

# 3SC Health and Safety Policy

info@3SC.org  
0330 30 30 300  
[www.3sc.org](http://www.3sc.org)  
3SC, Suite 156, 1<sup>st</sup> Floor  
3 More London Riverside  
London, SE1 2RE

## The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the 3SC Health and Safety Policy. When any part of this document is amended, a record is made in the Amendment Log shown below.

The 3SC Health and Safety Policy can be fully revised and re-issued at the discretion of the 3SC Senior Management Team.

Further information and policy on Document Control and Control of Records is recorded in Section 7 of the 3SC Business Management System Quality Manual.

Issue	Amendment	Date	Initials	Signed off by
1.0	First Version	June 2011	MoT	n/a
1.1	First Version - Typos removed	May 2012	AW	
2.0	Second version	November 2012	AW	EH
2.1	Update with new Office Rep	January 2013	AW	EH
2.2	Updated to incorporate the Wales office and change titles	April 2014	NB	EH
2.3	Updated responsibilities	April 2015	EH	EH
2.4	Updated Job roles and reporting responsibilities	November 2015	LMc	JC
2.5	Review introduction of Health and Safety Champions	January 2016	LMc	JC
2.6	Clarity of responsibilities Changes to roles, responsibilities and job titles	February 2016	LMc	JC
2.7	Reviewed and updated roles and responsibilities	February 2017	AS	LMc
2.8	Reviewed. Updated roles and responsibilities	November 2018	DB	JC
2.9	Updated to include legislation. Change from TR to Justice	March 2020	DB	JC
3.0	Change of office address	May 2020	DB	JC

## Table of Contents

1. Introduction .....	4
1.1 Scope .....	4
1.2 Responsibilities .....	6
2. Health and Safety Risks and Management .....	6
2.1 Risks arising from our work activities .....	6
2.2 Consultation with employees .....	7
2.3 Safe plant and equipment .....	7
2.4 Safe handling and use of business .....	7
2.5 Information, instruction and supervision .....	8
2.6 Competency for tasks and training .....	8
2.7 Accidents, first aid and work-related ill health .....	9
2.8 Monitoring .....	9
2.9 Emergency procedures - fire and evacuation .....	9
3. Annex 1: Health and Safety Champion role and remit .....	11
3.1 Introduction to the role .....	11
3.2 The role .....	11

## 1. Introduction

---

This is the Health and Safety Policy Statement of **3SC**

Our statement of general policy is to:

- provide adequate control of the Health and Safety risks arising from our work activities
- consult with our employees on matters affecting their Health and Safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- ensure we comply with Health and Safety legislation including:
  - o [Health and Safety at Work etc Act 1974](#)
  - o [Control of Substances Hazardous to Health \(Amendment\) Regulations 2004](#)
  - o [Control of Substances Hazardous to Health Regulations 2002](#)
  - o [Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
  - o [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- review and revise this policy as necessary at regular intervals.

The Chief Executive is committed to providing a safe and healthy workplace for all employees and all those affected by our work activities.

### 1.1 Scope

This policy applies to all 3SC employees, contractors/consultants, agency workers, volunteers and visitors to 3SC and those affected by our work activities.

### 1.2 Responsibilities

The Senior Management Team at 3SC, which includes the Chief Executive and all Senior Managers, has overall responsibility for Health and Safety. Responsibility for day-to-day tasks is delegated to the 3SC Risk and Quality Manager. Specific tasks are delegated to individuals within the organisation, by workplace area or by topic. Responsibilities are clearly set so that if there are any Health and Safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the Health and Safety of themselves and others, and to co-operate with 3SC to help them comply with the law.

- I. Overall and final responsibility for Health and Safety is that of **Chief Executive**.
- II. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Risk and Quality Manager** who reports directly to the Chief Executive.
- III. To ensure Health and Safety standards are maintained/improved, the following people have responsibility:

<b>Name</b>	<b>Responsibility</b>
Martin Bohling	H&S Lead ( <b>Champion</b> ) London
Building Management	Fire Warden London
Building Management	First Aid London
Alan Skinner	H&S Lead ( <b>Champion</b> ) Justice
Gareth Snaith	H&S Lead ( <b>Champion</b> ) Wales
Space in the City (Building Management)	First Aid Wales
Dave Riley	Fire Warden Wales
Martin Bohling	Safe Work Equipment
Line managers	Monitoring and Reporting

**IV. All employees must:**

- co-operate with supervisors and managers on Health and Safety matters
- not interfere with anything provided to safeguard their Health and Safety
- take reasonable care of their own Health and Safety
- report all Health and Safety concerns to an appropriate person (as detailed in this policy statement).

