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Health and Safety Policy

. GENERAL STATEMENT OF POLICY

The organisation recognises its statutory duty under the Health and Safety at Work etc Act 1974.

Therefore, this policy, is So Far As is Reasonably Practicable (SFARP), to ensure that the organisation provides and maintains safe and healthy working conditions, safe equipment and systems of work for all our employees, and to provide as such information, instruction, training and supervision as they need for this purpose. We also will ensure SFARP there are no risks to health in the use, handling storage and transportation of articles and substances.

We also accept our responsibility for the health, safety and welfare of other people including visitors, learners and apprentices, and contractors who may be affected by the organisation's undertaking.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement this policy, are set out below. Health and Safety is seen as a key company issue and will be pro-actively managed as a line management function.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed



October 2021
(Chief Executive)

RESPONSIBILITIES FOR HEALTH & SAFETY

The Chief Executive is ultimately responsible for the overall running of the organisation including health, safety, and environmental matters.

It is the responsibility of the Chief Executive to oversee the line management arrangements and to ensure that sufficient time resources are given to line managers to fulfil their functions. Additionally, health, safety and environmental matters are to be made a standing agenda item at senior management level.

The Managing Director has the day-to-day responsibility for ensuring this policy is delivered successfully.

Executive Directors

The following Directors are responsible for ensuring that health, safety and environmental issues are resolved within the business centre shown below with support from the Regional Director.

London / South Business Centre – Chief Executive, Charles Jarrold
Support by the Regional Director, Marcus Clifford

Meriden / Central Business Centre – Finance, Peter Allen
Support by the Regional Director, Dawn Reid

Brighthouse / North Business Centre – Chief Executive, Charles Jarrold
Support by the Regional Director, Darren Shepherd

It is the responsibility of the Directors to report the performance of the areas for which they are responsible to the Chief Executive and to ensure that the health, safety and environmental policies and their objectives are being implemented. Additionally, they must ensure that all staff in their areas are competent and committed to the management of health, safety, and environmental matters and to ensure that suitable training is provided where a need is identified.

In particular the Directors should ensure support for the following areas: -

- all new and reassigned employees have drawn up an appropriate induction training programme including fire safety and specific job training relating to the risks likely to be encountered in their section of the business.
- the relevant BPIF HSE Adviser will carry out/review workplace and activity risk assessments.
- promote and ensure compliance with safe working practices developed within the risk assessment process (including general risk assessments, COSHH, manual handling, etc.)
- ensure good housekeeping standards are maintained.
- facilitate in the undertaking of accident/incident/ill health investigation in their section in accordance with the laid down procedures.
- notify, manage and supervise contractors in accordance with the "Control of Contractors" procedures laid down.
- minimise waste, use of energy in accord with the Environmental Policy.
- identified walkways are clear from obstructions.
- ensure fire alarms, extinguishers and fire escapes routes are maintained clear and unobstructed at all times.
- maintenance of all equipment will be centralised under the control of the relevant Director.

Other occupiers

Where a site is partly occupied by someone other than the BPIF (an agreed tenant) the relevant Director should ensure that they have a copy of this policy, and are clear which parts of it are their responsibility to observe. This will depend upon the extent to which they have a separately occupied area.

Health, Safety & Environmental Advisers

The Regional Health, Safety & Environmental Advisers will act as the Health and Safety Competent Persons under the Management of Health and Safety at Work Regulations 1999, for the organisation. Each adviser will be responsible for advising on health, and safety matters, undertaking the relevant risk assessments required by statute, undertaking accident/incident/ill health investigations in their section and notifying the Head of Health, Safety and Environment and the relevant Executive Director of non conformities that can not be rectified locally. The Head of Health, Safety and Environment is responsible for undertaking a review of each business centre, introducing environmental initiatives across the organisation and reporting non conformities to the Head of Health, Safety and Environment and the relevant Executive Director.

The BPIF Health, Safety and Environmental policy will be reviewed annually and any changes brought to the attention of the Executive Directors. An annual audit will also be carried out on the organisations health, safety and environmental performance.

Employees

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy, safe and environmentally friendly workplace and must take reasonable care of themselves and others who may be affected by their acts or omissions. Wherever an employee notices a health, safety or environmental problem that they are unable to correct, they must immediately inform their Line Manager who will liaise with the regional HSE Adviser and if required, inform the relevant Executive Director.

In addition, if an employee has any other concern relating to health, safety or welfare, he/she should discuss this with their Line Manager. If the Line Manager is not available due to annual leave, etc., then he/she must contact the Head of Health, Safety and Environment. Employees may, however, if unsatisfied with the result of those discussions, report their concerns in writing to the Membership Director, Dale Wallis.

