

The Bamford Community Society
Health and Safety Policy

Produced	April 2016
Approved by	BCS Directors
To be reviewed no later than	April 2017

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 POLICY

2.1 Roles and responsibilities

The BCS Board of Directors will identify a lead person with responsibility for ensuring that the aims set out in this policy document are observed and monitored, together with taking responsibility for reviewing this policy.

The BCS Health & Safety lead person may be

- One of the Directors who will be provided with the appropriate training if required
- The Anglers General Manager, again supported with appropriate training if required
- A Health & Safety specialist appointed by the BCS Board of Directors

The General Manager and the Anglers Rest management team are responsible for ensuring that the requirements of this policy regarding the premises and all equipment under their control are adhered to at all times.

To ensure that health and safety standards are maintained and, where possible, improved the following people have responsibility in the following areas:

- Kitchen – Chef
- Bar area – Bar Manager/General Manager
- Post Office/Café – Post Office Manager
- Live-in accommodation - responsibility of the Chef and General Manager
- All other areas – General Manager

The BCS Board is responsible for health and safety actions related to the building, including ensuring compliance with Construction (Design and Management) Regulations with respect to construction work. The Board will typically appoint one of the Directors to lead on construction works.

Risk assessments will be undertaken by the nominated staff member for each area. The findings of the risk assessment **MUST** be reported to the BCS Directors.

Where action is required to remove or control risk which relates to the building the BCS Director responsible for estates will be responsible for ensuring that the action required is implemented safely.

For all other actions the General Manager will be responsible for ensuring the action required is implemented.

The BCS Health and Safety lead will check that these actions have removed or reduced 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

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.