

HEALTH & SAFETY POLICY

HEALTH & SAFETY AT WORK POLICY

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PART A STATEMENT OF SAFETY POLICY

1. BBUFA recognises and accepts its responsibilities as an employer for providing a safe and healthy work place and working environment for all of its employees, and for ensuring that non employees are not adversely affected by BBUFA activities.
2. BBUFA will as far as is reasonably practicable, take steps to meet this responsibility, paying particular attention to the provision of:
 - i) Equipment and systems of work that are safe and kept maintained.
 - ii) Safe arrangements for the use, handling, storage and transport of articles and substances, including risk assessment and codes of practice.
 - iii) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - iv) A safe place to work and safe access and fire escapes.
 - v) A healthy working environment (e.g. heating, lighting, ventilation, cigarette smoke etc.).
 - vi) Adequate welfare facilities (e.g. toilets, washing facilities).
 - vii) The personal security of all staff whilst carrying out BBUFA activities.
3. BBUFA will provide competent technical advice on safety and health matters where this is necessary, within the limits of our resources. The nominated Health and Safety Officer for BBUFA is Lisa Hayward-Bartlett.
4. No safety policy is likely to be successful unless it actively involves work people themselves (see Part C for Codes of Practice).
5. BBUFA will communicate on health & safety issues via team meetings.
6. BBUFA reminds employees of their own duties under Sections 7 and 8 of the Health & Safety at Work Act 1974, to take care for their own safety and that of other workers and to co-operate fully with BBUFA to enable it to carry out its own responsibilities successfully.
7. A copy of this statement will be issued to all employees, who will familiarise themselves with it. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate circumstances by further statements.

SIGNED: _____

Managing Director, BBUFA

Date: _____

PART B Reporting Arrangements And Areas Of Responsibility

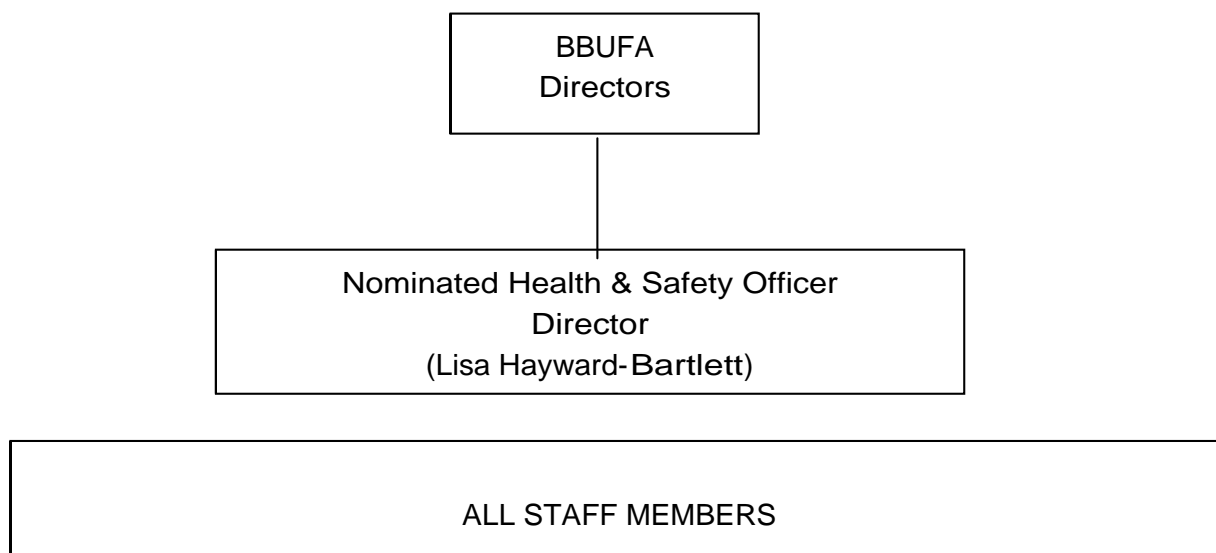
B.1 REPORTING MECHANISMS

Health & Safety issues will be discussed at team meetings and at the monthly BBUFA Directors meetings enabling Health & Safety issues to be raised, appropriate action taken and recorded.

Additional reporting mechanisms apply in the case of Accidents and day-to-day reporting of faults (see Section C).

BBUFA shall also liaise as often as necessary with the Health & Safety Executive, on matters of health, safety and welfare. BBUFA shall also liaise with relevant departments and officers of Rother District Council and East Sussex County Council.

