

British Medical Association Health & Safety Policy and Arrangements

14th March 2023

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Document Control

This policy is for the **British Medical Association** (BMA).

This policy is a controlled document. Only the current document shall be used. Check with the document controller to ensure that you have the latest issue.

Issue Date and Issue Number is information to help us to ensure that we are using the current document. The Version Number is for use by our Health and Safety Advisors only.

Updates will be issued from time to time by the Health and Safety Advisors or by the BMA. Any changes having a significant effect on health and safety will be communicated to the relevant people.

Following a new issue, any printed copies shall be destroyed but one copy of the superseded document shall be archived and stored for a minimum of three years.

When customers of the BMA or other third parties, request copies, these will be 'uncontrolled' copies and shall be so marked. Uncontrolled copies will not be kept up to date.

1. Health and Safety Policy Statement of Intent

BMA Health & Safety Policy Statement

Core Values and Vision:

The BMA is committed to ensuring the Health and Safety of our employees, associates, visitors, and contractors in all that we do and to the best of our ability. Our consideration for Health & Safety of these individuals plays an integral part in everything we do.

Our health and safety culture is driven by strong leadership and is considered a key responsibility for everyone and is treated with equal importance to all other business objectives and targets.

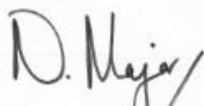
We operate in accordance with applicable legal requirements, including the Health and Safety at Work etc. Act 1974. In practice, this means we:

- establish, implement and maintain health and safety arrangements.
- carry out risk assessments to identify foreseeable hazards and take steps to eliminate or reduce them.
- provide suitable workplace, welfare and wellbeing arrangements for staff.
- maintain plant and work equipment so that it is functional and safe to use.
- provide health and safety information, instruction and training.
- consult with staff unions on all health and safety issues.
- record and investigate work-related accidents, incidents and cases of work-related ill health, and take steps to prevent reoccurrence.
- Ensure adequate resources are made available to sustain and develop this Policy and implement our health and safety arrangements.
- periodically review our health and safety performance and take corrective action as necessary.
- seek independent, expert health and safety support and advice as necessary.

We regularly review this statement and our policy and arrangements to ensure they reflect the nature of our work, our operations and applicable legal requirements.

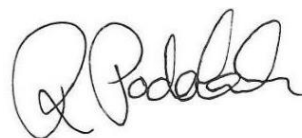
Our Commitment

The BMA are committed to this policy and arrangements. Leadership will work with all stakeholders and representatives to support the organisation with the necessary means to achieve its aims.



Name: Neeta Major
Position: Co-CEO, British Medical Association
Signed for and on behalf of the BMA

Date: 22 February 2023



Name: Rachel Podolak
Position; Co-CEO, British Medical Association
Signed for and on behalf of the BMA

Date: 22 February 2023

2. Organisation and Responsibilities

Arrangements	Responsible Person(s)
Health and Safety Policy and Arrangements	Head of UK Estates
Monitoring Auditing and Review	Head of UK Estates
Health Monitoring	Human Resources Director Line Managers Head of UK Estates
Accident/Incident Reporting, Recording and Investigation	Head of UK Estates Line Managers/Visitor Hosts Human Resources Director
Alternative Work Activities / Away Days	Event Organisers Away day leads Head of UK Estates
Asbestos at Work	Head of UK Estates
Selection and control of Contractors	Head of UK Estates
Construction (Design and Management) Regulations 2015	Head of UK Estates
Display Screen Equipment	Head of UK Estates Human Resources Director
Homeworking	Human Resources Director
Driving for Work	Procurement & Contracts Manager
Electrical Safety	Head of UK Estates
Events	Head of UK Estates Head of Venues
Fire Safety Management	Head of UK Estates
First Aid	Head of UK Estates
Hazardous Substances (COSHH)	Head of UK Estates
Legionnaires Disease	Head of UK Estates
Lifting Equipment and Accessories	Head of UK Estates
Remote/Lone Working	Head of UK Estates Line Managers
Manual Handling	Head of UK Estates Line Managers
Equality and Reasonable Adjustments	Human Resources Director
New and Expectant Mothers	Human Resources Director Head of UK Estates
Personal Protective Equipment	Head of UK Estates
Risk Assessments of General Workplace Hazards	Head of UK Estates
Safeguarding Visitors	Head of UK Estates
Stress at Work	Human Resources Director Line Managers
Information, instruction and training	Human Resources Director Heads of Departments Head of UK Estates
Travelling for Work Abroad	BMA Human Resources Director Line Managers

Work Equipment	Head of UK Estates
Working Environment	Head of UK Estates
Working at Height	Head of UK Estates
Ladders and Steps	Head of UK Estates
Young Workers and Work Experience	Human Resources Director Line Managers/Supervisors Head of UK Estates

Roles and Responsibilities

Chief Executive Officers

BMA Chief Executive Officers have overall responsibility for Health and Safety at the BMA and will therefore:

- Sustain a workplace culture which is committed to health and safety.
- Lead by example.
- Promote health and safety and champion health and safety initiatives.
- Ensure the necessary resources are made available to achieve the successful implementation of this health and safety policy and arrangements.
- Regularly review and monitor health and safety performance.
- Ensure health, safety and wellbeing is an agenda item at board meetings.
- Demonstrate commitment by reviewing and authorising this health and safety policy and arrangements.

