



Policy data sheet

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Contents:

1. Aim of the Framework
2. Statement from CEO
3. Scope
4. Roles and Responsibilities
5. External Quality Standards
6. Regulatory Bodies
7. Internal Management Processes
8. Associated Policies
9. Associated Procedures

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1. Aim of the Framework

Beetroot Consulting is committed to ensuring Health and Safety is at the forefront of its business. We invest in a variety of ways to ensure the business is able to comply with statutory requirements, industry standards and best practice. It is our policy to ensure, so far as reasonably practicable, the Health and Safety and welfare of our employees while they are at work, and any other persons who may be affected by their undertakings; and to comply with the Health and Safety at Work Act 1974 and other relevant legislation as appropriate.

We embed a positive Health and Safety culture through implementing processes of continuous improvement, and adopting processes and systems that ensure our services meet all relevant regulations and legislation.

Beetroot Consulting has set the following objectives:

- Maintain high standards for Health and Safety at its premises and worksites
- Identify risks and set in place programmes to remove or reduce these risks
- Ensure that these standards are communicated to all employees, contract staff, temporary workers, members of the public and other third parties, as appropriate
- Ensure we carry out consultation with all employees on all relevant matters relating to Health and Safety
- Ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner
- Ensure the dissemination and discussion of relevant information on Health and Safety issues
- Introduce promotional campaigns to encourage Health and Safety awareness and compliance
- Make provision of adequate resources to enable managers to properly implement the policy and monitor its effectiveness
- Monitor operations at Beetroot Consulting worksites.

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4. Roles and Responsibilities

The Board of Directors and Trustees

Beetroot Consulting Director has overall responsibility for ensuring that the Health and Safety of all employees, volunteers, contractors, clients when delivering the Beetroot services. We will ensure:

- Beetroot Consulting Health and Safety Framework and Policies are regularly reviewed, internally, and where necessary, by a competent third party.
- Monitor the implementation of Beetroot Consulting Health and Safety policy through key performance indicators; agree targets or objectives where appropriate.
- Compliance with relevant legislation, approved codes of practice and other safety instructions.
- Appropriate procedures and arrangements are established and maintained, including for the reporting and investigation of significant incidents
- The Director will maintain a working knowledge of current Health & Safety Legislation relating to Beetroot Consulting and that they are familiar with guidance relating to their position as board members.
- Where necessary, they will agree and authorise the provision of sufficient funds and resources to ensure compliance with the legislative and policy requirement of the entire business including all services and centres.
- They positively promote Health and Safety and set a good personal example at all times

The Director is the officer with overall responsibility for Health, Safety and Welfare within the organisation and ensuring that the objectives of the business's Health and Safety Framework are achieved. They will:

- Ensure that other managers know and accept their individual responsibilities regarding Health and Safety and that the requirements of Health and Safety legislation are met.
- Ensure that appropriate resources are available to ensure Beetroot Consulting business with statutory duties.
- Ensure the communication of necessary information throughout the organisation on Health and Safety matters.
- Ensure adequate consultation with employees and employee's safety representatives (where appointed), and make arrangements to provide

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statutory appointed safety representatives with facilities to effectively carry out the functions required by statute.

- Ensure that the Health and Safety Framework and Policies are regularly reviewed and developed.
- Be responsible for possible disciplinary action when contravention of responsibilities under Health and Safety legislation and the Safety Policy have taken place and been reported.
- Lead by example and endeavour to embrace a positive safety culture throughout the business.

Staff and Volunteers

The Health and Safety at Work Act 1974 places general duty responsibilities on all employees:

- a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work;

AND

- b) As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her as far as is necessary to enable that duty or requirement to be performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any statutory provision’.
- c) To comply with Regulation 14 of Management of Health and Safety at Work Regulations 1999.

To comply with these responsibilities **ALL** Beetroot Consulting employees are required to:

- Co-operate in implementing the requirements of all Health and Safety policies and procedures.
- Refrain from doing anything, which constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management any situations or practices which might lead to injuries or ill health. Ensure any hazard or malfunction is reported to the appropriate level of management as soon as is reasonably practicable.
- Ensure that any equipment issued to them or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Acquaint him/herself with the contents of the Health and Safety Framework and policies and conform to its requirements as it affects him/herself.

