



BiG (Besty's Inspirational a Guidance) C.I.C.

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

1. BiG (Besty's Inspirational a Guidance) C.I.C. fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. BiG (Besty's Inspirational a Guidance) C.I.C. requires its Directors of Operations to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other workers / volunteers through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Director of Operations

3. The Director of Operations has overall responsibility for the implementation of BiG (Besty's Inspirational a Guidance) C.I.C. policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Other Managers / Supervisors

4. These Managers / Supervisors will support the Director of Operations implement and monitor the policy within the organisation.

Safety Representative

5. BiG (Besty's Inspirational a Guidance) C.I.C. will appoint Safety Representatives who will be responsible for co-ordinating effective health and safety policies and controls across the organisation.
6. The Safety Representatives will be responsible for:
 - the maintenance of the BiG (Besty's Inspirational a Guidance) C.I.C. policy and ensuring that Organisational Guidelines are consistent with policy;
 - monitoring and feeding back to the Director of Operations on the effectiveness of the policy;
 - the provision of general advice about the implication of the law;
 - the identification of health and safety training needs. The safety representatives at times will act on behalf of the Director of Operations, as the Organisation's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
 - Supporting with the production and maintenance of any health and safety documents or codes of practice as necessary for the Organisation where this is required.



HEALTH AND SAFETY MANAGEMENT PROCESS

7. BiG (Besty's Inspirational a Guidance) C.I.C. believes that consideration of the health, safety and welfare of workers, including volunteers are an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Organisation. Responsibility for health and safety matters shall be explicitly stated in any management / Supervisors job descriptions.
8. BiG (Besty's Inspirational a Guidance) C.I.C. requires managers / Supervisors to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management.
9. If unpredictable health and safety issues arise during the year, the Director of Operations must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

10. It is the policy of BiG (Besty's Inspirational a Guidance) C.I.C. to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety and the work organised within the organisation.
11. It shall be the responsibility of the Director of Operations to bring to the attention of all members of his or her staff, and volunteers the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Our guideline covers:
 - clear reference to safe methods of working, for example safeguarding procedures;
 - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
 - training standards;
 - the role and identity of the Health and Safety Representative;
 - accident reporting procedures;
 - Organisation safety rules;
 - fire procedures;
 - policies agreed by the Organisation.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

12. It is the policy of BiG (Besty's Inspirational a Guidance) C.I.C. to require a thorough examination of health and safety performance against established standards **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
 - standards laid down in the policy;
 - Organisational guidelines;
 - relevant regulations;
 - environmental factors;



- workers / volunteers attitudes;
 - workers / volunteers instructions;
 - methods of work;
 - contingency plans;
 - recording and provision of information about accidents and hazards and the assessment of risk.
13. The information obtained by the Audit will be used to form the basis of the plan for the organisation for the following year.
14. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director of Operations and will be carried out by a Health and Safety Representative.
15. In addition to carrying out Safety Audits, it is the responsibility of the Director of Operations to have checked, at least quarterly, all necessary equipment to ensure that all problems are immediately dealt with.
16. The Director of Operations will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the Risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

SAFETY REPRESENTATIVES

17. BiG (Besty's Inspirational a Guidance) C.I.C.will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the Director of Operations. They may also formally report hazardous or unsafe circumstances to the Director of Operations and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

18. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
19. Four areas of need shall be given special priority:
- training for the Director of Operations, to equip him with an understanding of his responsibilities under this policy, and the role and purpose of safety representatives;
 - training for safety representatives to enable them to discharge their function;
 - training for all workers, including volunteers to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;



- induction and in-service training for workers, including volunteers at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

20. BiG (Besty's Inspirational a Guidance) C.I.C. will record, analyse and present information about accidents, hazard situations and untoward occurrences.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

21. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Director of Operations and may be delegated to a Safety Representatives.

SPECIALIST ADVISORY BODIES

22. If specialist advice is required, this may be obtained by Managers / Supervisors, (or the Director of Operations) from expert individuals or bodies outside the organisation.

THE OCCUPATIONAL HEALTH SERVICE

23. It is the policy of BiG (Besty's Inspirational a Guidance) C.I.C. to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

24. It is the policy of BiG (Besty's Inspirational a Guidance) C.I.C. to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

25. The Director of Operations is responsible for ensuring that workers, including volunteers receive adequate fire training, and that nominated fire officers are designated in all BiG (Besty's Inspirational a Guidance) C.I.C. premises / office space. The Director of Operations may delegate these responsibilities to a Safety Representative.
26. In addition BiG (Besty's Inspirational a Guidance) C.I.C. will nominate a Fire Officer (this may be a Safety Representative or someone external to the organisation) who will:
 - report and advise on the standard of fire safety in any BiG (Besty's Inspirational a Guidance) C.I.C. premises / office space and the standard of fire training of its workers;
 - undertake overall responsibility for fire training;
 - assist in the investigation of all fires in BiG (Besty's Inspirational a Guidance) C.I.C. premises / office space and to submit reports of such incidents.

CONDEMNATION AND DISPOSAL OF EQUIPMENT



27. Procedures for the, condemnation and disposal of equipment are determined by the Director of Operations. The Director of Operations introducing new equipment should have such equipment checked initially by an appropriate Safety Representative.

LIFTING AND HANDLING

28. A Safety Representative is responsible for informing staff and volunteers of safe lifting techniques.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

29. The Control of Substances Hazardous to Health Regulations (COSHH) require BiG (Besty's Inspirational a Guidance) C.I.C. to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. BiG (Besty's Inspirational a Guidance) C.I.C. must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of workers, including volunteers; and provide information, instruction and training for workers, including volunteers on all these matters. A Safety Representative will be responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

30. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new workers, including volunteers operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New workers, including volunteers who regularly use VDUs will be required to undergo sight screening.

CONTROL OF WORKING TIME

31. BiG (Besty's Inspirational a Guidance) C.I.C. is committed to the principles of the Working Time Regulations. No worker, including volunteers will be expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE / VOLUNTEER

32. The Health and Safety at Work Act requires each worker (and in our case also volunteers) 'to take reasonable care for the Health and Safety of him / herself and of other persons who may be affected by their acts and omissions' and co-operate with management / supervisors to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with BiG (Besty's Inspirational a Guidance) C.I.C. for Health and Safety at Work and we will expect the same from our volunteers.
33. The refusal of any worker, including volunteers to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the worker should be sufficient. With a continuing problem, or where an worker leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure. Volunteers will go through similar procedures.



PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

34. Persons working in collaboration and in partnership with BiG (Besty's Inspirational a Guidance) C.I.C. who are employed by other organisations are expected to follow BiG (Besty's Inspirational a Guidance) C.I.C. Health and Safety Policies with regard to the safety of our workers, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

35. BiG (Besty's Inspirational a Guidance) C.I.C. wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to our establishments will be of the highest standard.
36. Any worker, including volunteers who notices persons acting in a way which would endanger other workers, should normally inform the Director of Operations. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

37. BiG (Besty's Inspirational a Guidance) C.I.C. wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in collaboration and in partnership with BiG (Besty's Inspirational a Guidance) C.I.C. will be of the highest standards. In addition, Contractors and their workers have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
38. Contractors must also observe the BiG (Besty's Inspirational a Guidance) C.I.C. Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition the Director of Operations will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other workers / volunteers, or visitors at risk. Any worker, including volunteers who judges there is a risk where contractors are working, should inform the Director of Operations immediately.
39. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Director of Operations letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.