Head of UK Estates

The Head of UK Estates supports the Head of Strategic Estates by conducting health and safety activities to ensure we operate in accordance with the health and safety policy and the law. They:

- Coordinate and cooperate with tenants on matters of health and safety.
- Appoint Competent Persons to advise and support on health, safety and wellbeing matters.
- Ensure premises plant, equipment and facilities, including those provided for matters of health, safety and fire safety, are maintained, inspected and tested, as required.
- Carry out general and task related risk assessments for activities within their remit, taking steps to ensure risks are eliminated or reduced to an acceptable level.
- Implement processes for ensuring work carried out by contractors they appoint is planned, coordinated and executed safely.
- Ensure contractors they appoint are done so based on competence and experience.
- Ensure contractors they appoint are inducted and monitored while carrying out they are appointed for.
- Review health, safety and wellbeing legislation and implementing any new required arrangements, where necessary.
- Liaise with Directors, Managers, Employees, Contractors, Specialists and Trade Unions as required on health and safety matters.
- Investigate work-related accidents, incidents and work-related ill health and take steps to prevent recurrence.
- Ensure the Organisation meets its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Ensure the health and safety policy and arrangements is made available to the necessary people, as required.

Directors, Heads of Department and Line Managers

Directors, Heads of Department and Line Managers are responsible for the effective implementation of the health and safety policy and arrangements at a local level within their departments and teams. They:

- Understand the requirements of this health and safety policy and ensure it is made available to the necessary people.
- Ensure employees are provided with appropriate inductions and the health and safety information, instruction and training necessary for their work.
- Ensure work they arrange is planned to consider Health and safety issues.
- Monitor and review health and safety performance within their departments.

- Monitor the health and wellbeing of their teams, and arranging support and taking action as necessary.
- Lead by example and actively promote good health and safety management.
- Ensure that risk assessments are carried out for activities undertaken within their departments by a competent person.

Human Resources Director

The Human Resources Director is responsible for ensuring:

- There are arrangements in place for employees to receive health and safety information, instruction and training, on joining.
- Line managers are suitably trained in their health, safety and wellbeing responsibilities.
- There are arrangements in place to carry out risk assessments for vulnerable employees, including new and expectant mothers and disabled people and, that risks are adequately controlled.
- Proactive and reactive health and wellbeing support is provided to employees, including occupational health and counselling services.
- An eye care process is set-up and maintained for employees using computers at work.
- Statutory health-related records are recorded and retained, as necessary.
- Liaise with Trade Unions as required on health and safety matters.

Trade Union Health and Safety Representatives

Trade Union Health and Safety Representatives have a key role to play in workplace health and safety. They work with the Organisation on health and safety by representing their colleagues' health and safety interests.

Trade Union Health and Safety Representatives have the right to:

- Attend meetings of safety committees.
- Investigate the causes of accidents.
- Investigate potential and actual hazards and dangerous occurrences
- Be consulted by the employer about issues relating to health and safety in the workplace.
- Investigate colleagues' complaints.
- Present colleagues' concerns to Senior Management.
- Carry out workplace inspections.
- Time off with pay as is necessary to carry out their functions
- Access to reasonable facilities and assistance to carry out their functions.
- Paid time off necessary and reasonable training.
- Receive information relevant to any matter that might impact upon health, safety and welfare of the people they represent.
- Inspect documents relevant to safety in the workplace.
- Make representations to the employer.
- Receive information from relevant enforcing authorities.
- Representing members interests in meetings with the relevant enforcing authorities.
- Receive information from the employer.
- To be consulted on the planning and organising of any health and safety training.

Fire Marshals

Fire marshals support the effective implementation of our fire safety arrangements. They:

- Attend training and refresher training, as required, to enable them to carry out their duties effectively.

- Carry out their duties in accordance with training and actively participate in planned and unplanned fire evacuations.
- Provide information and instruction to people on our premises on fire safety, including evacuation instructions.
- Monitor and report on fire safety standards, such as housekeeping or blocked fire exits to the UK Estates Team.
- Provide feedback on the effectiveness of planned and unplanned fire evacuations to the UK Estates Team.
- Ensure their own safety at all times when carrying out their duties.

First Aiders

First aiders are appointed to provide help and support to someone who is injured or is ill at work, until further professional help arrives, where required. They:

- Attend initial training and requalification training, as required, to enable them to carry out their duties effectively.
- Provide first aid to anyone at work who is injured or becomes ill.
- Escalate cases of injury or ill health which require professional medical help, for example by summoning an ambulance.
- Remain with casualties until professional medical help arrives.
- Report cases of work-related injuries or work-related ill health they attend to the UK Estates Team.
- Ensure their own safety at all times when carrying out their duties.
- Manage first aid kit issued to them.

System Concepts Ltd

System Concepts Ltd support the Organisation by acting as a competent source of advice and guidance on matters relating to UK health and safety legislation and by providing health and safety consultancy services.

Employees

Employees have a duty to take reasonable care of their own health, safety, and wellbeing and that of others who may be affected by their acts or omissions at work, and to co-operate with the organisation to ensure the effective implementation of this policy and arrangements.

Employees are responsible for:

- Reading and understanding this Health and Safety policy and arrangements and reporting where they need clarification to their Line Manager.
- Undertaking their work safely.
- Using work equipment for its intended purpose, in accordance with this policy, and in line with information, instruction and training provided to them.
- Reporting any work equipment defects or workplace hazards to their Line Manager and the Head of UK Estates, as soon as reasonably practicable.
- Reporting work-related accidents, incidents, near misses and work-related ill health to their Line Manager and the Head of UK Estates, as soon as reasonably practicable.
- Co-operating with any necessary investigations and implementing the steps needed to prevent recurrence.
- Acting with autonomy to remove themselves from situations which they feel puts their health and safety at risk.

