

Bristol Lesbian, Gay Bisexual Forum

Health and Safety Policy

Statement of general policy: The BLGB Forum will:

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

Signed :	
Print Name:	
Position:	
Date:	
Review date	
Witnessed:	
Print Name:	
Position:	
Date:	
Review date	

Responsibilities.

As the employer Bristol Lesbian, Gay and Bisexual Forum have overall responsibility for health and safety.

The Forum delegates the responsibility for day-to-day tasks to the Development Worker.

1 Overall and final responsibility for health and safety is that of

The Chair of the Bristol LGB Forum

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

The Development Worker

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Antonella Massari	Administrator
Responsibility	H&S monitoring, risk assessments, accident & general reporting	
Name	Marion Giles	Facilities Manager CREATE
Responsibility	Fire Evacuation, Alarms, Tests and Drills, Security & COSSH	
Name	Laura Welti	Bristol LGB Forum Chair
Responsibility	Monitoring, Policy amendments, reviews and updates	

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities:

VDUs: Assessment procedures, to establish the best position of VDUs, mice and keyboards to prevent back and neck strain

General: clearway monitoring, trips and slips, lone working, stress

Risk assessments will be undertaken by

The Administrator

The findings of the risk assessments will be reported to

The Development Worker

Action required to remove/control risks will be approved by

The Bristol LGB Forum Management Committee

The Development Worker

will be responsible for ensuring the action required is implemented.

Bristol LGB Forum Co - Chair

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed

every Year or when the work activity changes, whichever is soonest.

Consultation with employees.

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

Employee representative(s) are N/A

Consultation with employees is provided by N/A

Safe plant and equipment

Bristol LGB Forum will ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards.

The Administrator

will be responsible for identifying all equipment/plant needing maintenance.

The Development Worker

will be responsible for ensuring effective maintenance procedures are drawn-up.

Bristol LGB Forum Chair

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

The Administrator

The Development Worker will check that new plant and equipment meets health and safety standards before it is purchased

Safe handling and use of substances

Bristol LGB Forum will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended)

The Administrator

will be responsible for identifying all substances which need a COSHH assessment in use in the BLGBF Office

The CREATE Centre Management Team

will be responsible for identifying all substances which need COSHH assessment in use in the rest of the building.

The Administrator

will be responsible for undertaking COSHH assessments of new substances or materials introduced for use in the BLGBF Office.

The Development Worker

will be responsible for ensuring that all actions identified in the assessments are implemented.

The Development Worker

will be responsible for ensuring that all relevant employees and Volunteers are informed about the COSHH assessments.

The Administrator

will check that new substances can be used safely before they are purchased.
Information, instruction and supervision

The Health and Safety Law poster is displayed at/leaflets are issued by

the BLGBF Office

Supervision of young workers/trainees will be arranged/undertaken/monitored by

N/A

The Development Worker

is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by

the Development Worker, assisted by the Administrator

Job-specific training will be provided by

The Administrator

Specific jobs requiring special training are

N/A

Training records are kept at/by

The Administrator

Training will be identified, arranged and monitored by

The Development Worker

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

N/A

Health surveillance will be arranged by

N/A

Health surveillance records will be kept by/at

N/A

The first-aid box(es) is/are kept at

the CREATE Centre Reception

The appointed person(s)/first aider(s) are

CREATE Centre Reception Staff

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

the CREATE Centre Reception

The Admin /Development Workers –

are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority the Health & Safety Executive, using the RIDDOR link on PCs or telephone line

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

Monitor, review and update procedures either in response to changes in working practice, equipment or physical working environment

The Development Worker, under the guidance and supervision of the Chair, is responsible for investigating accidents,

Bristol LGB Forum Chair

is responsible for investigating work-related causes of sickness absences.

The Development Worker

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Emergency procedures are checked by

The CREATE Centre Management Team

The Create Centre Building Management

Team is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by

The CREATE Centre Management Team, Daily

Fire extinguishers are maintained and checked by

Walker Fire Ltd. On behalf of the CREATE Centre Management Team, monthly

Alarms are tested by/every

CREATE Centre Management Team, Weekly

Emergency evacuation will be tested 3 times a year, by

The CREATE Centre Management Team

