



Fixing the Big Issues for Disabled People in Buckinghamshire

Charity No 1102511

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Health & Safety Policy

Statement of Policy

1. This is the statement of general health and safety policy and arrangements for Buckinghamshire Disability Service (BuDS).
2. The BuDS Trustee Board has overall and final responsibility for health and safety within the charity
3. Day-to-day responsibility for ensuring this policy is put into practice rests with the following:
 - a. Generally, with the Chair, Charity Secretary and Projects Manager
 - b. In the BuDS office as a workplace, with the Projects Manager or lead Trustees present at any time
 - c. At BuDS-organised events or events where BuDS has an organised presence, with the designated lead event organiser or other person nominated by them
4. Responsibility to proactively prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace rests with the Chair, Charity Secretary and Projects Manager.
5. Responsibility to provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work rests with the designated supervisor or manager of that employee or volunteer as set out in their role or job description, supported and supervised by the Chair, Charity Secretary and Projects Manager
6. Responsibility to engage and consult with employees and volunteers on day-to-day health and safety conditions rests with the designated supervisor or manager of that employee or volunteer as set out in their role or job description, supported and supervised by the Chair, Charity Secretary and Projects Manager.
7. Responsibility to implement emergency procedures such as evacuation in case of fire or another significant incident rests with the designated supervisor or manager of that employee or volunteer as set out in their role or job description, supported and supervised by the Chair, Charity Secretary and Projects Manager.
8. Responsibility to maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances rests with the Chair, Charity Secretary and Projects Manager.
9. A health and safety at work notice is displayed at the BuDS Office.
10. A first aid kit and accident book is kept at the office, and taken to all BuDS events, and trained first aiders are available in the office and at all events. Responsibility for reporting incidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) rests with the Chair, Charity Secretary and Projects Manager
11. BuDS maintains extensive insurance cover covering risks and incidents to employees, volunteers and the public and the Projects Manager Trustee Board reviews this as needed and at least annually.

Risk Assessment

12. BuDS produces written risk assessments for the BuDS office as a workplace, for BuDS projects which are not wholly office-based, and for all significant BuDS-organised events or events where BuDS has an

organised presence. Risk assessments will always include emergency procedures such as evacuation in case of fire or another significant incident.

13. Risk assessments are carried out in compliance with relevant legislation and HSE guidance, and in compliance with BuDS' insurance, by staff, Trustees or volunteers with relevant experience and skills.

Review

14. This policy will be reviewed by the Chair, Charity Secretary and Projects Manager at least annually and any necessary amendments brought to the attention of the Trustee Board.

Approved: January 2022

Review: January 2024