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# **Health, Safety & Welfare Policy**

October 2019

## **1. POLICY STATEMENT**

BDLD fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. BDLD requires its Directors to ensure that the following policy is implemented and to report annually on its effectiveness.

## **2. MANAGEMENT ORGANISATION AND ARRANGEMENTS**

This policy has been prepared and published under the requirements of Health and Safety at Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

## **3. MANAGEMENT RESPONSIBILITIES**

### **Directors**

The Directors have overall responsibility for the implementation of BDLD's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

### **Director responsible for Health and Safety**

Kevin Moore is responsible for co-ordinating effective health and safety policies and controls across the organisation. He is responsible for:

- The production and maintenance of the BDLD policy and ensuring that guidelines are consistent with policy and its application;
- Monitoring and reporting on the effectiveness of the policy;
- The provision of general advice about the implication of the law;
- The identification of health and safety training needs.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the BDLD Group.

## **4. HEALTH AND SAFETY MANAGEMENT PROCESS**

BDLD believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within BDLD. Responsibility for Health, Safety and Welfare matters will be explicitly stated in management job descriptions.

BDLD requires managers/supervisors to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

For major additional expenditure, case of need will be submitted to the Directors.

If unpredictable Health and Safety issues arise during the year, the Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

## **5. HEALTH, SAFETY AND WELFARE GUIDELINES**

It is the policy of BDLD to require managers/supervisors to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare for their sections and the work organised within it.

It will be the responsibility of the manager to bring to the attention of all members of their staff, the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines. The model contents of a guideline are:

- A clear statement of the role of the section;
- Regulations governing the work of the section;
- Clear references, to safe methods of working, for example nursing procedures, manufacturers manuals;

- Information about immediate matters of Health, Safety and Welfare concern, such as fire drills, fire exists, first aid;
- Training standards;
- The role and identity of the Health and Safety representative;
- Names of specialist advisers who can be approached about the work of the department
- The manager responsible for organisation and control of work;
- Accidental reporting procedures;
- Departmental safety rules;
- Fire procedures;
- Policies agreed by BDL

## **6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS**

It is the policy of BDL to require a thorough examination of Health, Safety and Welfare performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires a review of:

- Standards laid down in the policy;
- Section guidelines;
- Relevant regulations;
- Environmental factors
- Staff attitudes
- Staff instructions
- Methods of work
- Contingency plans
- Recording and provision of information about accidents and hazards

The information obtained by the Audit will be used to form the basis of the plan for the section for the following year. Audits must be completed by July of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Directors and will be carried out by the Director responsible for Health and Safety. Although the Audit remains a Directors responsibility, managers/supervisors are required as part of this policy to seek the involvement of the appropriate Health and Safety representative in the conduct of the Audit.

It is the manager's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the section manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

It must be emphasised that managers/supervisors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment. Any hazard which is identified by staff must be reported to the manager/supervisor as soon as possible.

## **7. SAFETY REPRESENTATIVES**

BDL will support section safety representatives in carrying out their role and give all reasonable assistance. Safety representatives will be encouraged to discuss specific health and safety issues with the relevant Manager or Director. They may also formally report hazardous or unsafe circumstances to the manager or Director and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **8. TRAINING**

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs within the company's appraisal process. Four areas of need shall be given special priority:

1. Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives'
2. Training for safety representatives to enable them to discharge their function
3. Training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
4. Inductions and in-service training for staff at all levels to acquaint them fully with new requirements and hazards

## **9. RECORDS, STATISTICS AND MONITORING**

BDLD will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Director, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accidents statistics must be acted upon and, where necessary, bids for additional expenditure made to the Directors.

## **10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Director responsible for Health and Safety.

## **11. SPECIALIST ADVISORY BODIES**

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health and Safety Executive or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside BDL D.

## **12. FIRST AID**

It is the policy of BDL D to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Directors are responsible for ensuring the Regulations are implemented and for identifying training needs.

## **13. FIRE**

The Directors are responsible for ensuring that the staff receives adequate fire training, and that nominated fire officers are designated in all BDL D premises.

