



Health & Safety Policy

(General Statement)

Introduction

The Boys' Brigade is a national youth organisation with offices at Adeyfield Free Church, Hemel Hempstead, and offices, sports facilities and residential accommodation at Carronvale House, Larbert. It oversees the running of some 700 plus voluntary groups of young people and leaders while employing some 35 people at these two Headquarters venues. The Boys' Brigade is registered at Companies House - number 145122, with the Charity Commission - number 305969 and with the office of the Scottish Charity regulator SC038016.

It is the intention of The Boys' Brigade (Brigade/BB) to fulfil its obligations under the Health & Safety at Work Act 1974. The Brigade will make all reasonable and practical efforts to ensure that all employees have a safe and healthy place in which to work with adequate welfare facilities. Furthermore, it will ensure that all other persons e.g. contractors, visitors, guests and members of the public will not be adversely affected by their work activities or by being present in the surrounding environments.

The prevention of all accidents and dangerous occurrences is recognised as being essential to avoid hardship and suffering to individuals as well as to the efficient operation of the organisation. The Brigade will seek to conform to all health and safety legislation in order to achieve this objective.

It shall be the duty of the Management at all levels to set standards, promote and maintain safety in its facilities and activities.

The Brigade will consult regularly with the work force on health and safety matters. It will seek expert advice, as necessary, from the HSE and other independent consultants on health, medical, fire, environment and safety matters relating to the work activities.

The Brigade will provide all relevant information concerning the risks and hazards associated with the jobs, tasks & duties undertaken by their employees and will ensure they are adequately trained and supervised in their work functions.

All employees must exercise personal responsibility in preventing injury to themselves, other employees and third parties and comply with all the safety measures/procedures taken and set down by the Brigade and statutory bodies.

The Brigade will provide all relevant information on the health and safety aspects of its work to clients and to regulatory and public authorities, as required.

It is noted that our duty of care extends to the running of activities in the volunteer led member companies and as such provides information, training and guidance into how a company must be operated. This includes the completion of risk assessments and the adoption of the leaders' code of conduct as well as the safeguarding policy and procedures. All leaders are required to complete the Managing Risk and Safeguarding e-learning modules prior to taking up their volunteering role. Occasional checks and reviews will be undertaken to ensure compliance with the organisation's policies and procedures.

Signed 

Date: 12/07/2025

Chief Executive

Health & Safety Policy

(Organisation and Responsibility)

Introduction

This policy is intended to cover all the work activities resulting from the use of offices, sports facilities, residential accommodation and amenity land. It applies to all employees or contractors who work at the venues or whose work is directed by the Chief Executive.

In line with Regulation 3 of the Management of Health and Safety Regulations 1999 – Risk assessments will be drawn up for all identifiable tasks undertaken by staff and volunteers. These will be issued and discussed with employees, who will be required to sign acceptance of them.

Chief Executive

Has overall responsibility for Health and Safety in the Brigade and must ensure that there is an effective policy for health and safety throughout the organisation in the United Kingdom and ROI. He/she will, periodically, review the performance of the policy and ensure that all necessary changes are made to update its effectiveness.

In line with Regulation 7 of the Management of Health and Safety Regulations 1999, the Brigade has appointed two competent persons to provide them with health and safety advice.

Will provide as far as is reasonable and practicable, the personnel and finance to support and operate the policy.

Has nominated and holds accountable (to himself) the following personnel as responsible for implementing the policy for and with the employees in their area of responsibility.

Senior Management Team (SMT)

To fulfil the obligations for health and safety placed upon the above designated person(s), the following duties must be actioned by them:

- a) Establish, introduce and maintain high standards, which will ensure the health and safety of all personnel who are accountable to them. This will include the drawing up of safe methods of work, safety procedures / risk assessments and the removal/ guarding/designation of hazardous or unsafe situations.
- b) Measure, appraise and correct the safety performance of their personnel at least every six months. Identify areas where training is required and make arrangements for this to be carried out. Will record and take into consideration any safety matters brought to their attention by any employee.
- c) Investigate and draw up a report on all accidents and take remedial action to prevent reoccurrence. Ensure all accidents are recorded in an accident book.
- d) Liaise with the Health & Safety Committee on all matters concerning, health, medical, fire and safety matters as appropriate.

- e) Report any difficult problems or those with far reaching implications or that may be of concern to the other operational areas to the Chief Executive without delay.
- f) Arrange for a safety walk to be carried out regularly against a pro-forma check list.

Line Managers

Will liaise with their staff members on all relevant health and safety matters and will ensure that Risk assessments are drawn up as appropriate for each job.

