



## Health and Safety Policy 2019/2020

### 1. Policy Statement

**Burton HOPE** believe that all harm is preventable, and this belief underpins our vision of Zero Harm to people and surrounding community. We will assess reasonably foreseeable risks put in place control measures to reduce the risks so far as reasonably practicable. Through continuous improvement, we will strive towards sustainable Health and Safety improvement.

**Burton HOPE** is actively committed to the provision of strong and active leadership in such matters, the engagement of the workforce in the promotion and achievement of safe and healthy conditions and the formal assessment and review of **BURTON HOPE** performance.

### 2. Guidance and Further Reading

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1999 and Approved Code of Practice and guidance
- Manual Handling Operations Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- Health and Control of Asbestos Regulations 2006.
- Legionnaires' disease: The control of legionella bacteria in water systems.
- Work with display screen equipment. Health and Safety (Display Screen Equipment) Regulations 1992 and amendments 2002.
- HSE's workplace health, safety and welfare website: [www.hse.gov.uk/whsw/](http://www.hse.gov.uk/whsw/)
- Warehousing and storage: A guide to health and safety HSG76 (Second edition)
- HSE Books 2007 ISBN 978 07176 6225 8 [www.hse.gov.uk/pubns/books/hsg76.htm](http://www.hse.gov.uk/pubns/books/hsg76.htm)
- BS EN 365:2004 Personal protective equipment against falls from a height: General requirements for instructions for use, maintenance, periodic examination, repair, marking and packaging British Standards Institution
- The Health Act 2006 (for England and Wales) [www.legislation.gov.uk/ukpga/2006/28/contents](http://www.legislation.gov.uk/ukpga/2006/28/contents)
- Institute of Occupational Safety and Health

In addition, this policy should be read in conjunction with (and informs) the following **BURTON HOPE** Policies and Procedures:

- Premises Management Procedure \*
- Control of Substances Hazardous to Health Procedure (See File in Unit 1 Market Place)
- Competency Procedure \*
- Incident Reporting Procedure \*
- Fire Safety and Other Emergency Procedures and Fire Risk Assessments
- First Aid Procedure (Risk Assessment)
- Personal Protective Equipment Procedure (Risk Assessment)
- Manual Handling Procedure (Risk Assessment)
- Lone Working Procedure (risk Assessment)
- Asbestos Procedure\*
- Legionella Procedure\*
- Child Protection Procedure
- HOPE Volunteer Handbook (Pending)
- HOPE Drivers Handbook (Risk Assessment)



- HOPE Team Induction \*

### 3. Responsibilities

#### **The Board of Trustees will be responsible to:**

- Set out and monitor all health and safety policy, updating them in relation to changes to law, best guidance and internal continuous development.
- Ensure Annual Budget includes **sufficient funds** for the employment of competent person and appropriate external training for the role of Health & Safety Coordinator.
- Ensure Annual Budget includes **sufficient funds** for additional training for paid staff and volunteers as needs arise.
- Ensure Annual Budget includes **sufficient funds** for Personal Protective Equipment and other equipment, machinery and materials required for Health and Safety.

#### **The Executive Officer will be responsible for:**

- Overall day to day responsibility to ensure all Health and Safety policy and procedures are adhered to.
- The appointment of a Health and Safety Coordinator for the HOPE Charity. If this appointment is not made, then it will be assumed that they will take on the role.
- The appointment of a Premises Manager for each HOPE location. If this appointment is not made, then it will be assumed that they will take on the role.
- The appointment of Fire Safety Coordinator for each HOPE location. If this appointment is not made, then it will be assumed that they will take on the role.

#### **The Health and Safety Coordinator will be responsible for**

- Working with Premises Managers to ensure the overall training of volunteers.
- Working with Premises Managers to ensure appropriate risk assessments are conducted on premises and activities.
- **Conducting Investigations into accidents and near-misses.**
- Keep a record of driver's ability to drive, including points on their license.
- Ensuring reports are made as appropriate to the following matters:
  - Board of Trustees and Executive Officer
  - RIDDOR and Insurers
  - Team Briefings
  - Affected members of the team and members of the community

#### The Premises Managers will be responsible for

- Conducting procedures laid out in the Premises Management Procedure. \*
- Assuming duties of the Fire Safety Coordinator for a particular **BURTON HOPE** location.