In addition BDL D will nominate a Fire Officer who is responsible for:

- Reporting and advice on the standard of fire safety in BDL D premises and the standard of fire training of its staff
- Delivery of fire training
- Assisting in the investigation of all fires in BDL D premises and to submit reports of such incidents

## **14. LIFTING AND HANDLING**

Managers are responsible for informing staff of safe lifting techniques. Head Office will ensure training in lifting and handling is provided for staff.

## **15. NON-SMOKING ON COMPANY PREMISES**

BDLD has agreed that there will be no smoking in its buildings or those of their clients. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

## **16. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The control of Substances Hazardous to Health Regulations (COSHH) requires BDL D to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. BDL D must also provide and use controls to prevent exposure to substances

hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Directors are responsible for implementing these Regulations.

#### **17. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDU's are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDU's'. New employees who regularly use VDU's will be required to undergo sight screening.

#### **18. CONTROL OF WORKING TIME**

BDLD is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc., will be complied with.

#### **19. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with BDLD for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counseling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

#### **STAFF WELFARE**

BDLD recognises all their employees to be the most valuable resource and that the health and welfare of all employees is essential in achieving the Company's mission. BDLD is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

#### **20. Roles of Responsibility**

All staff have a role to play with regards to their own health and wellbeing at work and are advised to raise any matters of concern. Staff have a responsibility to be sensitive and responsive to the welfare of other colleagues at work. Staff who have a concern regarding their welfare should address this initially to their line manager or directly to the Managing Director.

Staff also have a responsibility to co-operate as far as possible with any initiatives or recommendations introduced in relation to their welfare and to follow any guidance provided by management or medical/health professionals.

BDLD recognises the importance of the professional relationship between line managers and staff, they have primary responsibility for the welfare at work of the staff under their supervision. They should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality. They should provide support and ensure all staff are treated in a fair, sensitive and confidential manner, at all times they are to be aware of company welfare policy.

Management are responsible for:

- Providing a quality listening and helping service, offering support and information
- Intervening and facilitating where appropriate in assisting to resolve welfare problems
- Signposting to other areas of specialist support, information and advice.
- Assisting with contacting external organisations and/or medical/health professionals and other relevant agencies and to maintain up to date knowledge of welfare discipline

## **21. Information, advice and support**

Information, advice and support will be provided through the management team, the range of information and advice available will include:

- Company policies and procedures relating to staff health and welfare
- Legislation relating to health and welfare of staff
- Occupational health services/medical referrals
- Contact details for support groups and organisations to tailor to the individuals welfare needs

## **22. Confidentiality**

Individual consultation with management is a confidential service. However, if the manager believes that it is in the interest of the member of staff to consult with another person, the permission from the member of staff will be obtained.

Full confidentiality cannot be extended to disclosures that identify:

- A breach in company regulations (fraud)
- A breach of criminal law
- A situation where an individual may possibly be at risk of harming either themselves or other people

## **23. Managing Stress**

BDLD complies with the Mindful Employer charter and, as such, will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. The company will provide training for all managers in good management practices, and confidential counselling for staff affected by stress caused by either work or external factors.

BDLD management are responsible for:

- Conducting and implementing recommendations of risks assessments within their jurisdiction.
- Ensuring good communication with staff, particularly where there are organisational and procedural changes.
- Ensuring staff are fully trained to discharge their duties.
- Monitoring workloads to ensure that people are not overloaded.
- Monitoring working hours to ensure that staff are not overworking and holidays to ensure that staff are taking their full entitlement.
- Ensuring that bullying and harassment is not tolerated within their jurisdiction.
- Being vigilant and offering additional support to a member of staff who is experiencing stress outside work.

## **24. Substance Misuse Problems**

Members of staff with alcohol or drugs problems have the same employment rights as members of staff with other health-related problems. BDL D's policy and procedures therefore distinguish between:

- inappropriate use, not dependency-related, that leads to unacceptable conduct (i.e., misconduct);
- known dependency that leads to under-performance; with recognition that dependency can result in unacceptable conduct.