Employees must also be aware of their legal obligations under Sections 7 and 8 of the Health and Safety at Work etc Act 1974. These require employees to take reasonable care of themselves and others who may be affected by their acts or omissions and to not recklessly interfere or misuse anything provided in the interests of health and safety.

Employees must report any accident or dangerous occurrence to their Line Manager and the relevant HSE Adviser for their region as soon as possible after it occurs, and ensure incident is recorded in the accident book.

Health, Safety and Environmental Committee

The organisation is required under the Health and Safety (Consultation with Employees) Regulations 1996, that all employers, should properly involve and to consult with their employees on health and safety issues, in order to ensure good standards of health and safety in the workplace. Under this legislation an employer may choose to either organise and introduce a health and safety committee or consult directly with employees on such matters.

The organisation has chosen to consult with employees on a direct basis and at times through the regional team meetings. Common workplace issues and general advice, if required, will be obtained and dealt with at the HSE team meetings.

If required the organisation will also provide information to staff in writing.

GENERAL ARRANGEMENTS

Accidents and dangerous occurrences

Any accident that involves a member of staff being absent for more than one day should be reported to their Line Manager and the Head of HSE, who will inform the relevant Executive Director. The Line Manager must keep the Head of HSE informed daily of any developments with the member of staff returning back to work, as this will determine if the incident needs to be reported to the enforcing authority under RIDDOR regulations.

All incidents where harm is experienced should be recorded in the local accident book, located within each regional office. The completed accident form should be removed from the book and sent to the HR/Personnel Officer at the Meriden office for filing within the injured person's personnel folder.

Those who are 'home workers' will be sent an internal BPIF form for completing either by electronic or hard copy version.

The BPIF Head of HSE will decide who will be undertaking the accident investigation, (Head of HSE or local HSE adviser). On completion, any further control measures identified will be discussed with the relevant Line Manager and if required the relevant Executive Director. The completed accident investigation form will be sent to the HR/Personnel Officer at the Meriden office for filing within the injured person's personnel folder.

The person responsible for reporting RIDDOR accidents to the Health and Safety Executive or Local Authority is the Head of Health, Safety and Environment. This will be carried out online through the HSE website: www.hse.gov.uk/riddor/index.htm

In the absence of the Head of HSE, the Membership Director will undertake this role.

The completed HSE online form will be printed and a copy saved within the individual's personnel folder. The organisation is aware of its responsibility under the Health and Safety (First Aid at Work) Regulations 1981, and has carried out an assessment of the organisation's undertaking to identify the correct first aid facilities, to aid employees or visitors to the site in the event of illness or a workplace accident.

Each Regional Administrator must ensure that there is a properly maintained first aid box available on site. The BPIF assessment identifies that regional offices are of a low risk environment and therefore will train a suitable person to become an 'appointed person' as defined by the regulations.

- London/South Business Centre - One individual – Name displayed upon notice board
- Meriden/Central Business Centre - One individual – Name displayed upon notice board
- Brighouse/North Business Centre - One individual – Name displayed upon notice board

This approach will be reviewed annually and if required, due to vacancies, a notice will be sent to staff for volunteers.

In the event of an accident, with no first aider on site, the most senior person present must act as the person responsible for taking charge (appointed person) and if required, must ensure that medical assistance/support has been requested.

Home workers should be capable of responding correctly to emergencies within their home environment and should already have a suitable domestic environment first aid kit.

A risk assessment has identified that certain BPIF field advisers to be issued with a suitable first aid kit, to be carried within the boot of their vehicle at all times. This will be monitored by the Head of Health and Safety and issued where applicable.

Assessment of risks

The organisation is required under the Management of Health and Safety at Work Regulations 1999 (as amended 2005) to undertake risk assessments on the organisations activities that may pose a risk to employees and visitors, etc. The risk assessment process will be overseen by the competent person(s). However, each Region will have to participate in its own risk assessments as the process is simply the application of appropriate and sensible work practices to each individual environment.

All significant risks will be assessed and recorded. As a result of these assessments, appropriate action will be taken to ensure that all reasonable and practicable controls measures are identified and implemented, to ensure compliance with the law. Records of the assessments are to be held by the internal BPIF HSE team. Each HSE Adviser will be responsible for checking their designated regional office once every 6 weeks by carrying out a safety review using the BPIF checklist

Other assessments such as field advisers' visiting and working within members' sites, will be coordinated by the Head of Health, Safety and Environment. The organisation in general, will review its risk assessments annually. However, it will review sooner in the event of a process change, incident / accident, member of staff suffering from a potential occupational ill health problem, employment of a 'young person', pregnant lady (employee) or an individual identified with a disability.