3. Arrangements

Consultation with Employees

The Organisation is committed to ensuring that appropriate communication and consultation with employees takes place on Health and Safety matters.

Consultation will primarily be via the staff trade unions (GMB & NUJ) appointed safety representatives, although further, wide consultation with employees may take place as required.

This policy is made available to all employees and contractors via training, our intranet and noticeboards and it will be communicated to new starters at Induction.

Consultation and new information will be communicated through the Health and Safety committee meetings, electronically and / or training sessions.

Trade Union Safety Representatives will be involved in the development of risk controls and consulted before any changes are introduced which could affect their health or safety.

The Organisation encourages Directors, Heads of Department and Line Managers to have health and safety as a standing agenda item at all formal team meetings/briefings.

Employees can bring health and safety matters to the attention of their Director, Head of Department or Line Manager, or Trade Union Health and Safety Representative.

Where English is not an Employees first language, arrangements will be made for translation (either verbal or written) to their native tongue. Any such translations will be externally verified as accurate.

The Organisation will hold formal Health and Safety Committee meetings in accordance with the approved 'Health and Safety Committee Terms of Reference'.

Access to Competent Advice

The Organisation has appointed System Concepts Ltd as our source of competent health and safety advice. They advise on:

- All matters of UK health and safety legislation.
- Training and competency needs.
- Risk assessments.
- Inspections and health and safety audits and advising on improvements where necessary.
- Changes to legislation as applicable.

System Concepts Ltd monitor reputable sources of information provide relevant updates to the Health and Safety Committee.

Monitoring, Auditing and Review

The Organisation shall periodically monitor, audit and review health and safety performance and the health and safety management system to ensure its ongoing statutory compliance and effectiveness.

The Responsible Person will ensure:

- This Health and Safety Policy is periodically reviewed, at least annually.
- Risk assessments are reviewed as needed, and at least annually.
- Work-related accident, incident and ill health data is monitored to identify trends and opportunities for improvement.

- Regular workplace inspections are carried out.
- Seek feedback, through consultation, on health and safety.
- Prepare an annual report for Senior Management on health and safety performance.
- Relevant records are kept.

Health monitoring

HR Directors are committed to supporting employee health and wellbeing. They seek ensure steps are taken to proactively manage employee absence. This is facilitated through the following interventions.

Return to Work meetings

HR Directors ensure that employees attend a return to work meeting with their Line Manager after an episode of sickness absence.

Employee Assistance Programme (EAP)

An EAP is provided for all employees and is designed to support health and wellbeing. [Click here](#) for more information on how to access the EAP.

Occupational Health

Where necessary, we will invoke the involvement of an Occupational Health (OH) service in the management of an employee's short term, intermittent and long-term sickness absence.

Health surveillance

We recognise the importance of health surveillance to identify occupational disease and to provide assurance that control measures are effective. The Organisation acknowledges that, under certain regulations, we must provide medical surveillance where there could be exposure to certain high hazard substances or agents.

The risk assessment process shall identify where health or medical surveillance is required and the responsible person will set up and appropriate programme, with help and guidance from competent people.

The Responsible Person will:

- Ensure the necessary risk assessments take account of health or medical surveillance requirements.
- Arrange for an appropriate surveillance scheme to be set up, seeking competent person help, as required.
- Ensure that records of health surveillance are maintained for the required period.
- Receive and manage the outcome of surveillance, and act on the results.

Work-related accidents, incidents and work-related ill health

All work-related accidents, incidents or cases of work-related ill health shall be proportionately investigated so that, wherever possible, recurrences can be prevented.

Employees should promptly report work-related accidents, incidents and cases of work-related ill health to their Line Manager and the Head of UK Estates.

The accident book is held by the UK Estates Team.

Visitors and contractors should promptly report work-related accidents, incidents and cases of work-related ill health that occur on our premises to their host who should then report to the Head of UK Estates.

We shall seek competent health and safety advice to assist with investigations and reporting procedures.

The Head of UK Estates shall ensure that injuries, diseases and dangerous occurrences which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are reported to the relevant reporting authorities and shall cooperate with those authorities regarding any subsequent investigations.

Definitions

- An accident is an undesired event which **has** given rise to injury, ill health, fatality or property damage.
- An incident is any undesired event that **could have** resulted in an accident and may be referred to as a near miss or near hit.
- Work-related ill health is any physical or mental illness **caused or made worse** by work.

Work-related means if any of the following played a significant role:

- The way work was done.
- Any machinery, plant, substances or equipment used for the work.
- The condition of the workplace where the occurrence took place.

The Responsible Person will ensure that there are adequate numbers of competent people to respond to reports and to complete reports and investigations. The competent people will:

- Report to the scene and ensure that first aid and other emergency actions have been carried out if applicable.
- Take steps to secure the scene as much as possible to retain evidence.
- Make a note of any witnesses or people in the vicinity.
- Raise an Accident/Incident Report and capture as much information as possible of the injured person, equipment, conditions etc.
- Carry out an accident/incident investigation and notify Trade Union Health and Safety Representatives.
- Ensure an investigation takes place to identify the cause(s) and preventative actions.
- Arrange for relevant risk assessment, if applicable.
- Keep relevant records.

