

# BRADFORD UNDER FIVES ASSOCIATION

## Health and Safety Policy

### Statement:

This policy is intended to comply with the provisions of the Health and Safety at Work Act 1974 (HASAWA) and all relevant Health and Safety Regulations.

The policy will cover issues connected with our duty to our employees and also the safety of all visitors or contractors during our hours of operation. The policy will apply to all our activities irrespective of their location.

It is the policy of Bradford Under Fives Association to seek to provide a safe and healthy place and work environment for all

- Its employees
- Those engaged by Bradford Under Fives Association to carry out business on its behalf whilst in the process of carrying out that business eg volunteers
- Visitors to Bradford Under Fives Association premises in connection with Bradford Under Fives Association work
- Contractors working on site.
- Persons attending courses or events.

To achieve this effectively Bradford Under Fives Association will provide so far as is reasonably practicable:

- Safe premises and systems of work
- Safe access to and exit from the place of work or other premises and procedures for evacuation in an emergency
- Information, instruction, training and supervision in safety matters.

The management committee proposes to maintain the following policy and to review it annually at a meeting of the committee. The views of the workers will be taken into account whenever any recommendations are made. Workers are asked to notify the Management committee of any Health and Safety matters that should be dealt with. Generally, keyholders share responsibilities for seeing that the safety provisions are maintained. During office open hours the fieldworker on duty takes on the prime responsibility. Co-operation of all our employees is vital to the success of the policy. The committee will appoint a Health and Safety Officer to act as the day to day contact person for general concerns of Health and Safety. The workers will elect a Health and Safety Representative to act on their behalf. Any matters of immediate concern connected with the premises' safety must be referred to ..... (CVS Building Services Manager), or his nominated deputy, as soon as possible.

The Management committee is clearly dependent on CVS Building Management for some aspects of its provision and will co-operate with them to ensure maximum efficiency. Our appointed Health and Safety officer will act as link person with the CVS committee. A copy of this policy will be given to the CVS Building Committee to ensure effective collaboration.

The BUFA Management committee as a whole bears the overall responsibility for seeing that the appropriate delegated person/s named in the remainder of this document carry out the agreed provisions.

**Signed**..... for the Management Committee. **Date**.....

### **Duty of Management to employees**

To provide all employees with Health and Safety information. The required notice will be displayed on the notice-board.	Management Committee
To offer on the job Health and Safety training to new employees and volunteers .	Management Committee
To offer all employees the chance to attend appropriate Health and Safety training during their paid hours at our expense.	Management committee.
To keep and monitor sickness and absence records to ensure that there is no pattern of risk causing ill health.	Management Committee.
To advise workers that it is in their own interest to make sure that they have an up-to-date immunisation for tetanus, polio and hepatitis.	Management Committee
To monitor the effectiveness of the Health and Safety Policy annually at a meeting of the committee.	Management Committee
To investigate potential hazards (risk assessment) and dangerous occurrences at the work place	Management Committee
To investigate complaints by any employee relating to Health, Safety and Welfare at work	Management Committee

### **Duty of Employees**

To work safely, efficiently and without endangering the health and safety of themselves, their colleagues or the general public or any other person who has a right of access to the organisations premises at any time.	All employees
To adhere to the safety procedures laid down by the organisation	All employees
To report all accidents, near-miss occurrences and hazardous situations to the appropriate persons.	All employees
To meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions	All employees

### **Duty of Health and Safety Representative**

To make representation to the Management Committee on the existence of potential hazards and dangerous occurrences in the work place.	
To make representation to the Management Committee concerning any complaints by any employee relating to Health, Safety and Welfare at work	
To make representation to the Management Committee on general matters affecting the Health, Safety and Welfare at work of employees.	
To advise employees on job safety and accident prevention	
To receive information from the Health and Safety Executive relating to current legislation affecting the Health, Safety and Welfare at work of employees	

## Procedures

### First Aid:

To provide a suitably equipped First Aid box for the use of employees and Visitors (see appendix 1 for approved list of contents)	Management Committee
To ensure there is an Appointed person, with up-to-date First Aid Training available during our hours of operation, whether at the office or at any other centre in use for events or training.	Management committee
To display the name of the Appointed person	Management committee
To ensure all employees know where the First Aid box is situated.	Management committee
To ensure there is an emergency procedure to be followed in the event of serious accident.	Management committee
To keep an accident book to record all injuries occurring on our premises.	All employees

### Fire precautions and prevention

Some of these are the responsibilities of the building owners.

To participate in any fire drill organised by CVS. To make sure all personnel are aware of their role in an emergency.	
To ensure that no smoking takes place in any of the rooms.	Management Committee
To ensure recommended fire extinguishers are serviced.	CVS
To display Fire Exit notices	Management Committee
To keep Fire exits clear at all times.	Employees
To provide a clear notice of instructions on what to do in the event of a Fire in all rooms	CVS
To dispose of any build up of waste flammable materials, which could constitute a fire hazard in an emergency.	Employees.