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- Follow safe working practices and use personal protective clothing and equipment where appropriate. Use machinery and tools in the prescribed manner and ensure they are not misused or abused in any way. Report any defects as appropriate and avoid improvisation in any form, which could create risks to Health and Safety.
- They operate only items of plant and equipment on which they have been trained and for which proper authorisation has been given.
- Ensure all accidents, dangerous occurrences or 'near misses' are properly reported to the relevant manager.
- They report any adverse issues relating to Health and Safety and report any Health and Safety non-compliance to the relevant manager.
- They warn new operatives of workplace hazards.
- Attend training courses designed to further the needs of Health and Safety as required.
- Acquaint themselves with all processes, materials and substances used by them and with safe handling and safe methods of use. Obtain advice before carrying out any work or handling any substance or equipment with which they are unfamiliar and which they believe may be hazardous or dangerous.
- Be aware of the fire evacuation procedure, assembly points and the position of fire alarms and fire equipment.
- Conduct themselves in an orderly manner and are sensibly and safely dressed at all times.
- They comply with all site rules and requirements detailed and issued at induction.
- They comply with all traffic management controls on site. They inspect and maintain any plant in their charge, completing the relevant weekly / daily checklists and registers, confirming that all safety devices are fully operational. All non-compliances highlighted must be brought to the attention of the relevant manager immediately.
- They must set a good example at all times.

Contractors and Sub contractors

All Contractors/Sub-Contractors working for Beetroot Consulting in premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner and without risk to Beetroot Consulting employees and others who may be affected. All contractors and sub-contractors will be required to be approved following satisfactory review of documentation of Health and Safety Risk Assessments, Method Statement, insurance and working practices.

6. Regulatory Bodies

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Beetroot Consulting will ensure that we meet Health and Safety standards and provide reports to all regulatory bodies whom it reports to. These include:

HSE Health and Safety Executive - who regulate and enforce Health and Safety in the workplace.

7. Internal Management Processes

Operation of the Framework

The Director of Beetroot Consulting, will do regular reports on Health and Safety and all associated matters, if services provided increase the risk of Health and Safety.

These will assess compliance with policies and procedures, incidents and accidents. Where appropriate they will cascade information to their teams including lessons learnt and carry out consultation with staff. They will organise a **Review Day** for the full staff team to attend and review Health and Safety performance and practice. **Managers** will carry out 1:1 **supervisions** with all staff every four to six weeks, and ask them to raise any Health and Safety issues and listen to suggestions which would help improve Health and Safety within the service they deliver. They will ensure that all Accidents and Incidents are recorded and reported appropriately.

Insurance

We have in place sufficient and adequate insurances as required under Health and Safety legislation. This is arranged and managed by the Director for the business. We have the following insurances;

- Public liability insurance

Fire

When in location, Beetroot Consulting staff will follow Fire procedures of the buildings.

Accidents

Staff and 3rd party suppliers will report all accidents, industrial diseases and dangerous occurrence as detailed in the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 2013. We will engage with any investigations (if required) in an attempt to prevent a recurrence. Employees are required to report all such instances immediately. A log of Accident reports and near misses will be kept by each services and an Accident log will be kept for three years.

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Violence and Aggression.

We will seek to eliminate and minimise where practicable the risk of violence and aggression against staff and suppliers during the course of their work.

Audit Schedule

Beetroot Consulting will undertake Health and Safety audits as part of the planning, control, monitoring and review of Beetroot Consulting's safety management. The audits will examine all areas to ensure that all risks to any persons (staff and visitors) are identified and mitigated.

The audit process will enable Beetroot Consulting to evaluate the quality of the safety management programme and give guidance for remedial actions and will be actioned as a minimum operating standard. The main objectives of all Beetroot Consulting safety audits are:

- Confirmation that standards are adequate for the purpose of providing feedback.
- Identify non-conformities, remedial actions and recommend improvements

The Director team will ensure that audits are carried out as appropriate. This action may be delegated to a Manager or member of staff who is considered to be trained and competent to carry out these duties.

The Health and Safety Lead will undertake a full audit will be carried out on an annual basis in the presence of the relevant Manager or nominated deputy.

Communications

The Director will ensure that all new Health and Safety information and procedures are disseminated to staff, including 'lessons learnt'. Methods of communication include:

- All Business emails

Business Continuity Plan

Beetroot Consulting has an up to date a **Business Continuity Plan**. This will be used in extreme circumstances to enable us to continue quality services should disruption be caused to the staff, normal place of work, or equipment.

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