

**The Bamford Community Society**  
**Health, Safety and Hygiene Policy**

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<b>To be reviewed</b>	<b>By August 2021</b>

# 1. Policy statement

The Bamford Community Society Ltd is a registered society under the Co-operatives and Community Benefit Society Act 2014 and is owned by its members, the majority of whom are residents of the village of Bamford. The Society operates from the site of the Anglers Rest within Bamford village in the Peak District, Derbyshire. The Society delivers various services for the benefit of the residents of Bamford, the wider Hope Valley area and for visitors to the area. BCS is a socially responsible business, committed to commercial success whilst upholding the highest standards with regards to its business operations.

This policy forms part of our standards of good practice.

By law, all employers with 5 or more employees must have a written health and safety policy and risk assessment. Our statement of general health and safety policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and provide adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

## 2. HEALTH, SAFETY & HYGIENCE POLICY

### 2.1 Roles and responsibilities

The BCS Board of Directors is responsible for ensuring compliance with health & safety and hygiene regulations. This will include ensuring compliance with Construction (Design and Management) Regulations with respect to construction work. The Board will exercise this general duty through either the nomination of a lead director and/or by delegation to an appropriately qualified person to assume this general duty on behalf of the Board. Where this general duty is delegated, the nature and extent of the delegated duty should be agreed and documented between the Board and the appointed person. However, the Board retains overall compliance responsibility.

The General Manager is charged by the Board with responsibility for compliance with health & safety and hygiene regulations in the day to day operation of the business, and ensuring all staff understand their responsibilities in this regard. This specific duty of operational compliance may be delegated to senior staff having responsibility for particular areas of business, such as the chef having responsibility for compliance in kitchen operations. However, the General Manager retains overall responsibility for operational compliance.

The Board and General Manager will meet regularly to review and coordinate their respective responsibilities and any actions arising therefrom.

The respective duties / delegated duties set out above will include undertaking appropriate risk assessments and ensuring any required remediations thereby identified are acted on in a timely manner. Where action is required to remove or control risk which relates to the building, the BCS director with responsibility for estates will be responsible for ensuring safe remediation.

The Board or its delegate should check that actions have removed or reduced the identified risk.

Risk assessments will be reviewed annually or when work activity changes whichever is soonest

All employees and volunteers have responsibility to:

- Co-operate with supervisors and managers on health and safety issues
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care and responsibility for their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy)

### 2.2 Information, Instruction and Supervision

Health and safety advice is available from the BCS Health & Safety Lead and from the General Manager.

Supervision of young workers and trainees will be arranged and monitored by their line manager.

The line manager is responsible for ensuring that employees working at locations under the control of other employers are given the relevant health & safety information to do the job.

Volunteers – responsibility for ensuring that volunteers are given relevant Health & Safety information lies with the volunteer co-ordinator. However this may be discharged to the General

Manager, the nominated staff member for the area where volunteers are working or someone nominated by the BCS Directors to manage a specific project or task.

Specific information:

- The current poster on Health & Safety Law is displayed in the kitchen
- First Aid box and accident record book are located in the kitchen
- Control of Substances Hazardous to Health (COSHH) data sheets are located at the glass wash area behind the bar
- Personal protective equipment (PPE) for use with COSHH substances are located in the kitchen
- Accidents and ill health at work must be reported under the Reporting of Injuries , Diseases and Dangerous Occurrences Regulations (RIDDOR)  
[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## 2.3 Training and Competency

All employees shall receive induction training provided by their line manager.

All employees shall receive job specific training provided by their line manager.

Training for all employees will be identified, arranged and monitored by their line manager.

The trainee and the line manager must be satisfied that the employee is competent to do the required job.

Training records for each employee must be kept by the line manager.

Volunteers- Task specific training will be provided to volunteers by the General Manager, a nominated staff member for the area where the volunteers are working or someone nominated by the BCS Directors to manage a specific project or task.

## 2.4 Monitoring

To ensure safe working practices are being followed we will ensure Health & Safety is a standing agenda item at monthly Board Meetings.

Any reported accidents will be investigated by the line manager of any person involved and the General Manager and results reported to BCS Directors meetings and HR Lead Director.

Work related causes of sickness/absence will be investigated by the line manager of any person involved and the HR Lead Director.

The line manager of persons involved in these investigations and the BCS Directors are responsible for acting on findings to prevent recurrences.

## 2.5 Breaches of this policy

BCS is committed to ensuring that our Health & Safety Policy is effectively implemented. Any breach of this policy coming to the attention of managers or directors shall be taken seriously and dealt with appropriately.