



## **Battersea Befriending Network (BBN)**

### **Health and Safety Policy**

#### **Introduction**

The BBN Management Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The BBN Management Committee is committed to strive to ensure that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all volunteers, staff, members and visitors by ensuring that risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

#### **BBN Management Committee Responsibilities**

- Assessing the risk to the health and safety of volunteers, staff, members and visitors and identifying what measures are needed to comply with BBN’s health and safety obligations;
- Ensuring that public venues used by BBN, and vehicles used for trips, are safe and without risk to health;
- Providing information, instruction, training and supervision to volunteers and staff in safe working methods and procedures as required;
- Encouraging volunteers and staff to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required.

## **Volunteer and Staff Responsibilities**

BBN Volunteers and staff will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They report all accidents, or unsafe situations, and any near misses (events which could have led to an accident), to the BBN Management Committee.

## **Risk Assessments**

- An assessment of safety is made by the Professional Adviser and Befriending Co-ordinator when a befriender is matched with a befriender. This assessment takes into consideration the befriender's history, current situation and living circumstances, based on information from the referrer and the befriender, and where appropriate a face to face meeting with the befriender.
- The first home visit will be made with two BBN members (for example befriender and mentor, or befriender and Professional Adviser). There is no automatic expectation that befriending contacts will take place in the befriender's home, and such contacts should be discussed and agreed by both parties at the initial meeting.
- Befrienders are not expected to carry out any manual lifting or handling tasks, or any other tasks which could be hazardous.
- Befrienders and befrienders are made aware that if they smoke they should not do so while meeting for befriending contacts.
- A risk assessment is carried out for BBN events open to all BBN members and friends such as the AGM or Summer Party.
- Befrienders are not encouraged to take befrienders in private cars, but if there is an exceptional reason, the befriender should ensure that they are fully covered for liability through their personal motor insurance. The alternative of taking public transport together is preferred.

## **Training and support**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training is provided in the initial training course.

Befrienders are encouraged to discuss any issues of health and safety, however small, with their mentor.

**Resolving Health and Safety Problems**

Anyone associated with BBN who has a health and safety concern relating to the work of BBN must first tell the responsible Committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the complainant is not satisfied with this, they may then refer the matter, in writing, to the Management Committee chairperson. The Chair must investigate the process and respond within 10 working days.

**Date agreed.....**