



3.5 Health and Safety Policy

Policy statement

The Bumblebee Children's Charity believes that the health and safety of children and users of the charity is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. This policy applies to all staff, paid or unpaid, volunteers, trustees, contractors, users and guests of the service. In addition we are committed to ensuring that staff are able to work in a harmonious and productive environment conducive to promoting a stress free workplace

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.

This policy is written with particular consideration to the following legislature and regulations:

- H&S at work act 1974
- Equality Act 2010

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.

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.
- Endeavour to ensure that all statutes, regulations and codes of practice are complied with.



- 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.
- Cleaning chemicals are in their original containers in a lockable cupboard in the kitchen. With the exception of the handwash which is decanted into appropriate dispenser attached to the wall.
- 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 with the records kept in staff training folder.
- All warning signs are clearly displayed and visible.
- 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.
- Not transport service users.
- Ensure the necessary health and safety poster is displayed on the notice board.
- Any Staff sickness and staff involvement in accidents are recorded.

The day-to-day administration of this policy, health and safety procedures and risk assessments shall be the responsibility of our health and safety officer who will also 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 staff and/or the board of trustees. The health and safety officer shall be responsible for ensuring the periodic testing and recording of the test of the fire appliances and the emergency escape procedures.



Our current Health and Safety Office is Lindsay Warne.

Managing Workplace Stress

The Bumblebee Children's Charity have a legal duty to assess the risks to its employees' health from stress at work and share the results of any risk assessment with them and to protect employees from stress at work by doing a risk assessment and acting on it. The Health and Safety Executive defines stress as *'the adverse reaction people have to excessive pressures or other types of demand placed on them'*.

If an employee feels stress when they can't cope with pressures and/or other issues at work The Bumblebee Children's Charity can:

- provide planning, training and support to reduce pressure and bring stress levels down
- have simple practical conversations to help prevent stress by using [Talking Toolkits](#) 
- complete Stress risk assessments [stress risk assessments](#)
- help to develop individual action plans for employees suffering from stress

Procedures for dealing with stress in the workplace are set out in the staff handbook.

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.

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1992

Electricity at Work Regulations 1989



THE BUMBLEBEE CHILDREN'S CHARITY

miracles in movement

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended)

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety Law: What you Should Know (HSE 1999) www.hse.gov.uk/pubns/law.pdf

Health and Safety Regulation...a Short Guide (HSE 2003) www.hse.gov.uk/pubns/hsc13.pdf

Electrical Safety and You (HSE 1998) www.hse.gov.uk/pubns/indg231.pdf

Manual Handling Frequently Asked Questions (HSE)

www.hse.gov.uk/contact/faqs/manualhandling

[Health and safety executive – work place stress and how to manage it](#)

This Policy was adopted Children's Charity and will be reviewed yearly.

Date March 25

Name of Signatory Lindsay Warne

Role of Signatory Charity Administrator

Signed on behalf of the Trustees