



The Create Centre, Smeaton Road, Bristol BS1 6XN  
Registered charity no: 1098085

## **Health, Safety and Wellbeing Policy**

### **LGBT Bristol 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 3 year intervals.

### **Strategic Health, Safety and Wellbeing Goal**

1. LGBT Bristol aims to establish a positive health and safety culture that includes awareness and understanding; effective processes; and positive behaviour by staff, volunteers and trustees
2. This positive health and safety culture will be people-focussed and evidenced by:
  - a) colleagues sharing in decision making and problem solving;

b) an atmosphere of trust where people feel comfortable that they can constructively question and challenge assumptions which so often incubate mistakes and are encouraged for being pro-active and for reporting problems;

c) everyone being clear as to what is acceptable and unacceptable behaviour;

d) colleagues demonstrating the willingness and competence to draw the right conclusions from health and safety information and the will to implement major safety reforms; and

e) adaptability such that LGBT Bristol and its members can adapt to changing circumstances and demands while maintaining focus on health, safety, and well-being.

3. This positive health and safety culture will have as its key elements:

a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;

b) emphasis on the importance of both the physical and mental health and well-being of staff, volunteers and trustees;

c) offices, venues and facilities that are fit for purpose and where the process of managing new developments includes checks regarding health and safety related issues; and

d) staff, volunteers and trustees conducting their activities and behaving in ways conducive to good health and safety.

4. LGBT Bristol recognises that further development of the health and safety culture takes time and effort by all, and involves a commitment to continuous improvement.

## **Responsibilities**

As the employer LGBT Bristol have overall responsibility for health and safety.

LGBT Bristol 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 LGBT Bristol.**

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	Sarah-Louise Minter	Development Worker
Responsibility	H&S monitoring, risk assessments, accident & general reporting	
Name	Post Holder	Facilities Manager CREATE
Responsibility	Fire Evacuation, Alarms, Tests and Drills, Security & COSSH	
Name	Sarah-Louise Minter	Development Worker
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 **LGBT Bristol Management Committee.**

**The Development Worker** will be responsible for ensuring the action required is implemented.

**LGBT Bristol 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**

LGBT Bristol 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.

**LGBT Bristol 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**

LGBT Bristol 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 LGBT Bristol 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 **Create Centre (in toilets / lifts / public spaces)**.

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 Development Worker**.

Specific jobs requiring special training are **N/A**

Training records are kept 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 / Sarah-Louise Minter (till 29/01/16)**

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,**

**LGBT Bristol 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**

**Agreed and Adopted**

Signed: .....

Name: .....

Position: .....

Date: .....

Agreed by Email February 2013  
(To be signed off by chair on 25th April 2013)

Review Date : March 2016