Events and Awaydays

When work activities are outside the normal business location or activities (such as team building or corporate social responsibility days) the organiser must take steps to ensure events are organised as safely as possible.

Organising an event safely can be achieved by using external competent (e.g., trained, qualified, experienced, and licenced) event organisers and activity suppliers and requesting evidence of risk assessments, method statements/event plans and public liability insurance.

Where no external support is arranged for an event, the event organiser is responsible for carrying out a risk assessment to identify and implement the required control measures to protect participants.

All documentation (e.g., risk assessments, method statements/event plans and, insurances) must be provided to the Head of UK Estates for review at least 7 days prior to the intended start date.

The organiser should identify an 'awayday lead' to be responsible for ensuring the safety of all participants. This includes sharing risk assessments, giving information on requirements to participate (clothing, footwear etc.), and ensuring inductions are provided before events start, where necessary.

The away day lead shall:

- Ensure that the risks associated with away days or activities are suitably assessed.
- Ensure risks are eliminated or reduced as far as is reasonably practical.
- Provide health and safety documentation relating to events or awaydays to the Head of UK Estates at least 7 days prior to the event for approval.
- Ensure that all event participants given all required information, instruction and training to enable them to take part safely, including
- Sharing risk assessments.
- Ensuring attendance to required briefings/inductions.
- Informing participants of requirements such as fitness, capabilities, clothing and footwear etc.
- Keep relevant records.

Employees must inform their Line Manager or the away day lead if they feel they are unable to participate in a planned event or awayday. Reasonable adjustments to support participation for everyone will be investigated by the event organiser.

Asbestos at Work

We recognise that we have a duty under the Control of Asbestos Regulations to protect employees, contractors and visitors from exposure to asbestos fibres.

No employees are permitted to work on asbestos containing materials (ACMs) or suspect ACMs. We appoint external competent and licenced contractors to carry out any asbestos related work.

The Responsible Person will:

- Ensure that all our non-domestic premises have asbestos surveys, risk assessments and asbestos management plans in place.
- Ensure that a localised 'Refurbishment and Demolition' survey is undertaken prior to working on the fabric of any buildings.
- Ensure that a copy of the asbestos survey, risk assessment and asbestos management plan is kept at reception or some other easily accessible place, and forms part of all contractor inductions.
- Ensure contractors sign as having read and understood asbestos information included in their induction before permitting them to carry out work on the premises.
- Ensure relevant employees have received asbestos awareness training.
- Keep relevant records.

Where an employee or contractor or any other person discovers asbestos:

- Work shall stop immediately.
- The area shall be secured immediately.
- The discovery shall be reported to the Head of UK Estates.
- The Head of UK Estates shall arrange for the materials to be tested and the asbestos management plan updated as needed to reflect confirmed locations, management and monitoring requirements.

Selection and control of contractors

In this context 'Contractors' are trades and companies appointed by the Organisation to carry out construction, maintenance, hard and soft FM services etc.

We recognise our general duty under the Management of Health and Safety at Work Regulations (MHSW) to ensure that contractors carrying out any work on our site are competent, controlled and that they carry out the work safely.

The Responsible Person will ensure that all contractors are subject to checks on their competency to carry out the work safely and will monitor their working methods to ensure they follow a safe system of work or method statement.

When engaging contractors, the Responsible Person will give preference to those with CHAS accreditation, or any similar accreditation recognised under the SSIP Scheme.

The Responsible Person will:

- Identify all regular contractors who carry out work on site.
- Send contractors a copy of the contractor's appraisal questionnaire for them to complete.
- Review and assess the returned questionnaires.
- Add approved contractors to the approved list/folder.
- Request risk assessments and method statements for work to be carried out and notify Trade Union Health and Safety Representatives, if necessary.
- Ensure contractors receive an induction.
- Monitor contractors on site to ensure they work safely including
- Issue, monitor and close permits to work, where required.
- Review the approved contractor list annually.
- Keep relevant records.

Construction (Design and Management) Regulations 2015

The Organisation shall act as the Commercial Client under the Construction (Design and Management) Regulations 2015 (CDM) and make appropriate arrangements to ensure that projects falling within the scope of CDM are identified and we comply with our client duties to ensure that construction projects are properly managed at all stages of their life cycle.

The Responsible Person will ensure:

- All stakeholders in CDM projects at the organisation are aware of the CDM regulations, the Organisation's commercial client duties, and the duties of other duty holders.
- Take steps to ensure CDM duty holders engaged:
 - o Have the necessary skills, knowledge, experience and ability to do the work.
 - o Have adequate resources to undertake the work safely.
 - o Are appointed early enough to ensure the project can run safely.
- Relevant records are kept.

Display Screen Equipment and Agile Working

We recognise that the risks posed using Display Screen Equipment (DSE) must be assessed and managed, and that we have duties under the Health and Safety (Display Screen Equipment) Regulations.

The Organisation ensures that DSE is suitably selected, that suitable office workstations are provided, and that employees are provided with instruction and advice on ergonomic set up of their workstation. All employees, including agile workers must complete a workstation assessment.

Employees are responsible for ensuring good ergonomic practices are always adopted in line with information, instruction and training provided and reporting issues related to the use of DSE or agile working to their Line Manager.

Where additional support is identified as being necessary following a DSE or agile working assessment, employees must source it via their Line Manager.