Display screen equipment and workstations

The organisation is fully aware of its duty under the Display Screen Equipment Regulations 1992 (as amended 2002) and therefore, conducts workstation risk assessments on employees who habitually use such equipment and where necessary, additional equipment will be provided inline with the DSE risk assessments findings. All staff who make use of display screen equipment as a significant part of their job are entitled to a free eyesight test, paid by the BPIF on request from the Head of Human Resources.

If the optician recommends that the employee should wear corrective lenses, for short distances, that of which constitutes a user's vision to screen distance, the organisation will pay for the most competitively priced glasses available or award a maximum of £45 (amount subject to annual review) towards glasses of the employee's choice. Should the employee decide to have a more expensive frame, any additional remaining expense will be the responsibility of the employee. In all cases, the employee will be required to produce documentation from the optician stating clearly that glasses are a necessary requirement for the employee in order for them to continue working with a display screen.

Users of a laptop and portable equipment should be aware it is not suitable for prolonged use. Additional equipment will be provided for frequent users. This will also be identified through the risk assessment process.

When working with display screen equipment it is important for homeworkers to complete a DSE self assessment form and send this to their line manager. This will be screened by the Head of H,S&E whereby any recommendations identified will be communicated back to the relevant line manager for implementation.

Driving your own vehicle and using mobile phones

The BPIF encourage staff to drive safely and legally. Staff are encouraged to take regular breaks and not attempt to cover excessive distances. Drivers should take a 15 to 20 minute break once every 2 to 2.5 hours' journey time. Line Managers are required to monitor their staff to ensure they are not carrying out excessive driving times and distances.

The organisation is aware of its duty of care with regards to the use and maintenance of vehicles used by staff who receive the BPIF car allowance scheme. It is imperative that staff maintain their vehicle to a high standard especially areas of the vehicle that could compromise their safety and others.

Staff are required to ensure that their vehicle holds a valid MOT test certificate, where applicable.

Staff are required to have suitable business use vehicle insurance, if the vehicle is being driven for the interest of the BPIF. A photocopy of the driver's renewed insurance certificate must be submitted to their Line Manager and a copy sent to the BPIF Human Resources Adviser, at the Meriden Business Centre.

All drivers are required to submit a copy of their Drivers Licence to their Line Manager on employment at the BPIF. This will be repeated annually so that suitable checks can be carried out.

Drivers are not permitted to use handheld mobile phones whilst driving their vehicle. Incoming calls should be allowed to divert to the voice message service and be obtained when the vehicle is parked in a safe environment.

The use of hands-free mobile phones whilst driving is permitted, but only under the following restrictions:

Incoming calls

The BPIF policy is for drivers to put mobile phones to answering service, calls to be dealt with in a safe manner when the vehicle is parked up in a safe environment.

Calls may be received whilst driving provided that those vehicles have been equipped with voice recognition hands free systems. Answered calls must be limited in duration to no longer than one minute approximately, with the emphasis on keeping it shorter than this if at all possible. On answering the call, staff should advise the caller that they are driving and that the call will need to be brief (unless there is an opportunity to pull over and sufficient time available to do so). Road and weather conditions must always be accounted for, before accepting the incoming call.

If the call is of a technical matter where much thought is required to offer a solution to the problem, then the driver **MUST** inform the caller that this will need to be dealt with once they have completed their journey or have parked the vehicle in a safe environment then full attention can be given. On informing the caller of this, request they call back and leave a voice message upon your mobile phone with their contact details.

If the call can be responded to quickly staff may do so, but otherwise the caller should be advised that they will be called back. You may also give them the opportunity of speaking with another BPIF colleague if they would prefer this.

At all times, staff must take into consideration the risks involved in answering calls, regardless of the duration of the call, while driving in built up areas, dense traffic, hazardous weather conditions or negotiating large interchanges. In such circumstances incoming calls whilst driving should be diverted to voicemail, with a message stating clearly that "unfortunately the call cannot be taken as I am currently driving".

Outgoing calls

Making lengthy phone calls whilst driving has been proven to impact on concentration and increase the likelihood of accidents.

Making calls whilst driving should therefore be avoided where possible however, if a phone call needs to be made then only those vehicles that have been equipped with voice recognition hands free systems

are permitted to make the call however, the aforementioned requirements on time scales and environmental factors apply at all times. Otherwise calls should be made before a trip, at the end of the trip, or during a rest break. The only exceptions to this are calls to the emergency services on 999.

