

# Guide Dogs Health and Safety Policy

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## Review and update record

This table consists of 4 columns and 2 rows. The first row contains column titles, and the subsequent rows contain data.

Date of review	Reviewer	Version	Overview of changes/updates
01.11.2023		1	New Policy

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## Introduction

Health and safety law imposes a duty of care on employers to protect employees and others from harm to their health, safety and welfare arising out of the employer's undertakings. This duty of care is discharged by identifying significant risks and implementing control measures, so far as is reasonably practicable, to reduce risks to an acceptable level.

Health and safety law also imposes a duty of care on individuals to protect the health, safety, and welfare of anyone who may be affected by the individual's acts or omissions in the course of carrying out their employer's undertaking.

## Purpose

This policy sets out the high-level principles and arrangements in place to meet the required standards of occupational health and safety in line with the requirements of the Health and Safety at Work etc. Act 1974.

This includes the provision of resources, systems of work, workplaces and working environments which promote positive health, safety, and welfare.

In order to achieve this, the organisation will, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult on matters affecting their health, safety, and wellbeing.
- Provide and maintain safe premises, machinery and equipment and safe systems of work.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision.
- Ensure competency and adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.

In order to do this, we will work in collaboration with employees, volunteers, and others to ensure that responsibilities are effectively assigned, accepted, and fulfilled at all levels within our organisation.

## **Scope**

This policy applies to all workplaces and activities undertaken by Guide Dogs and its Trustees, employees, volunteers, and others who may be affected by our undertakings.

## **Responsibilities**

Certain roles within the Association have been allocated specific responsibilities to ensure that we are managing health and safety effectively. All defined organisation roles, responsibilities and accountabilities are subject to the caveat of “so far as is reasonably practicable.”

## **Trustees**

The Trustees have overall responsibility to ensure that we meet our legal obligations and that we adhere to the principles of this policy and commitments outlined in our health and safety statement.

## **The Health, Safety and Business Continuity (HSBC) Team**

The Health, Safety and Business Continuity (HSBC) Team are responsible for:

- leading and developing a sound national health and safety strategy including horizon scanning for legislative and other external changes.
- ensuring risks are mitigated through the development and regular monitoring of risk assessments, policies, and procedures.
- leading and motivating colleagues with specialist support, advice, and guidance, alongside a full training program on all matters related to health and safety.
- auditing and monitoring compliance and implementation of improvement plans where necessary.
- reporting health & safety statistics, trends and other important information to Executive Directors and Trustees.

## **The Chief Executive Officer and The Executive Directors**

The Chief Executive Officer and The Executive Directors are responsible for:

- ensuring the effective implementation of this policy through the Senior Leadership Team and other key managers.

- providing appropriate priority, resources and importance upon health and safety.

## **The Associate Director of Property and Workplace**

The Associate Director of Property and Workplace has responsibility for the portfolio for occupational health and safety including overseeing its implementation into the corporate strategy.

## **Workplace Services and Facilities Managers are responsible for:**

Workplace Services and Facilities Managers are responsible for:

- the implementation of the health and safety management policies/processes at all sites under their control to ensure a safe workplace.
- Where a landlord is responsible for the premises, the relevant Facilities Manager will liaise with them to ensure any risk is appropriately controlled.

## **Heads of functions/service leads**

Heads of functions/service leads are responsible for ensuring:

- procedures are fully integrated into all organisational activities.
- appropriate action is taken to remedy any issues or risks identified.
- all staff are aware of their responsibilities in relation to health and safety.

## **People managers**

People managers are responsible for ensuring:

- all activities undertaken by their teams are assessed for risk and that appropriate control measures are in place to minimise these.
- they have a level of awareness of health and safety issues within their teams and that communication and consultation mechanisms are in place to facilitate the raising of issues.
- that appropriate induction and role specific training is undertaken, accidents and incidents are investigated and that absence due to ill health or accidents at work are monitored.
- Health & safety is promoted positively, with the subject regularly raised at team meetings and in 1-2-1s.

## **Employees**

All employees have a responsibility to:

- carry out activities without endangering the health, safety or wellbeing of yourself or others.
- read any relevant documentation and communications.
- raise any issue which you consider to be unsafe or detrimental to health.
- comply with policies and practices.
- undertake all relevant health, safety, and wellbeing training
- report any incident which has, or could result in illness, injury, or damage to property

## **Staff Representative Group**

Guide Dogs have a duty, under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, to provide a suitable forum to formally consult employees on significant matters of health and safety.

This duty is met by the Staff Representation Group by:

- Providing a forum for consultation on health and safety policy, standards, and guidance
- Monitoring workplace standards and health and safety performance, and to discuss improvements to health and safety practice
- Sharing information on emerging issues and areas of good or best practice
- Providing a forum for employees to raise concerns over workplace hazards or unsafe practices

This policy is supported by a range of other policies, standards and guidance that may impose additional duties on specified employees in addition to those in this policy.

## **Arrangements**

Guide Dogs arrangements for managing specific health and safety issues are described in topic specific health and safety policies, standards and guidance published on the [Health and Safety Pawtal pages](#).

## **Monitoring health and safety performance**

Health and safety performance will be managed proactively across the organisation through planned premises, management, and topic specific audits.

The significant findings of proactive monitoring will be reported at senior leadership and departmental level, through management meetings and reporting. Matters arising will be recorded with an action plan setting out ownership of specific issues and timeframes for corrective action to be taken.

Guide Dogs will also carry out reactive monitoring through the collection and reporting of work-related incident and ill-health data.

The results of all monitoring activities, including the significant findings of any incident investigations, are submitted to the Staff Representative Group and senior leadership groups on a quarterly basis. Health and safety performance is included in the Trustees annual report.

## **Review**

This policy will be reviewed annually or when there is a significant change to the organisation in relation to health and safety.

## **References and related documents**

[Health and Safety policies, guidance, and templates](#)