

Health & Safety Policy



BASMOM

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Policy Owner	Chancellor
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1. Introduction and Objectives

We regard the management of health and safety as an integral part of its business and as a management priority. It is our policy that all work will be carried out in a safe manner, and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

The objectives of this policy are: -

- To prevent accidents and cases of work-related ill health.
- To consult and engage with and provide adequate training in health and safety issues for all employees.
- To ensure emergency procedures are implemented and understood.
- To maintain safe and healthy working conditions.

The Directors have overall responsibility for this policy. However, all employees have a part to play in helping to ensure that our working environment remains safe and healthy.

2. Scope

This policy applies to all employees, volunteers, and others doing work for, or visiting us.

3. Responsibilities

Managers are responsible for ensuring that their staff work in a safe manner and are aware of health and safety requirements.

All employees are responsible for their own health and safety and for reporting any hazards or incidents to their manager. Employees are expected and encouraged to be pro-active on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, volunteers and visitors are required to co-operate with us in implementing this policy and shall ensure that their own work is without risk to themselves and others as far as is reasonably practicable.

We are all responsible for not putting ourselves at risk by our acts or omissions. If an employee has any concerns over any health or safety issue they should bring them to the immediate attention of their manager.

4. Information and Training

We will provide information and training to all employees to enable them to work safely and without risks to health. Everyone will be provided with information on:-

- The hazards and risks they may face;
- Measures in place to deal with those hazards and risks;
- How to follow emergency procedures.

All employees will receive basic Health and Safety awareness training .

5. Staff Consultation

We will consult with all employees on work related health and safety issues that may affect them. Specifically, employees will be consulted about: -

- Health and safety and the work they do;
- How risks are controlled;
- The best ways of providing information and training.

Consultation is more than just the provision of information. It is a two-way process allowing staff to raise concerns and influence decisions on the management of health and safety.

6. Recording a Work-place Accident or Injury

It is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence at work (i.e. no one was injured but the incident had the potential to injure or kill) should be reported immediately to the employee's line manager.

An employee who is absent from work following an accident that happened at work must complete a self-certification form which clearly states the nature and cause of the injury.

Keeping records will also help us to identify patterns of accidents and injuries and will help when completing risk assessments.

7. Reporting Accidents or Injuries to the Health & Safety Executive (HSE)

The reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) provide comprehensive requirements for the notification and recording of accidents, diseases and dangerous occurrences. They lay down strict rules on when an accident must be reported, by whom and to whom.

Should any employee be involved in an incident that does or could result in injury to themselves, fellow workers, other people or property, they should inform their line manager.

RIDDOR requires employers to report and keep records of work related deaths and serious injuries or illnesses. This requirement to report also refers to injuries where an employee is away from work or unable to do their normal work for more than seven consecutive days as a result of the accident or injury (not counting the day of the accident).

Employers must also report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with work and are taken from the scene of an accident to hospital for treatment.

To report to the HSE the manager should go online to **www.hse.gov.uk/riddor** and complete the appropriate online reporting form.

Reporting and recording is a legal requirement.

If an employee suffers an injury or falls ill at work, it is important that they receive immediate attention if the situation is serious. Arrangements should be put in place for calling for medical help if necessary. First aid at work can save lives and prevent minor injuries becoming major ones.

As a minimum we will provide:-

- A suitably stocked first aid box;
- An appointed person to take charge of first-aid arrangements;
- Information for all employees giving details of first-aid arrangements.

The role of an appointed person is to look after any first aid equipment and first aid box and call the emergency services when required. To fulfil their role, appointed persons do not need first aid training and should not attempt to give first aid for which they have not been trained.

8. Fire Safety

All persons must familiarise themselves with their work area and means of escape in the event of a fire.

In the event of a fire or the threat of a fire, employees, volunteers, and other visitors should evacuate the workplace immediately via the nearest available safe fire exit. Employees should be made aware of the nearest fire exits in their area.

Lifts should never be used when evacuating. Employees should make their way to the appropriate assembly point and report to the designated Fire Warden. Employees should not leave the designated assembly point or attempt to re-enter the building until instructed to do so by the Fire Warden.

9. Risk Assessments

We are committed in identifying and putting in place control measures for potential hazards. A risk is the chance, high or low of somebody being harmed by the hazard, and how serious the harm could be.

A risk assessment is about identifying sensible and appropriate measures to control the risks in the workplace.

Relevant risk assessments will be conducted by managers and actions arising out of those assessments implemented.

The law does not expect us to remove all risks but to put in place measures to control identified risks.

Risk assessments should be written down and will be reviewed every year or earlier if working habits or conditions change.

Appendix A is a risk assessment form from the Health & Safety Executive that can be used to record your findings.

10. Lone Working

Where lone working is necessary, we will take all reasonable steps to ensure the health and safety of employees working alone.

A risk assessment will be carried out and consideration given to:

- The remoteness of the workplace;
- Potential communication problems;
- Whether the person is medically fit to be able to work alone;
- How the lone worker will be supervised;
- How they will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire.

Employees working alone will be responsible for:-

- Ensuring that all lone working is authorised in advance;
- Following a buddy system where they are required to call their manager or another nominated person to state that they have left / arrived safely and for other welfare checks;
- Take reasonable steps to ensure their own safety;
- Inform their manager of any incidents or safety concerns.

11. Monitoring & Review

It is important that this policy is reviewed and updated on a regular basis to ensure that it still reflects the company's working practices and to take account of any new changes in employment law and practice.

This policy will be reviewed annually or sooner in the event of any relevant changes to legislation.

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I have read and understand the above policy.

Name:

Signed:

Date:

Appendix A

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Fire	People in building at the time	Fire extinguishers, fire doors, fire alarm, smoke detectors	Check all is up to date and serviced regularly	Association Secretary	Ongoing	
Lone working	People in building at the time	CCTV and intercom	Vigilance	All in building	Ongoing	
Workstation and physical strain	Office employees	Monitoring for any signs of strain or injury	Possible eye test	Association Secretary	When felt necessary	
Building fabric (roof, etc)	Employees regularly in office	Attempting to repair it!	Roof repaired	Vice Chancellor /Association Secretary	As soon as possible	
Lifting heavy objects	Employees	Sensible avoidance	Check sufficient volunteers pick up equipment	Vice Chancellor to remind Master of Ceremonies	By St John's Day	

Assessment Review Date: December 2025