



Health and Safety Policy

POLICY STATEMENT

The BDS Council recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, Event Organisers, officials, event participants and those members of the public who may be affected by the society's activities.

It is the society's aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the society's activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The society will take all reasonable steps to ensure that it puts into place an effective, health and safety risk management system to ensure that risks are reduced.

Signed

Society Chairman

1. Responsibilities

The responsibility for health and safety rests with everyone, from Council through to each individual member. This section sets out the responsibilities under this policy.

- 1.1 Overall and final responsibility for health and safety within the Society, is that of: Neil Wray – Society Chairman
- 1.2 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:
 - co-operate with management on health and safety matters;
 - take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
 - co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
 - not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE)/Local Authority.

2. Health & Safety Risks Arising from Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the society has a duty to assess risks to the health and safety of anyone who may be affected by its activities. This includes all area events such as organised drives, shows, training sessions and social events. It is the society's policy to ensure that no-one is put at risk from any activities under its control.

- 2.1 Risk assessments will be undertaken by each Event Organiser.
- 2.2 The findings of the risk assessments will be reported to all relevant members and participants.
- 2.3 The Event Organiser will be responsible for ensuring the action required is implemented.
- 2.5 The Event Organiser will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6 Assessments must be sent to the main BDS office before the event.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the society has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

4. Safe Plant & Equipment

Under the Provision and Use of Work Equipment Regulations 1998, the society has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.



- 4.1 The Event Organiser will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.).
- 4.2 The Event Organiser will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3 The Event Organiser will be responsible for ensuring that all identified maintenance is implemented.
- 4.4 Any problems found with plant / equipment should be reported to the Event Organiser.
- 4.5 The Event Organiser will check that new equipment meets health and safety standards before it is purchased or hired.
- 4.6 Employees and BDS officials may not use equipment unless they have been trained and authorised.
- 4.7 Always check machinery and equipment before use - do not use anything in a dangerous condition. Any equipment believed to be faulty, worn or hazardous must not be operated. Always check the guards are in place before use.
- 4.8 All machinery & equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.

Electrics

- 4.9 The electrical installation will be tested for electrical safety at appropriate intervals by a contractor.
- 4.10 Portable electric appliances will be regularly tested for electrical safety (PAT Testing) by a contractor or inspected by a trained member of staff. Check the condition of electrical equipment before each and every use.
- 4.11 To minimise the risk of an electrical fire:
 - Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulation should be replaced. Repairs using adhesive tape are not acceptable.
 - Sockets must not be overloaded and should be switched off when not in use unless essential to keep switched on.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the society has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 The Event Organiser will be responsible for identifying all substances that need a COSHH assessment.
- 5.2 The Event Organiser will be responsible for undertaking COSHH assessments.
- 5.3 The Event Organiser is responsible for ensuring that all actions identified in the assessments are implemented.



- 5.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster is displayed in the Office.
6.2 Health and safety advice is available from HSE Website.

Third Parties

- 6.3 We also have a responsibility to all contractors, visitors and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned.
6.4 Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our staff. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers and does not present a hazard.
6.5 The law requires us to take extra precautions to protect children from our work activities..

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to Management.

8. Accidents, First Aid & Work-Related Ill Health

The society will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents and incidents are to be reported to the main BDS Office without delay. Details of the incident will be recorded on the society's accident forms.
8.2 Health and Safety Advisor is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
8.3 The BDS Council is responsible for acting on investigation findings to prevent a recurrence.
8.4 The Health and Safety Advisor is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

8.5 A first aid kit should be present at all BDS events and in some cases in the provision of suitable medical cover if the event dictates.

Manual Handling

8.6 Employees will adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually. In general loads above 25 kg, or a weight which you feel is too heavy for your capacity, must be subject to team lifting. Carrying and lifting of objects should always be done with great care. NEVER ATTEMPT TO MANUALLY LIFT LOADS ABOVE 25 kg ALONE - ALWAYS SEEK ASSISTANCE.

8.7 Lifting of heavy items should be carried out using safe lifting techniques (i.e. lift with the legs not the back). Before attempting to lift anything, establish the following:

- The weight of the object
- The centre of gravity (it's balance)
- Sharp edges or projections (gloves required at all times)
- Accessibility of the object (and where it is being moved to)
- Your individual capacity for manual handling

9. Emergency Procedures – Fire & Evacuation

9.1 BDS Chairman is responsible for ensuring the Fire Risk Assessment is undertaken and implemented for the society's office.

9.2 Escape routes are regularly checked by Office Assistant

9.3 Fire extinguishers are maintained and checked by competent person on an annual contract.

9.4 The emergency evacuation procedures will be tested every 6 months.

Smoking

9.5 Smoking materials are generally a major cause of fires through careless disposal and must be rigorously controlled. No smoking is allowed in the Society Office.

10. Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc. will be kept in a safe and clean condition by cleaning, maintenance and repair.

10.1 Employees co-operation in ensuring such standards is key. Report any concerns to the BDS Chairman

10.2 Regular workplace inspections will be carried out by the Office Assistant.

10.3 Entrances and exits will be well maintained and all flooring and floor coverings will be kept in a sound condition to ensure safe access and egress.

10.4 All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.



10.5 Waste is to be regularly cleared and placed in the designated bin / skip.

10.6 Storage of all materials and equipment must within reason be arranged so that it remains without risk to anyone's health and safety - AND NOT BLOCKING ENTRANCES, EXITS OR ROADWAYS.

DSE and Workstations

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who “habitually use display screen equipment (DSE) as a significant part of their normal work”. The main feature of the Regulations is the duty to assess workstations and reduce the risks that arise.

10.7 Workstations will be assessed and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.

10.8 If ‘users’ so request, appropriate eye sight tests should be provided and the basic cost of any glasses required for computer use will be paid for.

10.9 Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

11. Monitoring & Reviewing

To ensure that the society’s commitment to managing health, safety and welfare in the workplace is actively pursued, the health and safety advisor will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management IMMEDIATELY. Do not take chances.

IF IN DOUBT - ASK !

