**Introduction**

This document sets out the safety management strategy to be adopted by

*The Insurance Institute of Guernsey (IIG)*

This strategy document has been prepared to define the way the IIG will manage Health & Safety and meet the requirements of Health & Safety at Work legislation in force in Guernsey and/or as required by the Chartered Insurance Institute where such requirements are greater than imposed by local laws.

The Health & Safety strategy is split into three sections:

1. **Statement of intent** which sets out how the IIG is committed to manage it risks and meet its legal duties.
2. The **organisation** section states who is responsible for what and informs people of their duties. It is the chain of command in terms of Health and Safety management.
3. The **arrangements** section contains the details of what the IIG is going to do in practice to achieve the aims set out in its statement of intent. It will detail their arrangements for implementing the strategy.

# 1. Statement of intent

# Health and Safety Strategy Statement

The CII is the world's largest professional body dedicated to the insurance, savings and financial services sectors. It has more than 100,000 members in over 150 countries and has an annual turnover in excess of £30 million.

Individually, the CII’s members commit to continuing professional development, through learning and examination, to maintain their professional standing.

This is achieved through a network of local institutes and a dedicated group of industry volunteers offering a range of key local benefits. This includes:

• Technical and regulatory seminars and training courses

• Career guidance, mentoring and knowledge services

• Social and networking activities

• Community engagement initiatives

• Local news and information

This health and safety policy document is designed to assist *The Insurance Institute of Guernsey* to ensure that it understands its responsibilities under prevailing Health and Safety legislation.

*The Insurance Institute of Guernsey* must ensure that health and safety is an important function of their business, events or any other processes undertaken in relation to the CII.

*The Insurance Institute of Guernsey* will so far as is reasonably practicable: -

Continuously improve in health and safety performance through the constant development of its health and safety processes.

Ensuring that:

* Hazards are identified, assessed and controlled to reduce the risk to which employees/volunteers and others may be exposed.
* All employees/volunteers are involved in the development of the safe working practices which are part of a comprehensive risk management process.
* A positive health and safety culture through communication and consultation is developed.
* Safe plant and equipment is provided and maintained.
* Safe handling and use of substances.
* Information, instruction, supervision and training are provided to develop employees/volunteers as a key resource and improve competence.
* Accidents and cases of work related ill health are prevented.
* Safe and healthy working conditions are maintained.

Responsibility for monitoring compliance with this strategy rests with the IIG Council. This is accomplished by assessments, inspections and reports by the council members.

This strategy document will be reviewed at least annually or after any significant change.

*The Insurance Institute of Guernsey* accepts responsibility, to the extent it is required by law, for the health and safety of other people who may be affected by its activities. The allocation of duties for safety matters and the particular arrangements which members will make to implement the strategy are set out in this document.

The strategy document will be kept up to date, particularly as the business changes in nature and size.

**The Insurance Institute of Guernsey**

**Signature of Louise Jackson**

***President, The Insurance Institute of Guernsey***

Date:

Next review date: May 2015

**2. Organisation**

**Local Institute Structure**

Overall responsibility for health and safety and ensuring that day-to-day this strategy document is put into practice is that of the President for the time being of the Insurance Institute of Guernsey.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

**Local Institute President**

Responsibilities:

* Prepare and keep an up to date statement of the company’s strategy for Health & Safety and ensure that it is brought to the attention of all employees/volunteers;
* Understand the statutory requirements affecting the company’s operations;
* Ensure that appropriate training is given to all staff/volunteers as necessary, that records are maintained and the training needs of individuals are regularly reviewed against job requirements;
* Ensure all necessary insurance is arranged and report incidents to insurers;
* Arrange for fund and facilities to meet requirements of the company strategy;
* Prepare instructions for the organisation and methods for carrying out the company policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out;
* Insist that sound working practices are observed as laid down by codes of practice and that work is planned, hazards identified, risks assessed and methods of working comply with statutory provisions and company standards;
* Establish a system for the distribution of safety literature throughout the company.
* Maintain a log / accident register.

