

Health & Safety Policy - Courses

It is duty of BVNA to do all that is reasonably practicable to ensure a safe and healthy working and learning environment under the Health and Safety at Work Act 1974.

(<http://www.hse.gov.uk/legislation/hswa.htm>)

It is the intention to:

- Comply with requirements of all relevant legislation and codes of practice.
- Provide support to all staff, course tutors and learners regarding health and safety.
- Ensure that safe working methods are adopted and implemented.
- Make all employees aware of their duties and responsibilities under the HSW Act so that they develop an individual awareness of safety.
- Aim to improve safety within the industry through training, instruction and supervision at all levels
- Safeguard vulnerable adults

BVNA will be to ensure that, so far as is reasonably practicable:

All venues used for delegate courses have suitable facilities and arrangements for the welfare of all employees, course tutors and delegates.

A copy of this statement will be issued to course tutors and the policy will be reviewed and updated to reflect changes in legislation and may be supplemented in appropriate courses by further statements or risk assessments relating to the work undertaken in specific courses where they may be use of particular equipment or live animals.

Arrangements for Assessing and Securing the Health & Safety of all Learners

All venues used for courses will be evaluated prior to booking.

Candidates attending courses at external venues will be informed of 'housekeeping' requirements at the beginning of all course sessions.

This will include:

- Registration at sessions
- Fire drill procedures
- Location of facilities
- Specialised access routes

In addition it is expected that external venues used for hosting course attendance days will have their own health and safety policies in place and each event will require a Risk Assessment checklist completed onsite (see Appendix 1)

Event Health & Safety Policy (Events)		
This is the statement of general policy and arrangements for:	BVNA	
Overall and final responsibility for health & safety is that of:	Association Manager/Event Manager	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Association Manager/Event Manager	
Risk assessments of all Event venues will be carried out prior to the start of the events and appropriate measures taken to reduce/remove any identified issues.		
Statement of general policy	Responsibility of	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health & safety risks arising from event activities	Event Manager/ BVNA Representative	Relevant risk assessments will be undertaken, findings reported and actions arising out of those assessments implemented.
To provide adequate training to ensure employees and volunteers are competent to do their work	Event Manager/ BVNA Representative	Staff & Volunteers are given necessary Health & Safety induction and provided with appropriate training. Supervision of young workers/trainees will be arranged/undertaken/monitored as appropriate. We will ensure that suitable arrangements are in place to cover employees or volunteers engaged in work at other locations.
To engage and consult with employees and volunteers on day-to-day health & safety conditions and provide advice and supervision on occupational health	Event Manager/ BVNA Representative	Staff & Volunteers routinely consulted on health & safety matters as they arise and formally consulted at review meetings.
To implement emergency procedures – evacuation in case of fire or other significant incident	Event Manager/ BVNA Representative	Check that escape routes are well signed and kept clear at all times.
Health & Safety Law Poster is displayed: First Aid Box and Accident Book are located: Accident and ill health at work reported under RIDDOR: Signed (employer): Date: Subject to review, monitoring and revision by:	In head office. Location to be checked at external venues In head office. Location to be checked at external venues Accident book located in head office. Location to be checked at external venues www.hse.gov.uk/riddor Association Manager Every 2 years	

Event Risk Assessment

What are the hazards?	Existing controls/safety procedures	Action	Action by who?
Fire <ul style="list-style-type: none"> Flammable materials Arson Electrical fault False activations 	Premises fire safety procedures	Premises assessed using venue checklist Housekeeping announcement at beginning of event Pre-start checks of fire escape routes, exit doors etc. Stewarding of delegates	Venue Staff Event Manager/BVNA Representative
Electricity <ul style="list-style-type: none"> Electric shock Burns 	All equipment provided has been tested and maintained, any faults reported to venue staff General check of any equipment provided by the venue Hired equipment must have appropriate PAT certification Users of equipment competent		Venue
Manual Handling <ul style="list-style-type: none"> Injury due to poor lifting technique 	Maintain good posture when lifting or lowering equipment Avoid twisting or bending Wear protective gloves (if applicable) to reduce the risk of damage to hands Do not single-handedly attempt to lift anything that is too heavy Be aware of awkward shaped and unevenly balanced loads	Manual handling training	Association Manager
General Public Safety <ul style="list-style-type: none"> Injury due to overcrowding Lack of information Provision of stewarding Security 	Suitability of venue for delegate numbers to be accommodated Event Manager to be briefed in their role in an emergency	Premises assessed using venue checklist Housekeeping announcement at beginning of event	Venue
Slips/Trips/Falls <ul style="list-style-type: none"> Poor lighting Trailing cables Discarded litter Obstructions in walkways Poor housekeeping 	Walkways to be kept clear Cables to be taped down/covered Potential trip hazards to be monitored by event manager	General good housekeeping procedures	Venue Staff Event Manager/BVNA Representative
Food Safety <ul style="list-style-type: none"> Food poisoning 	Risk assessment, food hygiene certification and food registration		Venue
Third Parties <ul style="list-style-type: none"> Organisations, businesses etc. involved in the event 	Third parties to provide a risk assessment for their activity/premise and evidence of public liability insurance		Third party organisations
Lotteries <ul style="list-style-type: none"> Running raffles/prize draws 	Lotteries licence must be held		Association Manager Third party organisations



HEALTH & SAFETY VENUE/PREMISES ASSESSMENT CHECKLIST

VENUE DETAILS			
Venue		Venue Contact	
Tel No			
Name of Assessor			
Person Responsible for Venue Health & Safety		Title	
Signature		Date	
GENERAL	YES	NO	COMMENTS
Exits clear and accessible			
Is there adequate disabled access			
Are stairwells lit			
Does portable type electrical equipment in the venue have a test sticker			
Separate Male and Female toilets			
Hand washing facilities			
Disabled toilets			
Are floors free from defects			
Are footpaths in good condition and free from slip/trip hazards			
Are any 'Out of Bounds' areas clearly marked			
FIRE			
Is there a fire alarm/fire extinguishers			
Are all fire exits clearly marked			
Are assembly points identified			
Does the venue have a fire risk assessment			

FIRST AID	YES	NO	COMMENTS
Is there a first aider on site Name:			
If not, how will first aid be administered in the event of an accident			
Is a first aid kit provided in the venue			
DOCUMENTATION			
Has a general Risk Assessment been carried out by the venue			
Does the venue have Public Liability Insurance			Policy No: Expiry Date:
Has it been made clear who to call in an emergency			
Are there any further risks or hazards that you are aware of			
Signed		Date	