Mobile phones should not be used:

- In petrol stations, or other flammable environments
- Where it might interfere with electronic equipment, such as in hospitals or on aircraft
- Visiting members' premises that are a secure or confidential document printer (all phones have cameras!)

Electrical equipment including telephones and IT equipment

The BPIF recognises its duty under the Electricity at Work Regulations 1989 and will only permit qualified and competent persons to undertake electrical work and maintenance on such systems and equipment.

Do not attempt to open up electrical equipment, including telephones and IT hardware unless you are trained and authorised to work on it.

Take care with equipment that becomes hot such as task lamps; make sure they are not allowed to come into contact with anything that is combustible.

All portable electrical equipment in the offices and those used by field advisers will be inspected by a competent person, in line with HSE guidance (12 months for field advisers' equipment and 24 month period for office/static electrical equipment). Any faults should be repaired by a qualified electrician. This will be arranged by the Head of Health, Safety and Environment with each regional office administrator.

All BPIF premises will have its hard wired installation system checked and inspected once every 5 years by a competent electrical engineer, in line with the 17th edition IEE guidance document.

Equipment which is not double insulated (which requires earthing for safety) should be professionally tested at least once per year.

No person is to bring on site or use in the interest of the BPIF their own electrical appliances. If staff wish to bring electrical items on site or to use within the workplace and members' workplaces, the electrical item will need to be added to the organisation inventory list and PAT tested prior to use.

Staff may replace light bulbs in task lamps not requiring any removal of covers, but must remove the plug from the power supply first.

Using electrical equipment for work at home

If homeworkers use electrical equipment provided by the employer as part of their work, the Company is responsible for its maintenance.

- Ensure electrical equipment is turned off before it is checked
- Check that plugs are not damaged
- Check the domestic electrical systems are adequate for electrical equipment
- Check plugs are correctly wired and maintained
- Check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment
- Check that the outer cover of the equipment is not damaged, for example look for loose parts or screws

- Check leads, wires or cables for damage to the outer covering
- Check for burn marks or staining that suggests overheating
- Repair electrical equipment that may cause harm or injury to the homeworker

Check that there are no trailing wires; if there are, tuck them out of the way, for example under a desk or table, to prevent possible trip incidents. Most of the faults that can cause harm can be prevented just by looking for any damage to the electrical equipment. The safe use of electricity at work is covered by the Electricity at Work Regulations 1989.

Hazardous Materials

Although the organisation does not use, handle or transport hazardous substances, BPIF field advisers, such as HS&E Advisers and VIP Engineers may be exposed to printing substances and vapours when undertaking specific project work upon a member's or non-member's site. Therefore, staff that may come into contact with such substances must follow the organisation's local rules, procedures and wear any Personal Protective Equipment (PPE) required for their own health and welfare.

If a BPIF employee feels that they are being exposed to a hazardous substance and is of the opinion that the control measures are not adequate to protect their health, then they must remove themselves from the hazardous environment and report this to their host. On leaving the site the BPIF/VIP employee should also notify their line manager of the issue.

All BPIF business centres have a number of domestic cleaning products which are marked with the relevant safety warnings signs. All office and welfare areas are cleaned by a competent contractor. All substances used are assessed by the service provider.

Any products used by staff must be used strictly in accordance with the instructions on them. If you are not familiar with a product you should seek advice from the Regional BPIF HSE Adviser.

Health surveillance

Where risks to health have been identified through the risk assessment process, the company will put in place appropriate health surveillance measures to safeguard the health of its employees. Employees should inform their line manager immediately of any signs of work-related ill-health so that the appropriate measures can be taken.

Home working

Staff who work mainly from home are required to attend a training course for home working. Under the Management of Health and Safety at Work Regulations 1999, the Company is required to undertake a risk assessment of the work activities carried out by homeworkers, and to ensure steps have been taken to prevent harm to them or to anyone else who may be affected by their work. This will be carried out in line with the organisation's approach to assessing operational risks.

Each new home worker will be required to complete a home working environment risk assessment. On completion, this will need to be sent back to their Line Manager for checking and if required, advice obtained from the Head of Health, Safety and Environment.

Lone working at BPIF offices

Staff should not normally be permitted to work alone in any of the BPIF business centres, unless an office has out of hours security cover and suitable arrangements for the monitoring of that member of staff. The member of staff should leave if they would be left alone in any of the business centres. It is acceptable to be the first person in alone, provided someone else is expected within one hour. The relevant Executive Director for the regional BPIF business centre should ensure that local office arrangements make it possible to see any unknown callers, before permitting them to enter the premises. The external door to the office must be locked and secure.

Under certain circumstances it may be necessary to be the only person in the office and for only a short period. Therefore, you should ensure that another person for example, your line manager, knows where you are and when you are expected to leave the premises and keep in regular contact with them. Do not use lifts if you are alone in a building (where applicable).