**Designated Member Local Institute of Council**

Responsibilities:

* Ensuring that all works are conducted in a manner that is safe and without risk to employees/volunteers Health & Safety;
* Identifying employees/volunteers training requirements for their tasks;
* Ensuring work is carried out in accordance with IIG procedures;
* Ensuring employees/volunteers are aware of the risks associated with their tasks and are briefed on the control measures;
* Implementing the CII members’ occupational Health & Safety procedures;
* Leading by example and promoting Health & Safety;
* Read and understand this Health and Safety strategy and ensure that it is brought to the notice of employees/volunteers under their control. Carry out all work in accordance with its requirements;
* Do not allow employees/volunteers to take unnecessary risks;
* Ensure that new employees/volunteers, particularly apprentices and young people, are shown the correct method of working and all safety precautions;
* Report immediately any defects of plant or equipment;
* Set a personal example by carrying out their own work in a safe manner;
* Look for and suggest ways of eliminating hazards;
* Ensure first aid equipment is regularly checked.

**Local Institute Council Members**

Responsibilities:

* Co-operate with the President and Deputy President on health and safety matters;
* Not to interfere with anything provided to safeguard their health and safety;
* Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this strategy document);
* Read and understand the company health and safety strategy and carry out their work in accordance with its requirements;
* Use the correct tools and equipment for the job;
* Keep work equipment in good condition;
* Report immediately to the management any defects in plant or equipment;
* Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it;
* Warn other employees/volunteers, particularly new employees/volunteers and young people, of particular known hazards;
* Report anyinjury to yourself which results from an accident, even if the injury does not stop you working;
* Undertake any training provided.

**3. Arrangements**

The arrangements section contains details of what the IIG is going to do in practice to achieve the aims set out in their statement of intent.

**IIG event safety arrangements**

All events will be conducted at premises either fully equipped as offices or in hotels, restaurants, conference or banqueting facilities that hold all relevant and required fire and safety authorisations.

If further Health & Safety support is required, reference will be made to the CII’s Health & Safety Consultant TEAM Safety Services Ltd. The IIG is responsible for any costs associated with these services.

TEAM Safety Services

01582 794968

[info@teamsafetyservices.com](mailto:info@teamsafetyservices.com)

[www.teamsafetyservices.com](http://www.teamsafetyservices.com)

**IIG Event Safety Management**

The IIG will consider the health and safety needs for all events that it manages. The checklist below will help to ensure that the IIG has suitably assessed the event to comply with health & safety legislation.

**The IIG will only ever conduct events within Managed Buildings (e.g. hotels, conference centres etc.)**

**Events in Non-Managed Buildings or venues (outdoor events, etc.) will not be undertaken. In the event of a change in policy a full review of this Health & Safety statement will be undertaken**

**Planning and management:**

It is important that all events are successfully managed and planned. The checklists below are used to consider the potential significant hazards and risks of your event. If any hazards are highlighted within the checklist then a suitable risk assessment should be completed to ensure the hazards are suitably controlled.