## 2. Health and Safety Risks and Management

---

### 2.1 Risks arising from our work activities

The 3SC Health and Safety Risk Assessment will incorporate all work activities for 3SC staff, including home and remote workers. All employees are required to manage and control risks appropriately, given appropriate training, in line with the H&S Policy and Risk Assessments. Health and Safety risk assessments are conducted as follows:

- Risk assessments undertaken by **the Risk and Quality Manager** will be reviewed by **Health and Safety Champions**
- Risk assessments specific to an area of work will be undertaken by **Health and Safety Champions**
- The findings of the risk assessments are reported to the **Risk and Quality Manager and on to the Chief Executive**
- All Health and Safety incidents are captured within the Incident log which is managed by the **Risk and Quality Manager**
- Significant risks are captured within the appropriate Risk Register
- Action required to remove/control risks will be approved by **the Chief Executive**
- **Health and Safety Champions** will be responsible for ensuring the action required is implemented
- The **Risk and Quality Manager** will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed annually, or when the work activity changes, and when premises or office layout changes, whichever is soonest

### 2.2 Consultation with employees

Employees are consulted with regards to Health and Safety matters through team meetings. In the absence of trade unions, employees are consulted through representatives. In the instance of a union being recognised, and there is a union-appointed safety representative, they would be consulted on matters affecting the employees they represent.

Employee representatives are:

- **Gareth Snaith, Contact Performance Manager**

## 2.3 Safe plant and equipment

3SC ensures that all plant and equipment that requires maintenance is identified, that the maintenance is done, and that new or second-hand plant and equipment meets Health and Safety standards before it is bought.

- **The Head of IT and Operations**, will be responsible for identifying all equipment/plant needing maintenance.
- **The Head of IT and Operations**, will be responsible for ensuring effective maintenance procedures are drawn up.
- **The Head of IT and Operations**, will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the **Head of IT and Operations**.
- **The Head of IT and Operations**, will check that new plant and equipment meets Health and Safety standards before it is purchased.

## 2.4 Safe handling and use of substances

3SC staff are located in managed buildings resulting in the majority of COSHH Assessments being carried out by Building Management. Where substances are the responsibility of 3SC we will assess the risks from substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH). These are called COSHH assessments.

### **Health and Safety Champions are responsible for:**

- identifying any substances which need a COSHH assessment (with adequate training)
- undertaking COSHH assessments, where appropriate
- ensuring that all actions identified in assessments are implemented
- ensuring that all relevant employees are informed about the COSHH assessments
- checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

## 2.5 Information, instruction and supervision

Health and Safety information is available in both printed form, and by way of advice from responsible individuals within 3SC.

- The Health and Safety Law poster is displayed in the **office/reception/kitchen areas**
- Health and safety advice is available from **www.hse.gov.uk**, as seen on posters, on **SharePoint and within HR/Policies**
- Where necessary, supervision of young workers/trainees will be arranged/undertaken/monitored by **HR and the line manager**.
- **Line Managers** are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant Health and Safety information.

## 2.6 Competency for tasks and training

All employees are given basic Health and Safety induction training when they start work, including basics such as first aid and fire safety. There are also on-line mandatory Health and Safety training units that must be completed within six months of passing the probation period with 3SC (mandatory units will be allocated to staff by the Risk and Quality Manager). Where needed training will be provided if risks change, and refresher training when skills are not frequently used. This training is delivered as follows:

- Induction training will be provided for all employees by **line managers**
- Job-specific training will be provided by **relevant line managers**
- On-line training will be provided to all employees within six months of passing probation
- Training records are kept in the Employee staff files
- Training will be identified, arranged and monitored by **the line manager**

## 2.7 Accidents, incidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Risk assessments will be used to identify any need for health surveillance.

