal Town Planning Institute is committed to ensuring the health, safety and welfare at work of all employees and complying with its legal obligations.
The Institute aims to achieve this by:

- Providing and maintaining a healthy and safe place to work, with safe systems of work and safe equipment;
- Promoting the awareness of health and safety at work;
- Carrying out regular risk assessments to identify and address any problems;
- Ensuring employees have the information and training that they need to maintain a safe and healthy working environment and understand their health and safety responsibilities;
- Taking appropriate action to prevent health and safety problems; and
- Consulting our employees on matters affecting their health and safety.

Signed _____ Date _____
Chief Executive

2. Responsibilities

In order to ensure that health and safety is successfully managed within the Institute, the following responsibilities have been allocated.

The Board of Trustees will:

- Ensure that there is an effective policy for health and safety in place;
- As often as necessary, and at least annually, approve the effectiveness of the policy and ensure that the necessary changes are made; and
- Demonstrate visible, active commitment to health and safety.

The Chief Executive, Victoria Hills and the Executive Team, Roisin Willmott, Craig McLaren, Richard Patrick, Simon Creer, and Andrew Close will:

- Have overall and final responsibility for health and safety; and
- Ensure that health and safety is an integral part of the Institutes business plan.

The Chief Operating Officer, Richard Patrick will:

- Allocate sufficient resources to meet health and safety needs; and
- Ensure necessary procedures and systems of work are developed, agreed, implemented and reviewed to ensure the successful application of this policy.

The Head of Human Resources and Compliance, Lesley Mitchell will:

- Ensure the health and safety policy is put into practice;
- Monitor the effectiveness of the health and safety policy and review it regularly;
- Monitor accident reports and near misses and ensure appropriate action is taken, including statutory reporting, when necessary;
- Ensure appropriate risk assessments are carried out and necessary control measures put in place;
- Ensure incidents reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are promptly reported.
- Ensure employees are informed of their health and safety responsibilities and appropriate training is provided; and
- Put in place measures to promote and support wellbeing.

The Director of Wales, Northern Ireland and Planning Aid England, Roisin Wilmott, and the Director of Scotland, Ireland and English Regions, Craig McLaren will:

- Oversee security and safety systems at the relevant national office;
- Oversee regular risk assessments and ensure appropriate action is taken to address any risks identified; and
- Ensure emergency procedures for fire and evacuation are in place, tested and up to date for the relevant office.

The Chief Technology Officer, Anil Ramdhan will:

- Ensure all security and safety systems at the RTPI London office are tested on a regular basis as specified in the Planned Preventative Maintenance Plan (PPMP) and maintained;
- Undertake or oversee regular risk assessments and take appropriate action to address any risks identified;

- Ensure emergency procedures for fire and evacuation are in place, tested and up to date for the RTPI London Office;
- Ensure appropriate safety measures are in place for home-based employees; and
- Ensure incidents reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are promptly reported to the Head of Human Resources and Compliance.

All managers and supervisors will:

- Carry out risk assessments as necessary;
- Ensure accidents, hazards and near misses are recorded and reported for their team and appropriate remedial action is taken;
- Ensure any identified health and safety risks are promptly addressed and reported to the Head of Human Resources and Compliance; and
- Ensure there are systems in place to comply with the health and safety policy within their areas of responsibility.

All employees will:

- Work safely and maintain good and hygienic housekeeping standards;
- Cooperate with managers and supervisors on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Accept responsibility for their own safety and the safety of others who may be affected by their actions;
- Report all health and safety concerns to their line manager, Human Resources or Office Services;
- Report all accidents and near misses and
- Comply with all health and safety policies and procedures.

3. Arrangements

3.1. Risk Management

Risk assessments will be undertaken by managers or nominated representative(s).

Risk assessments which apply across the organisation will be undertaken by the Head of Human Resources and Compliance in liaison with the Chief Technology Officer and National Directors. e.g. ensuring workplaces are safe during the COVID-19 pandemic.

The findings of the risk assessment will be reported to:

- The Senior Executive Team, Senior Management Team and Staff Committee if organisation-wide.
- The member(s) of staff concerned and their line manager if the risk assessment relates to an individual or home-office.
- The appropriate Director or Chief Technology Officer if the risk assessment relates to an office.
- Head of Human Resources and Compliance

Action required to remove / control risks will be approved by Head of Human Resources and Office Services in liaison with the relevant Director or Chief Technology Officer as appropriate.

Managers will be responsible for checking that any implemented actions have removed and/or reduced the risks.

Assessments will be reviewed every three years or when the work activity changes, whichever is the soonest.

All offers of employment for home-based colleagues are subject to a suitable home office environment. All newly appointed home-based colleagues will submit a photograph of their home office area and complete a home office risk assessment before their employment begins.
All colleagues who will work from home for any proportion of their time will be required to complete a DSE risk assessment for office and home-working.