The Organisation provides, on request, free eye tests to those employees using DSE at work.

The HR Director shall ensure:

- Employees who use DSE at work are identified.
- Ensure that new employees who will be using DSE are added to the 'Leavers and Starters Spreadsheet'.
- Relevant records are kept.

The Head of UK Estates shall ensure:

- DSE users, including agile workers, are provided with DSE training and assessment.
- Actions arising out of a DSE assessment are discussed with the user and their Line Manager.
- DSE assessments, including agile working assessments, are reviewed annually, or where there are significant changes (e.g., due to pregnancy or ill health).
- Relevant records are kept.

Homeworking

Where employees are contracted to work from home, a full assessment will be undertaken, and relevant equipment provided as necessary as part of the risk assessment.

Employees are responsible for ensuring good ergonomic practices are always adopted in line with information, instruction and training provided and reporting issues related to home working to their Line Manager.

The Responsible Person will:

- Identify all employed home workers.
- Ensure all home workers complete the home working training and assessment programme, including a DSE assessment.
- Ensure that any actions arising out of assessments are discussed with the user and their Line Manager to ensure risk are eliminated or reduced to an acceptable level.
- Ensure that assessments are reviewed annually or where there are significant changes.
- Keep relevant records.

[Click here](#) for Information, Policy & Conditions of Service for Homeworkers.

Driving for Business

We recognise that occupational driving may exposes employees to risks and that those risks should be assessed and managed along with all other work-related risks.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the Department for Transport.

The Responsible Person will:

- Identify all employees that drive for business or drive Organisation vehicles.
- Ensure that all drivers have the correct license and, where applicable, medicals, insurance and MOT documents.
- Ensure those driving for work have been issued with a driver's handbook and/or other relevant information.
- Ensure those driving for work are aware that it is against policy and illegal and unsafe to use handheld communication devices whilst driving.

- Ensure those driving for work are aware of the procedure for dealing with emergencies such as breaking down on the motorway and dealing with a flat tyre.
- Arrange for information, instruction and training to be provided to those driving for work, as necessary.
- Keep relevant records.

[Click here](#) for Driving for Business policy documents.

Electrical Safety

We recognise that poorly designed and poorly maintained electrical equipment and systems pose a significant risk to employees and other users. The Organisation will ensure the risks from electrical equipment are assessed and controlled.

The Organisation shall ensure that portable and transportable electrical equipment owned by them is subject to periodic inspection and examination as required by the Electricity at Work Regulations and taking into account the findings of any risk assessment.

We will carry out regular inspections of the workplace and working practices to ensure that the risks from electricity are controlled.

We will ensure that the fixed electrical installation for all BMA properties is subject to periodic inspection and test to BS 7671 by a competent person.

All employees who are expected to work on electrical equipment will be suitably trained and deemed competent. Where work on mains voltage is required, this will be carried out by a competent (18th Edition Trained) person.

The Responsible Person will:

- Identify all portable and transportable electrical equipment and create an inventory of type and location and ensure it is included on an asset register.
- Ensure portable and fixed electrical appliances and installations are suitably maintained, inspected and tested at the required frequencies, by a competent person.
- Arrange for damaged equipment to be quarantined and repaired.
- Communicate information on pre-use checks to those using work-related electrical appliances.
- Keep relevant records.

Venues

The Organisation recognises that hosting events at BMA House introduces additional hazards to the premises and that events bring additional people to the premises who are not familiar with the health, safety, fire and wellbeing arrangements.

Responsible People shall:

- Carry out event risk assessments for those held on our premises.
- Ensure external suppliers used for events are competent and provide all necessary risk assessments, method statements, qualifications, and insurances.
- Provide adequate event monitoring and supervision, included that required for reasons on health, safety and fire safety.
- Keep relevant records.

Fire Safety Management

The Organisation recognises the risks posed by fire and our responsibility under the Regulatory Reform (Fire Safety) Order to carry out fire risk assessments. We ensure that suitable and sufficient fire risk assessments are carried, regularly reviewed and recorded for our premises.

The Organisation shall ensure that an adequate numbers of trained personnel are appointed and trained to provide support and leadership in the event of a fire or similar emergency. This will include fire co-ordinators and fire marshals/wardens as identified as required through risk assessment.

Everyone at work is responsible for contributing to minimising the risk of fire, including using and storing combustible materials safely, using electrical equipment safely, and removing and reporting fire safety hazards, such as blocked evacuation routes and exits.

The Responsible Person will:

- Identify all buildings requiring a fire risk assessment or review.
- Arrange for the assessment or review to be carried out by a competent person.
- Ensure all actions arising from the assessment are reviewed and implemented, as necessary.
- Ensure all fire safety systems and installations under our control are maintained, inspected and tested, as required.
- Ensure there is an emergency fire evacuation plan for each building and the plan is periodically tested (e.g., through an annual planned evacuation drill).
- Ensure cooperation and coordination with others in matters of fire safety, including ensuring that tenants aware of their employer fire safety responsibilities.
- Ensure employees, contractors and visitors are made aware of the emergency plan.
- Keep relevant records.

First Aid

The Organisation recognises their responsibilities under the Health and Safety (First Aid) Regulations to assess first aid needs, provide adequate numbers of suitably trained people and equipment to provide a first aid response and treatment for in the event of an injury or ill health at work.

