



Boleskine Community Care Health and safety policy, April 2026

Purpose

This policy outlines Boleskine Community Care's responsibilities in relation to health and safety.

Employer responsibilities

The Operations Manager is the designated person with overall responsibility for ensuring Boleskine Community Care's compliance with Health and Safety legislation. The employer is responsible for ensuring that the employee's health and safety is protected in all activities at work. The Operations Manager and BCC Trustees will ensure that:

- BCCs Health and Safety policy documentation and Health and Safety Management Systems are implemented, monitored, developed, communicated effectively, reviewed, and amended as required
- Staff understand the allocated responsibilities for health and safety defined in this policy
- Adequate insurance cover is provided and renewed
- Competent persons are appointed to provide health and safety assistance and Advice where relevant
- An adequate system of maintenance exists and operates to keep premises, plant, and work equipment in a safe condition. Statutory examinations are planned, completed, and recorded. The employer will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.
- The employer will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.
- Adequate training, information, instruction, and supervision is provided and recorded to ensure that work is conducted safely
- Suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements
- Health and safety objectives are set, and their achievement is measured and reported in the annual report
- They supervise BCC staff to ensure that they work safely, providing increased supervision for new and young workers

- Safe systems of work are developed and implemented
- Risk assessments are completed, recorded, and regularly reviewed covering all processes and activities where a risk to health and safety exists.
- Adequate resources are allocated to implement the safety policy and meet all safety requirements
- Accidents, ill health and near misses are investigated, recorded, and reported
- They encourage staff to communicate about health and safety and report hazards and raise health and safety concerns. Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.
- Welfare facilities are provided and maintained in a satisfactory state.
- Premises, plant, and work equipment are maintained in a safe condition.
- Health and safety rules are followed by all

BCC employee responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the organisation comply with their legal duties and contribute to the safe running of the workplace.

All employees have the responsibility:

- To take reasonable care of their own safety
- To take responsibility ensuring that his/her actions do not cause danger to themselves or to anyone else.
- All employees should follow the systems of work that have been specified by the employer. There should be no deviation from these systems without prior permission from the employer.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the employer immediately.
- Not to tamper with any equipment nor carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.
- Not to use any equipment without receiving appropriate training
- To co-operate so that we as individuals and BCC can fulfil its legal duties e.g., comply with safety rules
- To report any hazardous defects in plants and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- To set a good personal example in relation to health and safety

First aid trained personnel have the responsibility to:

- Administer First Aid in accordance with the current legislation and approved code of practice
- Record all accidents that are reported to them in the Accident Book
- Re-stock first aid boxes at regular intervals and when necessary

Fire trained personnel have the responsibility to:

- Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.
- Responsibility for health and safety

Everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

Personal protective equipment (PPE)

The employer is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task, then the employee should inform the employer immediately and not perform that task until the PPE is available.

The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the employer should be informed immediately.

An employee is required to return all PPE that has been issued on leaving the organisation.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk assessments

All employees are required to carry out regular risk assessments of the area, events and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion. The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line

manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that Accidents and near misses can occur. If an accident does occur this must be reported immediately to the Operations Manager or Community Engagement Co-ordinator. It must also be recorded in the accident log.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.

Approved by BCC Trustees: 15th April 2026

This policy will be reviewed every two years

Version control

Version number	Prepared by	Date approved by Trustees
1.0	Rachel Burn	15th April 2026