

THE BRIDGES COMMUNITY TRUST

P18: Health and Safety Policy



1. Policy Statement

- 1.1. The Bridges Community Trust recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment for all its employees, volunteers and directors. Therefore it is the policy of The Bridges Community Trust that so far as is reasonably practicable it will:
 - ensure the health, safety and welfare at work of all its employees, volunteers and directors
 - protect the health and safety of all contractors' employees working in its premises
 - protect the health and safety of persons visiting its premises
- 1.2. The Bridges Community Trust is committed to ensuring the health, safety and welfare of all its employees and those persons who are affected by its activities.
- 1.3. To implement this policy, The Bridges Community Trust will, so far as is reasonably practicable ensure the provision and maintenance of: -
 - a safe workplace, with safe access and egress
 - safe plant and equipment
 - appropriate information, instruction and training for our employees
 - information to employees on the risks to those employees health and safety arising from our work activities
 - safe arrangements for the use, handling, storage and transport of articles and substances
 - adequate welfare facilities
- 1.4. The Management of Health and Safety at Work Regulations 1999 requires the Trust to have access to competent advice in applying the provisions of health and safety law. This advice will be sought through an appropriate consultant.
- 1.5. The effectiveness of this policy will be monitored and reviewed as and when necessary, but at intervals not exceeding two years.

2. Health and Safety Responsibilities

- 2.1. A key element to successful health and safety management and a positive safety culture, is an effective health and safety policy. This sets a clear direction for the organisation to follow by showing an effective structure with arrangements in place for delivering and implementing the policy and also incorporating a means of measuring and auditing health and safety performance.
- 2.2. An effective policy towards health and safety management is not only demonstrable by The Bridges Community Trust's commitment, but also that employees at all levels commit themselves to be responsible for the health and safety of those they manage, themselves and others with whom they work.

2.3. Main Duties of The Bridges Community Trust Directors

- To ensure that the declared statement of the Health and Safety Policy is achieved, so far as is reasonably practicable, for the health, safety and welfare at work of all employees and those affected by our work activities.
- To ensure that health and safety items receive appropriate attention and that sufficient funds are made available to implement any such measures so far as is reasonably practicable.
- To ensure that all The Bridges Community Trust employees are made aware that health, safety and welfare are regarded as having equal ranking with other management responsibilities, by means of a notice placed in the office, induction and advised by email of any changes.
- To ensure that the Health and Safety Policy is reviewed regularly by the Executive Committee and appropriate changes made when necessary.
- To establish and maintain an effective healthy and safe organisation in order that The Bridges Community Trust meets its obligations as detailed under the Management of Health and Safety at Work Regulations 1999.

2.4. Main Duties of the Nominated Health and Safety Officer

- The Finance and Operations Manager is the nominated Health and Safety Officer and is the most senior staff duty holder responsible for the implementation of The Bridges Community Trust Members' policies, and has overall responsibility at employee level for the health and safety matters associated with The Bridges Community Trust's programme of work and the way in which this is undertaken.
- To ensure that the Directors are fully aware of their responsibilities with respect to the health, safety and welfare at work of The Bridges Community Trust employees.
- To liaise with the appropriate Trade Unions and employees on all policy matters concerning health, safety and welfare at work of The Bridges Community Trust employees.
- Provide effective First Aid arrangements in relation to work activities and anyone who may be affected by that activity.
- To advise staff on new regulations, or proposed changes in existing regulations.
- To seek advice and guidance as appropriate.
- To comply with all current legal requirements concerning the health, safety and welfare of employees.
- To ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable.
- To ensure risk assessments are completed on the work activities/tasks and disseminated to those concerned.
- A Risk Assessment will be carried out annually and a copy of the report will be sent to the Board for review.
- To establish and maintain procedures, which ensure all accidents, major incidents or near misses are reported.
- To ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.
- To ensure all employees receive adequate and appropriate information, instruction and health and safety training taking into account their capabilities.

- To establish, implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and so far as is reasonably practicable rectified.
- To take appropriate action with regards to any employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training, instruction, or endanger any of their colleagues through their acts or omissions.
- To ensure any identified unsafe or unhealthy situations are reported and rectified so far as is reasonably practicable.
- Routine Fire Alarm maintenance is carried out by Aegis Fire & Security; Fire Extinguishers are checked annually by Nottinghamshire Fire and Rescue Service; regular fire alarm tests are carried out, at least once a month basis and fire evacuation tests are carried out.

2.5. Main Duties of Employees

- To take reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions.
- Co-operate with their employer to comply with statutory duties for health and safety.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventative measures defined within the risk assessments for the use of those substances.
- Familiarise themselves with procedures for emergency evacuation of the location where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified or equipped.

3. Health and Safety Performance

3.1. All reportable accidents will be investigated.

3.2. Information relating to accidents/incidents will be reported to the Board.