The Responsible Person will:

- Ensure that a first aid needs assessment is undertaken.
- Ensure that there are adequate numbers of suitably trained first aiders available at all times that people are at work.
- Ensure that where the above cannot be met due to unforeseen circumstances that an Appointed Person is designated to take charge in an emergency.
- Ensure that there are suitable first aid facilities provided, as identified in the needs assessment.
- Ensure that there a means to record treatment provided by a first aider.
- First aid supplies are checked, at least quarterly, to ensure equipment and stocks are maintained.
- Keep relevant records.

Hazardous Substances (COSHH)

The Organisation recognises the risks posed by hazardous substances and our duties under the Control of Substances Hazardous to Health Regulations (COSHH).

Most employees are unlikely to use COSHH as part of their role. Employees needing to use COSHH must notify their Line Manager to ensure a suitable and sufficient risk assessment is carried out to identify hazards and the control measures required to eliminate or reduce risk.

Non-employees, such as contractors, using COSHH on our premises are responsible for carrying out their own risk assessments and implementing the required control measures, including controls to protect our employees, as necessary.

The Responsible Person will:

- Ensure that all potentially hazardous substances are identified and recorded.
- Ensure that a Material Safety Data Sheet for each substance is obtained from the supplier.
- Arrange for COSHH assessments to be carried out
- Take appropriate steps to eliminate or reduce risk to as low as is reasonably practicable.
- Ensure employees using COSHH are provided with appropriate information, instruction and training.
- Maintain engineering controls as required to ensure they remain effective.
- Ensure personal protective equipment (PPE) is supplied where required, free of charge.
- Ensure PPE can be suitably stored, cleaned, maintained and replaced as necessary.
- Ensuring contractors using COSHH have appropriate health and safety arrangements in place when using COSHH.
- Keep relevant records.

Legionnaires Disease

The Organisation recognises that Legionnaires Disease has the potential to cause ill health and fatalities and that we have a duty to manage systems which present a legionella risk.

The Responsible Person will:

- Identify any systems present a legionella risk and, where required, carry out risk assessments of those systems.
- Ensure that, where applicable, a written scheme is drawn up for managing the risk from Legionella and that it is implemented.
- Ensure a suitable escalation and response processes is in place where legionella is detected, or control measures fail.
- Ensure everyone involved in the legionella management process is suitably competent.
- Keep relevant records.

Lifting Equipment and Accessories

The Organisation shall ensure that all lifting equipment and accessories we are responsible for is suitably selected and is subject to necessary maintenance, inspection and testing in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER).

Where necessary, employees required to use lifting equipment will have suitable information, instruction and training.

The Responsible Person will ensure:

- The provision and use of lifting equipment/operations is risk assessed.
- Employees are competent to use the lifting equipment, as necessary.
- All lifting equipment and accessories are maintained, inspected tested and thoroughly examined as necessary.
- Relevant records are kept.

Remote / Lone Working

The Organisation recognises that employees may work alone from time to time.

We assess lone working risk on our premises in the general workplace risk assessment. Where necessary, employees considered at higher risk from lone working will be assessed and control implemented to eliminate or reduce risk to an acceptable level.

Employees should take all reasonably practicable steps to avoid lone working. Where lone working cannot be avoided, employees must ensure they:

- Know the fire and first aid procedures.
- Tell their line manager and HR Director if they are concerned about lone working, examples might include medical conditions or pregnancy.
- Ensure they have a means to quickly request help if something goes wrong, for example access to a landline, a fully charged mobile phone or other communication methods such as MS Teams.
- Keep colleagues and line managers up to date on their working location, for example recording work locations in their electronic calendar.

Line managers are encouraged to implement reasonably practicable measures to monitor employees who work alone, this might include keeping in regular contact and arranging periodic check-ins.

Manual Handling

The Organisation recognises that employees may carry out unavoidable manual handling at work, however not all handling presents a risk of injury.

Where handling operations are identified and they present a risk of injury, we shall ensure steps are taken to assess the risks and implement control measure to eliminate or control them. Employees must report hazardous handling they are required to carry out at work to their Line Manager so a risk assessment can be carried out.

In general employees are not expected to undertake hazardous manual handling activities, unless trained to do so. When required (such as office moves), competent move teams or porters will be appointed to undertake manual handling tasks.

Employees employed to carry out unavoidable, hazardous manual handling operations shall be provided with suitable information, instruction and training that is repeated as necessary.

The Responsible Person will:

- Carry out risk assessments, as required.
- Ensure that risks are eliminated or controlled.
- Ensure information, instruction and training is provided as necessary.
- Keep relevant records.

Equality and Reasonable Adjustments

The Organisation recognises our responsibilities as an employer under The Equality Act (the Act) to make reasonable adjustments for employees with disabilities to remove barriers which put disabled people at a substantial disadvantage compared to non-disabled employees.

The Responsible Person will:

- Work with individuals and other stakeholders (e.g., individual's care teams) to identify and provide reasonable adjustments for people with disabilities to enable them to do their jobs.
- Keep reasonable adjustments under periodic review.
- Keep relevant records.

Reasonable adjustments may include adjustments to working arrangements, premises, or equipment.

Under the Act, a person is defined as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

New and Expectant Mothers

The Organisation recognises that new and expectant mothers may be put at additional risk by some workplace activities and that we have a specific duty under the Management of Health and Safety at Work Regulations to carry out an assessment of those risks and take steps to eliminate or control risks as far as is reasonably practicable.