CHART OF RESPONSIBILITY



B.2 SPECIFIC AREAS OF RESPONSIBILITY

BBUFA Advisory Board Responsibilities

The Directors of BBUFA will have final responsibility for health and safety matters. However, day-to-day responsibility for overseeing health & safety matters will be devolved to the BBUFA Development Manager & Rural Project Manager in the field.

The reporting mechanisms outlined above, alongside the procedural details in Section C, should ensure that these responsibilities are met.

BBUFA Staff Responsibilities

All staff members have a shared responsibility for:

- ❖ Safe evacuation of premises in event of fire;
- ❖ Reporting of faults, unsafe equipment and working conditions;
- ❖ Making health & safety reports to the Management Directors;
- ❖ Awareness of BBUFA Health & Safety Policy.

In addition, specific areas of responsibility have been identified as follows:

- ❖ Reports of any notifiable or non-notifiable accidents;
- ❖ Recording of any day to day faults reported by other staff/visitors;
- ❖ Liaising with appropriate departments/agencies to ensure that action is taken on faults etc.
- ❖ Co-ordination of annual safety inspection, electrical checks and update of Risk Assessment
- ❖ Induction of new staff (ensuring that all staff receive a copy of Health & Safety Policy and sign for it).

First Aider(s):

Responsible for giving First Aid as required, and keeping the First Aid Box maintained.

Fire Safety Representative(s)

All staff should be involved in safe evacuation of building in event of a fire. A nominated staff member to organise regular Fire Drills, keep Fire Safety Notices maintained etc.

Current Staff Nominations:

Health & Safety Representative: Lisa Hayward-Bartlett

Staff First Aider(s): Helen Atkin

Staff Fire Safety Representative: Helen Atkin

PART C DAY-TO-DAY PROCEDURES AND CODES OF PRACTICE

This part of the Policy aims to describe HOW to achieve health & safety within BBUFA. It lists codes of practice, which have now been adopted, or are in the process of development and consultation, and are accepted standards for our work.

C.1 ACCIDENTS AND FAULTS

Reporting of Notifiable Accidents:

A 'notifiable accident' is defined as an accident arising out of or in connection with work resulting in death or injury to any persons, or in the case of an employee resulting in him/her being incapacitated for more than 3 days. Accidents are notifiable if they occur in work time, even whilst travelling between different locations. Accidents may also be recorded if they occur on the journey to and from work, but do not count as 'notifiable'. For further information/clarification, see RIDDOR 95 (HSE 31 - 9/98) in Health & Safety Log in the BBUFA Management office at All Saints, Sidley.

The record MUST include:

- a) The date of the accident
- b) The name, sex, age, occupation of the person injured and the nature of the injury.
- c) The place where the accident occurred and a brief description of the circumstances.
- d) The name of the person recording the accident.
- e) Names of any witnesses.

Reports should be made on a statutory form F2508 and kept in the register of accidents and injuries. (Copies are available in Health & Safety Log in the BBUFA Management Office at All Saints, Bexhill. Copies should be sent to:

- ❖ BBUFA Managing Director

A written record must be kept of all notifiable accidents for at least 3 years.

Reports of accidents and injuries at work will also be noted in the Managing Directors report at the relevant monthly Directors meeting.

NON-NOTIFIABLE ACCIDENTS

Details of non-notifiable accidents and any 'near misses' should be recorded in an Accident Book, which is to be available at all BBUFA activities.

RECORD OF ACCIDENTS AND INJURIES

BBUFA will keep a record of accidents and injuries at work in an 'Accident Book'. Any BBUFA employee or Director can maintain the record.

DAY TO DAY REPORTING OF FAULTS

Faults should be reported on the BBUFA Fault and Maintenance Report Form and kept in the appropriate file. Copies should be sent to the BBUFA Managing Director.

Verbal reports of identified faults should also be made to the BBUFA Managing Director. The Managing Director will log all action taken to repair a fault/reduce risk. This report will then go to the next Directors Meeting.

C.2 FIRST AID

First Aid boxes are available in the following locations:

At All BBUFA activities

BBUFA main office – All Saints, Bexhill

All staff should undergo a minimum of one days training in basic first aid. The BBUFA Development Manager and Rural Project Manager shall be responsible for maintaining the first aid boxes.

C.3 FIRE SAFETY & PROCEDURE FOR EVACUATION OF PREMISES

BBUFA will ensure that there has been staff training in their individual roles in case of emergency and in the use of fire fighting equipment. Escape routes should be clearly marked, and fire drills and alarm tests carried out regularly (i.e. fire drills carried out twice yearly).