Methods of supervision may also include:

- undertake non-scheduled visits to observe people working alone;
- regular contact between the lone worker and supervision by either telephone or email;
- check that a lone worker has returned to their base or home on completion of a task.

Manual Handling

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury, to comply with the Manual Handling Operations Regulations 1992.

The organisation works to a “minimal lifting” policy. All manual handling tasks undertaken by staff will be assessed. Where it is not possible to avoid manual handling operations, a formal risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An action plan to reduce the risk and a safe system of work for the task must be written and followed by all staff. The assessment will be carried out by one of the BPIF HSE Advisers, once notified of a particular manual handling issue. The assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Staff who are required to undertake manual handling tasks within the workplace or those of a member company and who have been identified through the workplace risk assessment will receive suitable inanimate load, moving and handling training. This will be arranged by the BPIF Head of Health, safety and Environment for that particular group of people identified.

All possible steps will be taken to reduce the risk of injury to the lowest level, so far as is reasonably practicable.

Employees are required to use any lifting and transporting equipment provided to them by the BPIF, in accordance with their training and information provided to them by the organisation.

Personal Protective Equipment

The organisation is aware of its statutory duty to provide, where required, suitable Personal Protective Equipment (PPE) to its employees. Suitable PPE is identified for the relevant staff through the risk assessment process to support the risk reduction programme of the relevant task they undertake. This is carried out by the Head of Health, Safety and Environment and when required with the relevant Line Manager. PPE will be issued to staff free of charge.

Employees issued with any type of PPE must take reasonable care of that item and use, store and maintain the item in accordance with the instruction given at the time of receiving it.

Employees must also notify their Line Manager, if an item of PPE becomes damaged or is lost, so that a replacement can be obtained as soon as is reasonably practicable.

Personal security

Staff should observe the local arrangements for controlling access to their premises. People who are not known should not be admitted without being seen. Staff who are working in an unfamiliar location, or abnormally late at their office, should not take personal risks when travelling, and should use a taxi or other safe transport where they consider it necessary.

Staff who are required to transport cash should take the following precautions:

- Go with a colleague wherever possible
- Use a vehicle for as much of the journey as is practicable
- Do not collect to a regular routine – vary the time and route
- Carry the minimum amount of cash practicable
- Do not resist any attempt at robbery

Smoking

The BPIF adheres to the Public Health Act and prohibits any member of staff or visitor smoking within any of the business centres. Any visitor, contractor, associate or employee wishing to smoke may do so outside and away from each business centre front entrance. Smoking outside should be in an area at a distance that second hand smoke will not enter the building through opened windows (ground and first floor), opened doors and vent units, as this may cause discomfort to those within the building who are non smokers.

Each business has its designated smoking area which is highlighted to staff upon each notice board. (Please bring this to the attention of your guest who wishes to smoke).

All visitors and contractors will be expected to abide by the terms of the smoking policy. Any member of staff noticing a visitor smoking in areas where it has been forbidden should politely remind them of the BPIF policy.

Training

Induction training will be carried out prior to a new employee's commencing any work for the company, and whenever possible on the first day of employment. This training must cover the following items and be delivered by the Line Manager:

- Ensure the employee has a copy of this policy, has read and understands its contents and has an opportunity to ask any questions about it.
- Explain the BPIF safety rules.
- Brief the employee on what they should do in the event of fire.
- Inform the employee the identities of the fire wardens and first aiders or responsible people.
- Inform the employee on the control measures of the risk assessment(s) appertaining to their role.
- Issue or arrange the issuing of PPE specific to their function and role.
- Identify any health and safety training requirements, e.g. inanimate load moving and handling training, advanced driver awareness training etc.
- Check whether there are any specific issues relating to the health or safety of the particular employee, e.g. any disabilities or health conditions.
- Provide them with a copy of the Home Working policy and risk assessment form.(if applicable)
- Provide them with key BPIF telephone contact details.

The induction process should occur within the first week. Any special training or precautions necessary for a member of staff to do their job safely must be arranged as soon as reasonably practicable.

Staff leaving

Line managers must ensure that any health and safety functions of staff who are terminating their employment with the BPIF, are adequately covered and that another employee is allocated and trained for those functions as soon as reasonably practicable.

REVIEW

The Apprenticeship Complaints Procedure was updated on 24th September 2021. The policy is to be reviewed annually, as a minimum with the next review date being no later than 24th September 2022.

Signed:



Name: Charles Jarrold
Job Title: Chief Executive Officer
Date: 27th October 2021