We shall also carry out an individual risk assessment, that covers an employee's specific needs, when they have notified us, in writing, that they:

- are pregnant.
- are breastfeeding, or.
- have given birth in the last 6 months.

The Responsible People will:

- Ensure risks to women of childbearing age is included in the general risk assessment.
- Ensure that a risk assessment is carried out for all employees who notify HR they are a new or expectant mother.
- Ensure that all employees are aware of the requirement to notify HR if they are a new or expectant mother.
- Keep relevant records.

[Click here](#) for Risk Assessment Form for New and Expectant Mothers.

Personal Protective Equipment

The Organisation recognises our duties under the Personal Protective Equipment at Work Regulations, and we will provide, free of charge, any personal protective equipment required at work.

The Responsible Person will:

- Carry out a risk assessment to identify the required PPE.
- Select the correct PPE for the task.
- Provide the required PPE and ensure employees are trained on its use.
- Arrange for suitable storage of PPE.
- Inspect and maintain PPE and arrange for replacements when needed.
- Train employees on PPE use.
- Keep relevant records.

Risk Assessments of General Workplace Hazards

We recognise our duties under the Management of Health and Safety at Work Regulations to carry out risk assessments.

We shall conduct and record a general workplace risk assessment to identify reasonably foreseeable hazards and the control measures required to eliminate or reduce risks to an acceptable level and where further, more specific risk assessments are required.

When determining controls or considering changes to existing controls we will adopt the following hierarchy:

- Elimination of the risk.
- Substitution with a lower risk.
- Engineering controls.

- Signage, warnings and other administrative controls.
- Personal protective equipment.

We shall the risk assessment under periodic review to ensure it remains suitable and sufficient and is revised as necessary, including where there are significant changes which impact the validity of the assessment and control measures.

The Responsible Person will:

- Ensure a general workplace risk assessment is carried out, and risk are eliminated or reduced to an acceptable level.
- Arrange for more specific risk assessments to be carried out, where necessary.
- Communicate the findings of risk assessments to the necessary people.
- Involve the necessary workers in the risk assessment process.
- Periodically review and update risk assessments, including where there are changes or as a result of an incident.
- Keep relevant records.

Safeguarding Visitors

The Organisation recognises that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

Visitor hosts are responsible for their visitor's safety at all times, this includes providing information on hazards and what to do in the event of an emergency.

Every visitor will be asked to sign in and acknowledge the information provided.

Further information and guidance are available through the BMA Venues Coordinator, such as evacuation procedures, risk assessments when required, first aid provisions and how to contact the venues team in an emergency. Children under the age of 16 must always be accompanied by a responsible person who is briefed on emergency processes on arrival.

Stress at Work

The Organisation understands that pressure can be part of everyday life and some pressure helps to keep people motivated, but that excessive pressure may lead to stress in some people.

The Health and Safety Executive define stress as *'the adverse reaction people have to excessive pressures or other types of demand placed on them'*.

We recognise our duties to protect the health and wellbeing of employees and acknowledge our responsibility to assess reasonably foreseeable risks to employees, whether there is specific legislation or not. We shall conduct and record an organisational stress risk assessment which is based on the HSE Stress Management Standards to identify the control measures in place to minimise the risk of work-related stress as far as reasonably practicable.

The HSE stress management Standards are summarised as:

- Demands: this includes issues such as workload, work patterns and the work environment.
- Control: how much say the person has in the way they do their work.
- Support: this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships: this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

- Role: whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change: how organisational change (large or small) is managed and communicated in the organisation.

The Responsible People will:

- Carry out, record and periodically review an organisational stress risk assessment to identify the control measures in place to eliminate or reduce risk to an acceptable level.
- Provide information and training to relevant people to be able to identify signs of stress.
- Monitor reports of stress from employees.
- Carry out individual stress risk assessments, where stress is reported and implement reasonably practicable control measures.
- Communicate organisational-wide control measures to help support employee wellbeing.
- Keep relevant records.

[Click here](#) for BMA Stress Risk Assessment form.

Information, instruction and training

The Organisation recognises that the Health and Safety at Work Act 1974 (HASAW) and other regulations explicitly require health and safety training for employees. To ensure we meet these duties we will carry out training needs analysis to identify specific requirements.

We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures. Supervision will be provided at a level relevant to the risks and the level of knowledge of the employee, visitor, or contractor.

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to risks so that they understand the control measures in place. The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.

As part of the on-boarding strategy, new employees and contractors can expect a localised short health and safety induction in their first week of employment and a full suite of health and safety online training modules further into employment and completed within the first month of employment.

The localised health and safety induction will include a short tour around the working area with localised instructions given to the new employee or contractor.

As a minimum, induction information includes fire safety, first aid, accident, incident and ill health reporting, and relevant information on risk assessment.

The Responsible People will ensure that:

- A training needs analysis is carried out to identify the training requirements for all employees.
- Risk assessments identify training needs.
- Line Managers issue a localised induction to staff in the first week of their employment.
- Initial and refresher health and safety training is provided to all that need it.
- Relevant records are kept.

Travelling and working at other locations

The Organisation recognises that employee may travel for work. The Organisation will ensure that guidance, procedures, and systems are available to assist employees whilst travelling for work activities.

Employees that travel abroad must arrange trips via the Organisation's approved travel partners. Employees must have a confirmed host at the destination that can support and guide the employee when and if required.

