

BIRMINGHAM LINK HEALTH AND SAFETY POLICY

This policy document applies to your Participation or Elected Membership of Birmingham LINK the "Organisation" and all other organisation sites that you may be asked to attend from time to time.

For any policy to be effective it must be applied throughout the Organisation, this policy applies to all Participants and ELECTED MEMBERS.

1. POLICY STATEMENT

- a) It is the Organisation's intention to provide and maintain a healthy and safe environment for all its Participants and ELECTED MEMBERS and for others who work or visit the Organisation. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Organisation under the Health and Safety at Work Act 1974 and any accompanying regulations.

2. OBJECTIVES

- a) The Organisation will ensure that Participants and ELECTED MEMBERS are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.
- b) All Participants and ELECTED MEMBERS are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all in matters concerning health and safety.
- c) The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.
- d) The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.
- e) The Organisation also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe environment.

3. RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

- a) The overall responsibility for the implementation of this policy in health and safety matters rests with the Host organisation who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of Health and Safety Advisers.

- b) The Host organisation will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation.
- c) The additional responsibilities of the Host organisation shall include:
 - i. Ensuring that all new Participants and ELECTED MEMBERS are aware of this policy and any rules.
 - ii. The systematic assessment of all risks to Participants, ELECTED MEMBERS, visitors and others using the Organisation's premises.
 - iii. Issue all Chairs of working groups and Elected Members with the Health and Safety leaflet as published by the Health and Safety Executive.
 - iv. Provide training and re-training where necessary for Chairs of Working Groups and ELECTED MEMBERS on health and safety matters.
 - v. Ensure that all Chairs of working groups ELECTED MEMBERS are fully trained to discharge their duties.
 - vi. Investigate all accidents.
 - vii. Advise on safety policies.
 - viii. Oversee safety inspections by the Health and Safety Executive and ensure the Organisation's premises comply with the minimum requirements.
 - ix. Co-operate with the local Fire Authority and take adequate steps for fire prevention.
 - x. Ensure all Chairs of working groups and ELECTED MEMBERS are made aware of the safety regulations in the event of a fire.
 - xi. Maintain records of accidents in the Accident Book.
 - xii. Carry out reporting procedures relating to health and safety as required by Statute and the Health and Safety Executive and other authorities.
 - xiii. Implement and enforce the Organisation's no smoking policy or designate "smoke-free" areas.
 - xiv. Implement recommendations of risk assessments identified within the Organisation.

4. THE RESPONSIBILITY AND ROLE OF PARTICIPANTS AND ELECTED MEMBERS

- a) Whilst the duty to ensure compliance with Health and Safety matters remains with the Host organisation, Participants and ELECTED MEMBERS are expected to take care of the health and safety of their fellow Participants and ELECTED MEMBERS and visitors under their immediate supervision. All Participants and ELECTED MEMBERS are expected to observe all hazards and witness accidents involving

injury and should immediately report these to the Senior Manager of the Host organisation.

- b) Every Participant and ELECTED MEMBER must acquaint themselves with the rules governing health and safety within the Organisation and in addition ensure the following:
- i. Report any faulty or hazardous fixtures, fittings, furniture or equipment
 - ii. Do not attempt to repair faulty electrical equipment
 - iii. Switch off electrical equipment before leaving the building
 - iv. Report all accidents involving injury to the Senior Manager of the Host Organisation
 - v. Keep all emergency exits, stairs and corridors free of obstructions
 - vi. Observe all rules and procedures relating to evacuation of premises during an emergency

5. EMERGENCY PROCEDURES

When visiting premises make yourself aware of their evacuation and evaluation procedures

When undertaking work or meetings at other parties premises – ensure that you have sight of a valid Health and Safety Certificate

- a) In the event of an emergency during Birmingham LINK activity, all Participants and ELECTED MEMBERS are to follow the procedures set out below:
- i. On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors
 - ii. Do not risk your personal safety in recovering any personal items or belongings
 - iii. Meet at the designated meeting point for the building or department
 - iv. Stay together and await instructions
 - v. Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return

6. DATE OF IMPLEMENTATION

- a) This policy is effective from February 2009 and shall not apply to any actions that occurred prior to this date.

7. QUESTIONS

- a) If you have any questions regarding this policy document and how it applies to you please consult the Senior Manager for the Host organisation.

8. ALTERATION OF THESE GUIDELINES

- a) These guidelines will be subject to change and updating. Any alterations will be communicated to you by the Senior Manager for the Host organisation.