Will ensure that all work (on and off the premises) is planned with safety in mind and that all safety and health requirements for a site are met, complied with and maintained.

Will ensure by personal involvement that all employees are suitable and adequately trained to undertake the tasks and jobs assigned to them.

Will ensure that all are made aware of all foreseeable hazards associated with their jobs. The dangers associated with the misuse of equipment or failure to follow procedures must be emphasised.

Will ensure all work safely according to procedures and the safety policy and ensure that all jobs are supervised effectively.

Will ensure that all accidents are investigated and reported to them and ensure that appropriate remedial action has been taken to prevent reoccurrence.

Will consider any representation from employees about relevant health and safety matters, referring them to the Chief Executive if appropriate.

Carronvale House Centre Manager

Will oversee the safety of all day visitors and guests using the residential accommodation as well as those using sports and camping facilities.

Will ensure facilities and equipment are in a safe working order and instruction are clearly provided in the use of them. Provide instructions of what to do in the event of fire or other emergency situation.

Will ensure that potential users/hirers of the buildings and facilities are fully informed of the conditions of use and precautions to be taken as appropriate.

In addition to the requirements of Line Managers above, will ensure the health, safety and well-being of their staff and that all requirements of the Food Safety Act 1990, as applicable to the kitchen and dining areas are complied with. Will ensure staff are correctly trained and conform with the training in respect to food hygiene.

All Employees

Must familiarise themselves with the Brigade's Health and Safety Policy and have a legal responsibility to take reasonable care for health and safety of themselves and others, and have a duty to co-operate with the employer in the performance of its legal duties

concerning health & safety. N.B. This policy applies to all personnel, including whilst travelling in connection with business.

Must wear appropriate protective clothing/equipment as prescribed for any job and remember that this is a condition of employment.

Must use the safety procedures and equipment specified for any given task, plant or equipment.

Will report to their Line Manager all accidents and damage whether persons were injured or not.

Will not do anything to endanger themselves, other employees or third parties, whether through negligence, omission, and misuse of equipment/chemicals or deliberate disregard of work place safety procedures.

Will report at once all hazards or unsafe situations discovered in the course of their work to their supervisor/manager.

Are required to complete the online internal H&S Modules relevant to their role.

Engaging Outside Services

Any employee engaging non-Brigade persons to service, maintain, repair, clean, build, design, construct etc. anything for the Brigade, on or off of the premises, must ensure that such people (often contractors) are informed of the safety standards and requirements as applicable. A “permit to Work” system is to be used. They must ascertain what action, where appropriate, such people are going to take to ensure the safety of employees (eg; Contractors to provide risk assessments & method statements).

Drug & Alcohol Policy

The taking of illegal drugs or alcohol during a work period on site is strictly prohibited. A person seemingly under the influence of such drugs or alcohol will not be permitted to commence or continue a shift or other period of work.

The Brigade is in full concurrence with the legal blood alcohol levels requirement for drivers of vehicles (Brigade or private vehicle being used in connection with work, including travelling to and from a work site)

Medical

The Brigade, at the discretion of the Chief Executive, may make arrangements for any employee to see a medical practitioner in connection with any work-related ill health matter, with the need for preventative treatment (e.g. Inoculations) or in connection with a fitness to work concern.

Will conform to any legal/national controls in the event of a declared pandemic.

Improvements in Health and Safety Standards

The Brigade welcomes suggestions for improving health, safety and related matters at work from all employees. These should be made in writing to the Chief Executive.

Training

Where a need for improved skills or knowledge is identified or there is a need to fulfil a statutory obligation e.g., trained first aider, the Brigade will seek to arrange the appropriate training.

Records

Hard copy records of the following must be kept and updated:

- Employee Training
- Accidents / Near Miss
- Fires
- Examination of lifting gear (lifts)
- Discipline associated with health & safety matters
- Vehicles servicing and MOT's
- Gas and Electrical inspections
- Asbestos inspections
- Tree Risk assessments
- Servicing of any plant/equipment.
- Fire alarms, firefighting and detection equipment
- Evacuation exercises/drills
- Other health and safety inspections/audits

Emergency Procedures

At each site there shall be a written procedure to be followed in the event of fire and copies shall be displayed throughout the work place

At each site there shall be a notice stating how first aid attention may be obtained and copies displayed throughout the work place

Health & Safety Policy

This policy shall be brought to the attention of every employee by issuing him or her with a personal copy, which they must sign for as being received.