#### **All Coordinators will:**

- Assume duties of Fire Marshalls for designated areas as noted in the Fire Evacuation Procedure and Fire Risk Assessment.
- **Act in a manner that encourages other team members to play their part in the implementation of the health and safety policy.**
- **Provide on job training of team members, with particular emphasis on safe systems of work and correct use of PPE.**

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- Work with the **Premises Manager/Health and Safety Co Ordinator** with risk assessments, particularly for infrequent or new tasks.
- **Highlight any risks or hazards to health, which includes reporting accidents or near misses.**
- **Support the Health and Safety and Premises Manager in the compliance of the Health & Safety Policy and procedures.**

### All Coordinators will:

- Assume duties of Fire Wardens as noted in the Fire Evacuation Procedure and Fire Risk Assessment.
- Highlight any risks or hazards to health, which includes reporting accidents or near misses.
- Act in a manner which reduces risk of harm, which includes following safe systems of work, continuous assessment of risk, use of PPE, etc.

### All volunteers will:

- **Highlight any risks or hazards to health to the appropriate person which includes reporting accidents or near misses to the Designated person person.**
- Act in a manner which reduces risk of harm, which includes following safe systems of work, continuous assessment of risk, use of PPE, etc.

In addition, all Drivers must follow the procedures and accept responsibilities which include driving within the rules law, highlighting issues with company vehicles (currently none) and reporting any fines, points, or driving disqualifications or medical matters affecting their ability to drive.

#### 4. General

**BURTON HOPE** will provide adequate resources, information and training to:

- Ensure that the Management Teams can deliver this policy and the objectives set by the management.
- For continuous improvement for ensuring that standards and objectives set in the **BURTON HOPE** Safety, Health & Environmental Management System, are delivered locally.

#### 5. Our Vision of Zero Harm

To deliver our Vision of Zero Harm, **BURTON HOPE** will:

- Through visible and active leadership, ensure that all Volunteers are aware that working safely is a condition of voluntary working environment. **Induction training with Outreach Co Ordinator's and Health & Safety Co Ordinator combined.**
- Identify and mitigate to an acceptable level, all workplace safety and health risks.
- Ensure all volunteers are trained to undertake the tasks required.
- Ensure all volunteers are empowered to delay or postpone any activity that is considered unsafe or in contradiction to our Zero Harm philosophy.
- Integrate safety and health matters into all our business decisions.
- Comply with all applicable laws, regulations, standards and legal requirements.
- Strive for continual improvement in Health & Safety performance, and publically report our performance on a regular basis.
- Provide our volunteers with information on health care, health promotion and rehabilitation.
- Undertake regular reviews of this policy to ensure it remains relevant and appropriate to our business activities. **Annually or sooner if a change has occurred, or changes in Legislation.**

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- Share this policy with all employees, stakeholders, business partners and concerned members of the public.

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### 6. Monitoring and Review of this Policy

This policy and the procedures relating to it will be monitored using the following methods:

- Reports to Board of Trustees
- Reports in Team Briefings and Management Meetings
- Inductions
- Onsite and offsite training
- **Accident, Near-miss and Incident reports (To Chairperson/designated person)**

The Policy will be reviewed annually or following changes in legislation or following a review of incident, accident or near miss **if relevant**.

<b>Policy Name</b>	Health and Safety Policy
<b>Policy Ref Number</b>	H+S 2
<b>Review required</b>	October 2020
<b>This policy is to be reviewed</b>	Annually, or following change in legislation or review following incident.
<b>Date amendments agreed</b>	
<b>Signed – Chair</b>	

- Burton Hope does not currently own premises. Some policies listed are not currently relevant. Incident reporting noted in Relevant Risk Assessments.

Trustees/Committee

signatures.....

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Date.....