Reporting accidents and ill health at work is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Time limits for reporting accidents vary depending on the severity. Guidance is available from the Health and Safety Executive at <http://www.hse.gov.uk/>

- The first-aid box is kept in the **office/kitchen/reception areas of 3SC offices**
- The appointed person/first aider is **Building Management for the London and Cardiff Offices. Justice staff will be seen to by their respective CRC office lead.**

- All incidents and cases of work-related ill health are to be **notified to the Risk and Quality Manager** who will record these in the incident log on Sharepoint and notify HR
- **The Risk and Quality Manager** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority and Prime Contractors where appropriate (HSE or your local authority depending upon where you work). In the absence of the Risk and Quality Manager **any line manager or the HR Advisor** can fulfil this function.
- Information from accident reports containing personal contact information is saved in the Health and Safety folder managed by HR which has restricted access
- Medical information which workers have voluntarily disclosed is stored in the individual's HR file in a locked cabinet. This information is automatically shared with the line manager and other parties according to the permission levels authorised by the individual on a signed form on their file.

## 2.8 Monitoring

Health and Safety is constantly monitored through the following procedures:

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

- Implement a monthly site check record for offices that require it
  - Revisit risk assessments on an annual basis
  - Conduct a return to work interview as soon as employees return from sick leave. This is normally completed by the line manager and stored in the employee's HR file
  - Check the First Aid Box on a quarterly basis in offices that require it
  - Conduct Visual Display Unit assessments on an annual basis
- **The line manager**, with support from **the Risk and Quality Manager**, is responsible for investigating accidents/incidents.
  - **The line manager** is responsible for investigating work-related causes of sickness absences.
  - **The Risk and Quality Manager** is responsible for acting on investigation findings to prevent a recurrence.

## 2.9 Emergency procedures - fire and evacuation

Emergency procedures are in place for 3SC offices, and checked as detailed below:

- **Building management** is responsible for ensuring the fire risk assessment is undertaken and implemented **annually**
- Escape routes are checked by **building management, and advised during staff inductions, and whenever they change**
- Fire extinguishers are maintained and checked by the **by an appropriate company, on an annual basis**
- Alarms are tested by **building management, every week**
- Emergency evacuation will be tested by the **building management, bi-annually**

## **3. Annex 1: Health and Safety Champion Role and Remit**

---

### **3.1 Introduction to the role**

At 3SC we take the health, safety and well-being of all our staff very seriously. In order to support the organisation to ensure we are compliant with the Health and Safety requirements and legislation, and that we are demonstrating safe practice to enable our staff to operate in an appropriate environment, we have recruited Health and Safety Champions.

Health and Safety Champions are permanent staff members who in addition to their substantive role, have volunteered to take on the additional responsibility of Health and Safety Champion to support the organisation and their colleagues

### **3.2 The Role**

In the month in which colleagues become aware of any Health and Safety risks and incidents (from Delivery Organisations and from within 3SC) they will report them to the Risk and Quality Manager. The Risk and Quality Manager will collate the information and report to the Senior Management Team, and to the Board. As appropriate risks will be added to the Risk Register. The Risk and Quality Manager with the Senior Management Team will be responsible for ensuring mitigating actions are timely and effective.

Note: Serious Incidents and Risks must be reported to the Risk and Quality Manager immediately (as soon as they have been highlighted).

Health and Safety Champions will:

- undertake Level 2 Health and Safety training
- ensure the working environment (for 3SC colleagues) complies with Health and Safety requirements
- provide colleagues with basic Health and Safety Advice and Guidance where requested
- signpost colleagues to appropriate further advice and guidance
- ensure all new staff are provided with site orientation by building management or Health and Safety Champions, as part of their induction
- review local Risk Assessments to ensure they are completed and updated appropriately
- report any Health and Safety concerns appropriately
- support development of training and information sessions for colleagues

- participate in bi-annual Health and Safety Champion group meetings, organised and chaired by the Risk and Quality Manager.

<b>Date of next review</b>	<b>March 2023</b>
----------------------------	-------------------