3.2. Consultation

The Institute will consult with colleagues via internal communication systems e.g. Staff Committee, staff meetings, intranet, email etc., on relevant health and safety matters and will consult individually where appropriate.

3.3. Safe Plant, Equipment and Working Environment

The Office Services Supervisor, Lee Simpson will be responsible for:

- Identifying all equipment and plant requiring maintenance and agreeing an annual schedule of planned preventative maintenance;
- Ensuring effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented;
- Ensuring that all new equipment and plant meets health and safety standards;
- Ensuring appropriate facilities are in place for colleagues and visitors to comply with any sanitising or physical distancing measures in place. e.g. hand sanitiser provision, monitoring of cleaning standards, face coverings available if necessary.

Any problems found with plant / equipment should be reported to the Office Services Supervisor.

3.4. Information, Instruction and Supervision

The Health and Safety Law poster is displayed at each RTPI office.

Health and Safety leaflets and first aid kits are issued to all home-based workers by the Human Resources Department.

When and if required the supervision of young workers and/or trainees will be monitored by the Head of Human Resources and Compliance.

The Head of Human Resources and Compliance is responsible for ensuring employees working at locations under the control of other employers are given relevant health and safety information.

3.5. Competency for Tasks and Training

Induction and job specific training will be provided for all employees by their line manager or nominated representative(s) and will be monitored by the Human Resources Department.

Induction training will include details of the relevant emergency evacuation procedures and the location of first aid boxes and accident/incident reporting procedures.

Induction training will include e-learning modules covering essential health and safety matters including display screen equipment training and self-assessment and fire safety training.

Refresher training for all staff will be delivered whenever changes require it and at least once a year.

Training records are kept by the Human Resources Department.

Training needs will be identified by line managers and monitored by the Human Resources team.

3.6. Safe Handling and Use of Substances

The Office Services Supervisor will be responsible for undertaking COSHH risk assessments when necessary and ensuring contractors have undertaken relevant risk assessments and staff training.

3.7. Emergency Procedures

The Office Services Supervisor is responsible for ensuring that the following processes are in place at the RTPI London office:

- Escape routes are checked;
- Fire extinguishers are maintained and checked;
- Alarms are tested; and
- Emergency evacuation procedures are tested.
- The emergency escape route shared with the RTPI London Office and neighbouring office will be checked on at least a weekly basis. Doors, access controls and lighting will be checked and maintenance carried out every six months.

The appropriate National Directors are responsible for ensuring that appropriate emergency procedures, checks and tests take place at the relevant national offices.

The Head of Human Resources and Compliance is responsible for ensuring that appropriate emergency procedures, checks and tests take place at any other office used as a workplace for RTPI employees.

3.8. Accident and Near Miss Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage, but could do so.

All accidents and near misses are to be recorded in the accident book held at each RTPI office or submitted on an Accident Reporting Sheet which is available on the intranet:

- In RTPI London Office the accident book is located at the reception desk.
- In RTPI Scotland, the accident book is located in the main office.
- In the RTPI Cardiff Office, the accident book is located in the main office.
- Homeworkers are required to record all accidents on an Accident Reporting Sheet and send a signed copy to their line manager and the Head of Human Resources and Office Services by post or a scanned copy by email.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account of the incident must be entered as soon as possible after the event.

The Head of Human Resources and Compliance is responsible for reporting accidents or incidents which meet the criteria defined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Major incidents as defined in (RIDDOR) will be reported online immediately or as soon as is practicable. Details of what types of incidents are reportable are available view the HSE website.

If an accident results in over seven consecutive days of incapacity for work it will be reported to the enforcing authority within 15 days.

Injuries which occur whilst carrying our work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Any non-employee who is involved in an accident or near-miss whilst on the RTPI's premises must report the incident immediately to the person responsible for their presence on site. The Office Services Supervisor can provide assistance if necessary.

3.9. First Aid

First aid boxes are kept at each RTPI office and homeworkers are all issued with a first aid box as part of their induction arrangements.

First aid boxes will be checked monthly or when required and replenished. Remote workers should request replenishment as required but in any case new first aid boxes will be sent to home workers before the expiry date.

A list of trained first aiders is available on, internal office noticeboards, the intranet or from the Office Services or Human Resources Departments.

Defibrillators are provided in the following locations:

- Ground floor and second floor at RTPI London Office
- Ground floor entrance at RTPI Scotland Office

4. Monitoring and Review

This policy will be reviewed and amended in accordance with legislation or when relevant changes to processes or infrastructure take place and will be subject to a formal review and approval by the Board of Trustees whenever changes are made or as a minimum every year.