The Group facilitator should notify any volunteers, workers or trainers using premises, where BBUFA activities are being provided, of the fire safety and evacuation procedures. Group facilitators/trainers will then have responsibility for notifying and evacuating their group in the event of a fire.

Notices of Evacuation Procedures will be displayed in each room.

Fire extinguishers will be available in the following locations:

All Facilities used by BBUFA

All Saints Sidley : In the office and kitchen.

All Staff Members Share Responsibility For Ensuring Safe Evacuation Of The Premises In The Event Of A Fire, Including Assistance To Disabled People.

PROCEDURES FOR EVACUATION OF PREMISES USED TO DELIVER BBUFA SERVICES

If you smell smoke or discover a fire:

1. Raise the alarm
2. Inform the fire brigade
3. Check the building to ensure that everyone is out
4. Leave by the nearest exit
5. Assemble at the front or side of the building
6. Call register

POINTS TO NOTE:

- ❖ Note all call points (Red Box – break glass)
- ❖ Keep all fire doors closed
- ❖ Note the position of fire extinguishers and fire blankets
- ❖ If it is an electrical fire, turn off at switch if it is safe to do so.

SIGNS

Signs are Colour Coded throughout the EEC.

GREEN – The safe way

RED – Prohibition (things you must not do)

BLUE – Mandatory – Things you must do

YELLOW – Warning - Hazard

EXTINGUISHERS:

BLACK – Electrical fires – these contain carbon dioxide. Stand fairly close to the fire, but low down so that the smoke and heat will roll over you. **DO NOT HOLD THE HORN OF THE EXTINGUISHER.** The extinguisher will last for 18 seconds.

RED OR SILVER – These extinguishers contain water **DO NOT USE ON AN ELECTRICAL FIRE.** You do not have to get close to the fire but make sure the fire does not spread behind you so as not to cut off your escape. Aim the jet low down at the base of the fire. This extinguisher will put out small fires, it will last for 1½ minutes.

Remember if the fire is in danger of getting out of control leave it. Try to contain the fire by closing the door on it. In event of any fire, you must inform the Fire Brigade.

CALLING THE FIRE BRIGADE: DIAL 999

When phoning the Fire Brigade remember that you might not be speaking to a local person so state the address clearly and add any landmarks that might be helpful to the driver. Add a brief explanation of the problem.

ONLY TACKLE THE FIRE AFTER YOU HAVE RAISED THE ALARM AND THEN ONLY IF IT IS SAFE TO DO SO WITHOUT ENDANGERING YOURSELF AND OTHERS.

C.4 LIST OF IDENTIFIED HEALTH AND SAFETY HAZARDS

An annual Safety Inspection will be carried out in March each year, and the Workplace Risk Assessment will be reviewed annually. The standard checklist used will:

- a) Assess the risks to the health & safety of BBUFA employees to which they are exposed whilst at work.
- b) Assess the risks to the health & safety of persons not directly employed by BBUFA (e.g. commissioned service employees, volunteers, parents, children and visitors);
- c) Identify the existence of control measures and the extent to which they control the risks (e.g. high office temperatures would count as a risk, and staff may need additional breaks in fresh air);

BBUFA will then set up reasonable control measures (e.g. isolating, guarding, training, information etc.)

A record will be kept of:

- a) Significant findings of the assessment;
- b) Any group of employees identified as being especially at risk.

A registered electrician will carry out an annual safety check on all BBUFA items of electrical equipment.

C.5 TRAINING AND INFORMING EMPLOYEES ON HEALTH & SAFETY ISSUES

Training

BBUFA will ensure that all staff are instructed in Health & Safety at Work issues during induction, and that they receive a copy of the policy.

Other requests from staff for Health & Safety at Work Training will be seriously considered and staff may be requested as part of their duties to attend such training (e.g. First Aid, Fire Safety, Personal Safety).

Information

In addition to the Accident Record Book BBUFA will keep information resources on Health and Safety issues including a Health & Safety File with a full copy of the Health and Safety at Work Policy, records of electrical checks, safety inspections and risk assessments, plus technical advice on Health & Safety matters.

C.6 PRIORITIES FOR DEVELOPMENT OF SAFETY CODES OF PRACTICE

- a) BBUFA Outdoor events
- b) Faulty Equipment
- c) Personal Safety at Work (both on and off BBUFA premises)
- d) Carrying/lifting

C.7 POLICY REVIEW

The BBUFA Health & Safety Policy will be reviewed yearly. The review will be initiated and led by the BBUFA Managing Director.