

Brampton 2 Zero - Health & Safety Policy APPROVED

<b>Document Owner</b>	Chair
<b>Approval Responsibility</b>	Directors
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This policy is based on the H and S policy of Cumbria Action for Sustainability

**Policy Statement**

Current Health and Safety legislation, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations impose duties on both employers and employees.

It is the policy of B2Z:

- To safeguard the health, safety and welfare of all its Volunteers and Contractors by providing and maintaining a safe and healthy work place, equipment and systems of work.
- To provide such information, training and supervision as volunteers need to safeguard their health, safety and welfare.
- To provide adequate facilities and arrangements required for a safe and healthy working environment.

B2Z accepts the responsibility to ensure the health, safety and welfare of other people who may be affected by activities of B2Z. Where activities take place in public or private settings B2Z will work to ensure that health and safety issues have been adequately considered and addressed through existing policies/processes or through a bespoke risk assessment if necessary.

Every director and Lead volunteer must co-operate with B2Z to ensure all statutory duties are complied with. The successful implementation of this policy requires total commitment from all directors and contractors. Each individual has a legal obligation to take reasonable care of his or her own health and safety; and for the safety of other people who may be affected by his or her acts or omissions.

This policy will be reviewed regularly or following relevant legislative or organisational changes.

Overall and final accountability for health and safety in the organisation is that of the Board of Directors The day to day responsibilities for the management of health and safety are delegated to B2Z Chair of Directors.

## RESPONSIBILITIES

### The Board

The Board has overall accountability for risk management which includes the management of health and safety within the organisation. Collectively they will:

- Delegate specific health and safety management tasks including RIDDOR responsibilities to people within the organisation.
- Make adequate resource available for the management of health and safety;
- Agree health and safety action plans as appropriate to activities;
- Keep health and safety on the board agenda as part of the Board's role to assess and review risk;
- Fully take into account health and safety issues during the development and planning for new services and activities;
- Represent the organisation in meetings with enforcement authorities.
- Monitor health and safety management arrangements

### Delegated Responsibility

The Chair of the board (or other Director who has been appointed), has the following responsibilities for health and safety management of B2Z; these include:

- Identifying, developing and implementing the necessary health and safety policies and procedures;
- Establishing arrangements for planning the scope and responsibility for a programme of suitable and sufficient risk assessment within each manager's areas of responsibility;
- Monitoring that the necessary control measures resulting from the risk assessments are implemented;
- Ensuring all contractors and volunteers have received the necessary information, instruction, training and supervision to allow them to undertake their work safely;
- Ensuring other parties (e.g. partner organisations, contractors) are aware of and meet the necessary health and safety standards required by B2Z;
- Monitoring accident data for any indications of common issues and/or trends;
- Investigating serious accidents, and taking practical action to address the cause;
- Making RIDDOR returns and managing resulting actions;
- Considering all the risk issues, including health and safety, at the planning stage of new projects;
- Reporting to the Board on health and safety at all Board meetings;
- Reporting any health and safety problems or concerns they are not able to resolve to the Chair of the board;
- Monitoring health and safety standards and management arrangements;
- Keeping the necessary health and safety documentation up to date.

### Volunteer Responsibility

- Take responsibility for their own health and safety;
- Consider the health and safety of others who may be affected by their acts or omissions;
- Work in accordance with the relevant risk assessments and the information and training provided;
- Refrain from intentionally misusing or recklessly interfering with anything that is provided for health and safety reasons;
- Report any concerns regarding the existing health and safety arrangements, to their manager without delay; this includes those relating to both employees and others;

- Not to undertake any task for which authorisation and/or training has not been given;
- Report all accidents and incidents, even those that do not result in actual injury.

#### Contractor Responsibilities

Contractors who are engaged by B2Z are responsible for their own health and safety, and must co-operate with B2Z and co-ordinate their health and safety arrangements with those of B2Z.

#### Associated Procedures/documents

1. Accident reporting
2. Risk assessment procedure
3. Risk Assessment template

#### Public Liability Insurance

- What does it cover?

➤ The cost of legal action and compensation claims made against B2Z if a third party is injured or their property is damaged while they are at our premises (including external premises we use for events) or when we are working in their home, office or business property.

- • What do our contractors need?

➤ Contractors do not need their own public liability insurance if we are going to give them clear guidance about risk assessments they must carry out to ensure the safety of any customer, client or member of the public. Any person working for us (employee, contractor, volunteer, Trustee) is covered if this guidance is given.

➤ If we do not intend to provide guidance for every event, perhaps if they are running a whole project for example, then they would need their own public liability insurance.

#### Professional indemnity Insurance (sometimes called professional liability insurance or PI)

- What does it cover?

➤ Legal costs and expenses incurred in our defence, as well as any damages or costs awarded, if we are alleged to have provided inadequate, negligent or bad advice, services or designs that cause one of our clients to lose money.

- What do our contractors need?

➤ Contractors, employees and directors are covered by our policy and do not need their own professional indemnity insurance, if there is a contract in place and if they are working under our guidance e.g. we have told them exactly what advice to give in each situation.

➤ If, however we are contracting work out to someone because of their specialism (e.g. in-depth audit of hydrotherapy pool including heat loss calculations) then we should call Zurich to check but it is likely that they would need their own professional indemnity insurance.