The guidance contained in www.mylifeline.co.uk (using the employees' email address and password 0010529141 to log in) should be used when planning all foreign travel.

Employees travelling for work shall:

- Book all travel and accommodation in line with requirements.
- Work safely and in accordance with relevant health and safety precautions they are informed of.
- Report work-related accidents, incidents and work-related ill health to their site contact and Line Manager.
- Stop work if believe their health and safety is at risk and remove themselves from hazardous situations were reasonably practicable.

Line Managers are encouraged to implement reasonably practicable measures to monitor employees who travel for work, this might include keeping in regular contact and arranging periodic check-ins.

Work Equipment

Employees generally use low risk work equipment such as computers and office appliances. All work equipment provided by the Organisation is suitable for its intended use and working environment.

We recognise there may be risks posed higher risk work equipment and our specific duties under the Provision and Use of Work Equipment Regulations (PUWER). We shall ensure that work equipment is properly maintained, inspected and tested as required, and is used by competent people.

Employees should report faulty work equipment to the relevant team, for example the UK Estates Team, and wherever possible and it is safe, remove the equipment from use until it can be made safe, repaired or replaced. Employees must never attempt to repair faulty or damaged equipment.

The Responsible Person will:

- Identify all work equipment we are responsible for.
- Ensure work equipment is maintained, tested, and inspected as required.
- Ensure risk assessments are conducted for high-risk work equipment.
- Ensure people are properly trained of the use of work equipment.
- Keep relevant records.

Working Environment

The Organisation recognises we have a duty to provide a safe and suitable working environment and welfare facilities as required by the Workplace (Health, Safety and Welfare) Regulations and that those facilities shall be maintained.

Facilities include:

- Appropriate heating and ventilation to ensure, as far as possible, that temperatures and humidity are maintained within reasonable parameters.
- Sufficient levels of workplace lighting.
- Sufficient space to facilitate comfortable working postures and freedom of movement.
- Suitable flooring that is free from hazards.
- Clean, well-ventilated toilets and hand washing facilities.
- An adequate supply of drinking water.
- Rest areas for employees, including new and expectant mothers, as requested.

- Regular workplace cleaning and removal of waste.
- Arrangements to ensure workplace equipment and facilities are maintained in a safe and efficient working order.

The Responsible Person will:

- Ensure that regular inspections of the workplace are carried out to ensure facilities are maintained.
- Arrange for the necessary inspection, maintenance and testing of workplace facilities to ensure they remain in effective working order.
- Keep relevant records.

Working at Height

The Organisation shall take steps to comply with the Work at Height Regulations and take sensible and proportionate precautions to properly plan for work at height.

Employees are unlikely to need to work at height, however before any work at height commences, we shall:

- Avoid work at height wherever it is practical to do so.
- Prevent falls from height either by using an existing place of work that is already safe or will use the right type of work equipment, where work at height cannot be avoided.
- Use work equipment or other measures to minimise the distance and the consequences of a fall should one occur, where we cannot eliminate the risk of fall.
- Ensure people are competent to work at height.

The Responsible Person will:

- Ensure work at height risk assessments are conducted to identify the risk control measures required to minimise the risks, so far as reasonably practicable
- Select control measures in line with the hierarchy of controls, as set out within the Work at Height Regulations.
- Ensure work at height tasks are properly planned, supervised and completed by competent people.
- Where applicable, arrange for emergency response procedures to be in place.
- Keep relevant records.

Ladders and Steps

The Organisation recognises that the use of ladders and steps maybe required at work where their use is justified.

Ladder and steps will only be used as access equipment for low risk and short duration work (maximum 30 minutes) and where the workplace conditions allow e.g., they will be used on level and stable flooring and can be secured where practical.

The Responsible Person will ensure that:

- The use of ladders and stepladders is justified for a work at height task.
- Ladders and step ladders are suitably selected for the task.
- All users are competent and carry out pre-use checks.
- All ladders and steps are included in the equipment register/inventory and subject to a monthly formal visual inspection.
- Steps are taken to prevent faulty or damaged ladders and step ladders from being used until they can be repaired or replaced.

- Ladders and step ladders are securely stored when not in use to prevent unauthorised access and use.
- All ladders and steps will be Industrial Class 1 or BSEN131 standard.
- Relevant records are kept.

Young Workers and Work Experience

The Organisation recognises that we have a specific duty under the Management of Health and Safety at Work Regulations to manage the risks to young people.

A young person is anyone under 18. A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

No person under the age of 18 will be allowed to work for the Organisation unless a suitable risk assessment has been carried out in accordance with The Management of Health and Safety at work regulations. If below the minimum school leaving age the risk assessment must be sent to the parents.

Line Managers/Supervisors are responsible for ensuring young people do not carry out work which:

- Is beyond their physical or psychological capacity.
- Involves harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or which in any other way chronically affect human health.
- Involves harmful exposure to radiation.
- Involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training. Or
- Presents risks from:
 - o Extreme cold or heat.
 - o Noise.
 - o Vibration.

Line Managers/Supervisors should ensure that a young person's work experience will only involve carrying out low risk activities such as administration tasks etc.

Before employing a young person, we will carry out a specific risk assessment. The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own form to complete this assessment.

The Responsible People will:

- Ensure that a risk assessment is carried out for all under 18s attending work experience.
- Ensure work experience is properly planned, managed and supervised.
- Provide an induction on the young persons' first day.
- Keep relevant records.

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Document approval

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