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| --- | --- | --- | --- |
| **Events within Managed Buildings**  For an event within a well-managed premises such as an office or a hotel.  The venue provider should be able to provide the required information and assurances on the following issues highlighted within this checklist: | | | |
| **Issues** | **Yes** | **No** | **Notes** |
| **Fire, Emergency Exits & Procedures**  Has the venue provider considered Emergency exits, pathways, gangways, access and egress routes clear?  Are they clearly signed?  Do emergency doors work?  Are any Emergency doors locked?  Is there a suitable evacuation procedure?  Is there a suitable fire alarm? |  |  |  |
| **Fire Risk Assessment**  Has the Venue provided a Fire Risk Assessment?  Was this completed within the last year? |  |  |  |
| **Electrical Equipment**  Is electrical equipment provided by the Venue PAT tested. (PAT - Portable Appliance Testing)?  *Any electrical equipment such as tea urns, laptops, projectors etc that does not appear to work properly must not be used, and should be reported to the Venue.* |  |  |  |
| **Rooms/Areas You are using**  **(including communal areas)**  They have provided have enough free space to allow people to move about with ease?  Is the Temperature adequate in each area, i.e. not below minimum temperature of at least 16 degrees and not excessively hot?  Has the venue ensured that the areas are adequately ventilated?  Is lighting sufficient to enable people to work and move about safely?  Is general cleanliness maintained on furniture, furnishing and fittings, surfaces of floors, walls and ceilings?  Are noise levels in the area at acceptable levels?  Are windows, Sky Lights or Transparent Doors that may pose a particular risk being managed?  Are there sufficient sanitary conveniences and washing facilities provided at readily accessible places that are working effectively, and are clean with running hot and cold water, soap and clean towels and the safe disposal of sanitary products? |  |  |  |
| **Facilities**  Are lifts/escalators working properly, and have adequate provisions been made for the safe emergency evacuation of disabled people?  Is the venue and location suitable with adequate accessible areas, ramps etc?  Is car parking available?  Is baby changing or child minding facilities available?  Is a prayer room available? |  |  |  |
| **Food Preparation**  Does the venue have the relevant hygiene certificates? |  |  |  |
| **First Aid**  Does the venue have nominated First Aider/s, and first aid facilities? |  |  |  |
| **Slips, Trips, Falls**  Are all floor surfaces in the function room being used and communal areas free from hazards that may cause a slip, trip or falls?  Do stairwells have handrails?  Are trailing cables kept to a minimum, and safe? |  |  |  |

**Events in Non-Managed Buildings (outdoor events, etc.)**

Does the Event Plan include the following?

|  |  |
| --- | --- |
| **Organisational Chart-** Detailing allocation of responsibilities, Event Leader, chief steward, First Aider etc. |  |
| **Details of event-** including schedule of activities, details of acts/entertainers, times, locations etc. |  |
| **First Aid Plan-** including location of first aid facilities, details of first aiders, liaison with St John. |  |
| **Site plan-** showing location of activities. |  |
| **Communications Plan**- showing allocation of Radio’s, mobile phone details of key personnel. |  |
| **Stewards List-** showing adequate numbers of staff/volunteers |  |
| **Duties list-** Showing details of tasks, locations, and times. |  |
| **Crowd Control/Traffic Issues-** numbers and locations |  |
| **Emergency Plan-**evacuation procedures, assembly points. |  |

Please refer to our Equality & Diversity policy for further information.

**Event Risk Assessment**

This is to be completed for hazards identified within the Event Health & Safety Plan checklist.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Severity Score** | | | | |  |  | |  |  | |
|  | | **1** | **2** | **3** | **4** | **5** |  | **Severity Score** | |  | **Likelihood Score** | |
|  | **1** | 1 | 2 | 3 | 4 | 5 |  | Minor Injury | 1 |  | Remote Possibility | 1 |
| **Likelihood** | **2** | 2 | 4 | 6 | 8 | 10 |  | First Aid Injury | 2 |  | Possible | 2 |
| **Score** | **3** | 3 | 6 | 9 | 12 | 15 |  | 7 Day Injury | 3 |  | Probable | 3 |
|  | **4** | 4 | 8 | 12 | 16 | 20 |  | Major Injury | 4 |  | Highly Probable | 4 |
|  | **5** | 5 | 10 | 15 | 20 | 25 |  | Fatality | 5 |  | Inevitable | 5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Potential**  **Hazard** | **Who is at risk?** | **Risk**  **Rating** | **Preventative**  **Measures** | **Risk**  **Rating** | **Responsibilities** |
| *Example -*  *A fire and being unable to escape due to blocked fire exit.* | *All persons within the event area.* | *5 x 3=15* | *Instruct hotel staff to unblock fire exit before event takes place. Check all fire exits to ensure there are available and ready for use.* | *5 x 1 =5* | *The responsible person for the event will check all fire exits before the event. The hotel must ensure their fire exits are readily available.* |
|  |  |  |  |  |  |