Health & Safety Policy

(Safety Arrangements)

Introduction

This section outlines some of the minimum general safety requirements that shall apply to all situations and locations managed by the Brigade.

1. Fire

In all locations every effort must be made to prevent fire. Smoking is not allowed in any premises by anybody.

Electrical equipment must be switched off and unplugged where possible at the end of the working day, and a very high standard of housekeeping maintained. All personnel must know what to do in the event of fire in their work location and follow the laid down procedure. Fire fighting equipment, fire escape routes and emergency exit doors must never be obstructed or interfered with.

Particular care should be taken in the use of naked lights such as candles and night lights : barbecues and campfires must only be permitted with the consent of the Centre Manager.

2. First Aid and Accidents

All staff must know where and how first aid treatment can be obtained.

All accidents must be reported to their Line Manager as soon as possible and employees must ensure that they are recorded in the accident book. The line manager shall investigate the incident and put in place and record any remedial action required. They are also responsible for reporting it to the HSE via the RIDDOR reporting system if applicable.

3. Electrical

No person shall seek to repair, maintain, modify electrical plant, instruments or equipment or wire up three phase (415V) installations unless they are a qualified electrician. All portable appliances must be in good condition and carry evidence of a recent PAT test report.

4. Mechanical

All exposed moving parts of prime movers such as shafts, pulley wheels etc. must be adequately guarded at all times.

5. Working at Heights

Working at height is to be interpreted to be anywhere a person can fall to the ground and use must be made of all fixed access equipment where possible. A separate risk assessment must be prepared when seeking to use ladders or scaffolding with appropriate training.

6. Vehicles

Vehicles shall only be driven by personnel who are trained and authorised to do so ensuring that the correct insurance cover is in place for the type of vehicle being driven (eg; minibuses). Speed limits must be adhered to, as must all highway rules and regulations when out on the public roads. Where provided, seat belts must be worn. Mobile phones must not be used while the vehicle is in motion. Reference should be made to an Occupational driving risk assessment which must include driving hours and breaks.

7. PPE

Where appropriate, all personal protective clothing/equipment shall be supplied and must be worn correctly and in the situations specified. It must be looked after, maintained in a clean operational condition and stored safely when not in use.

Specific site requirements must be adhered to.

8. Chemicals

All chemicals, substances and preparations (e.g. Oils, paints, cleaning materials etc. must be handled and stored in accordance with their safety labelling. Chemicals must never be tipped over into unlabelled or incorrectly labelled containers. Always ensure that the correctly named materials are selected and are not mixed unless authorised.

No chemical materials should be handled unless the Health and Safety data sheet is on site at the location of the job or store. It may be necessary for a COSHH assessment to be completed.

9. Manual handling

Nobody should seek to move or lift a load that is beyond his or her capability. Use of team lifting and mechanical handling devices must be used wherever possible. Great care must be taken to avoid twisting and turning with a load. The spine should be kept straight at all times when lifting. Risk assessments for individual tasks will be made available and adhered to.

10. Gas Cylinders

These must be stored securely in designated places and used in the upright position and secured to ensure they do not fall over. They must be fitted with the correct regulator and pressure gauges. Hoses should be to BS 5120 and securely clamped or crimped.

11. Housekeeping

All employees are expected to keep their work area free from rubbish and waste and to avoid storage of materials/equipment in access and emergency exit routes. All situations that can lead to trips, slips and falls (e.g. trailing cables, spilt liquids, climbing on chairs) must be prevented/avoided.

12. DSE's

All Display Screen Units must be installed and used in accordance with the Display Screen Equipment Regulations 1992 and amendments.

13. Risk Assessment

All tasks on site must have a written risk assessment carried out on them and such assessments/safe systems of work conveyed to the employees who will be affected by the hazards identified.

14. Hazards

If any unsafe or potentially hazardous situation is discovered, created or thought to exist it must be reported at once to the Line Manager.

15. Lone Working

All employees that are home based or work alone out of office hours should ensure they are familiar with the Lone Working policy. It is the responsibility of Line Manager's to ensure that individuals are aware of the procedures to follow.

16. Home/Hybrid Working

All employees that are home/hybrid workers should ensure they are familiar with the Home/Hybrid Working policy. It is the responsibility of Line Manager's to ensure that individuals are aware of the procedures to follow.

A Registered Charity in England & Wales (305969) and Scotland (SC038016).

The Boys' Brigade is a Company limited by guarantee, registered in England & Wales number 145122.

BBHQ Address: The Boys' Brigade, C/o Adeyfield Free Church, Maylands Avenue, Hemel Hempstead, HP2 4GZ

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