



3.3 Health and Safety Policy

1. Purpose

The Bumblebee Children's Charity accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, members, guests etc while in the organisations premises or on organisation business.

The Bumblebee Children's Charity also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

To this end The Bumblebee Children's Charity will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards are those required by law
- Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- Minimise the risk of accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Provide such training and instruction, information and supervision, as is necessary to.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.
- Make risk assessments periodically and issue corrective instructions

The day-to-day administration of the policy shall be the responsibility of Angela Cooke. She will be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the Principal.

Angela Cooke shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape procedures.

This Policy is written with particular consideration to the following legislature and regulations and The Bumblebee Children’s Charity believes that this policy meets the following listed requirements:

- H&S at work act 1974
- Disability discrimination act 1995

Delegated responsibilities

The overall responsibility for Health and Safety has been delegated as below.

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| Alison Stonham | Principal |
| Angela Cooke | Designated Health & Safety Officer |

2. Persons affected

This policy applies to all staff, paid or unpaid, users and guests.

Contractors

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with The Bumblebee Children’s Charity policy for Health and Safety.

All sites which are not The Bumblebee Children’s Charity premises on which volunteers and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with The Bumblebee Children’s Charity’s policy on Health and safety.

3. Definitions

As set out in accompanying procedures. This policy is to be read in conjunction with the following policies and procedures;

- Risk Assessment
- Misuse of drugs
- Lone Working.

4. Responsibilities

The Bumblebee Children’s Charity, in accepting its responsibilities, calls upon employees, volunteers, users and guests to:

- take reasonable care of their own health and safety and of the health and safety of their fellow employees, residents, members and visitors to the Bumblebee Children’s Charity premises who may be affected by their acts and omissions.
- report all health and safety concerns to then appropriate person as shown in item no 2 of this document.
- co-operate with the senior staff in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare.

The Organisation reserves the right to discipline persons contravening any of the sections above.

5. Procedure

It is the responsibility of all employees, volunteers, users and guests to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation's premises.
- familiarise themselves with all aspects of the Organisation's Health and Safety policy, including departmental regulations.
- obey all instructions given by the Organisation Management, for the protection of its employees, members and guests.
- undertake the operation of any electrical, mechanical or other equipment only if specifically, authorised to do so.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- use protective clothing, safety guards and all other aids supplied by the Organisation for specific tasks.
- study and be familiar with Organisation regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- ensure that items of personal electrical equipment used on the premises have first been tested and are safe to use. This is for insurance purposes.
- ensure that any prescription medication for the use of staff members should be stored with their personal items in the locked supervised office. It is the duty of all staff members to make the Principal aware of any medication they are taking.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or walkways.

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the Management Committee

September 2015.....

September 2016.....

September 2017.....

September 2018.....

Name of signatory

Role of signatory