When deciding whether or not the disciplinary procedure should be used, there will not be a distinction between whether the dependency is on alcohol or drugs.

### *Unacceptable conduct not dependency related*

Unacceptable behaviour that is linked to inappropriate use, but not dependency-related, will usually trigger the use of the disciplinary procedure and, if deemed to be gross misconduct, may result in dismissal. The contractual disciplinary procedure shall be followed as normal. Suspension on full pay is likely to be implemented if an employee reports for work and is perceived to be under the influence of alcohol or drugs.

Any mitigating factor, such as an unblemished work record, exceptional work demands, or ill health shall be taken into account at disciplinary hearings.

Suspicion of possession, using, selling or supplying Class A or B drugs should be reported by the person with that belief to a member of management immediately. The person who is the subject of any such report shall be suspended on full pay. Whilst normal disciplinary procedures may be invoked, this process and any subsequent outcome will be completely independent of any police investigation or subsequent charge.

#### *Unsatisfactory performance at work*

Where either an employee has voluntarily acknowledged, or a manager suspects, a dependency that has led to under-performance, this will be seen as a health problem in the first instance. A medical assessment with an occupational health doctor may be requested by an employee, or the respective manager after discussion with the employee. The assessment shall provide information on:

- The degree of any dependency;
- any rehabilitation treatment started or planned;
- the amount of time-off needed in the future for residential treatment, if this is appropriate;
- whether or not a job transfer is advisable on a temporary basis.

BDLD shall give as much support as is reasonably possible to employees who acknowledge that they have an alcohol or drug problem and are committed to both successfully manage the dependency and return to the previous work performance. Time-off for relevant treatment shall be allowed. If necessary, further specialist medical advice shall be sought through an occupational health doctor.

If, after treatment, a degree of dependency continues beyond a reasonable time-scale, normally six months, agreed with the employee and there is a continuation of unsatisfactory performance, or if there is a relapse, BDLD shall consider supporting further treatment, or ill-health retirement, before it invokes the incapacity procedure. The impact on the employee's colleagues shall also be taken into consideration before any decision is made.

An employee who acknowledges an alcohol or drug problem but expressly confirms to the manager that treatment will not be sought, shall be advised that lack of commitment to treatment and further unacceptable conduct are likely to mean that the disciplinary procedure will apply. Such advice shall be given in writing to the employee.

Employees with an alcohol or drug problem, who do not acknowledge this reliance, may expect the appropriate disciplinary procedure to be applied in the event of misconduct or under-performance. The alcohol or drug problem should be acknowledged to a member of the management team.

The guidance given above incorporates the advice given in the Health and Safety Executives Guidance Note "The Problem Drinker and Work", which recommends that employers have a policy of encouraging problem drinkers to seek help and treatment.

#### *Unacceptable conduct linked to alcohol or drugs dependency*

If, during a disciplinary hearing for unacceptable conduct, it becomes apparent that an alcohol or drugs problem is strongly linked to the alleged offence, the disciplinary procedure may be suspended and an offer made of referral for assessment and advice on treatment. If this offer is declined, then the disciplinary procedure shall continue as normal.

#### *Deferred dismissal*

As an alternative to dismissal, deferred dismissal can be considered at the end of the disciplinary hearing as a final opportunity for the employee to seek treatment. The expiry date fixed for a deferred dismissal shall take account of medical advice and shall be held sufficiently in advance to allow enough

time to show response to treatment.

If the employee refuses this option or fails to make sufficient progress, then the decision to dismiss shall occur on the expiry of the fixed period. If the option to seek treatment is refused by the employee, then the disciplinary procedures shall apply in the normal way.

**Confidential Contact Numbers:**

Cruse Bereavement Care  
0844 477 9400  
0808 808 1677

Relate (relationships)  
0300 100 1234

FRANK (substance abuse/drugs)  
0800 77 66 00

AA (alcohol anonymous)  
0845 769 7555

Samaritans  
08457 90 90 90