HEALTH & SAFETY POLICY

In order to make it easier for all staff to keep themselves informed of Bowerbirdy's policies and any changes made to them, we will highlight any changes made from one update to the other.

New text will be highlighted as follows: This is new text xxx xxx xxx.

Any old text that has been deleted will be highlighted as follows: ~~This is old text that has been deleted yyy yy yyyyyy~~.

We hope this will help you to quickly be able to identify any changes made to our policies.

Health and Safety Statement

Because "The Company's Health and Safety Statement" is a general statement that applies to all Sites your organisation has established on TAM, you edit this statement not here, but under the tab called Company > Company H&S.

The Director and Senior Management of Bowerbirdy are committed to health and safety and so far as is reasonably practicable will:

- Assess and control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.
- Further, the Company, use The Action Manager (TAM) to manage Health & Safety within the organisation. Hence, an updated version of this policy can always be found on TAM under H&S/H&S Policy.

Main Responsibilities for Health and Safety

1. Overall and final responsibility for health and safety in Bowerbirdy is that of: John-Paul White
   Stand-in/Reserve : John Dixon

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to: John-Paul White (H&S Site Responsible)
   Stand-in Reserve : John Dixon
   The H&S Site Responsible may, in turn, delegate much of the work related to putting the policy into practise to other employees working for him/her. Nevertheless, the H&S Site Responsible will always be ultimately responsible for the implementation of the policy on Site.

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following departments:

Department	Responsible Person	Stand-In Person
Bar	John Dixon	Lee Ashley
Creative Agency	Dan Picton	Javid Gilliani
Corporate	John-Paul White	Dan Picton
Diner	Kayleigh Peyton	John Dixon
Sales	John Dixon	Dan Picton
Adventure play	John Dixon	Lee Ashley
Sport Club	John Dixon	Lee Ashley
Arts & Crafts	Lee Ashley	Jodie Menzies
Stage school	Lee Ashley	Charlotte Clarke

4. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Geographic Area	Responsible Person	Stand-In Person
Bar – Public	John Dixon	Lee Ashley
Bar – Behind counter	John Dixon	Lee Ashley
Diner – Kitchen	Kayleigh Peyton	John Dixon
Diner – Public Area	Kayleigh Peyton	John Dixon
General Offices	John-Paul White	Dan Picton
Event Designs	John-Paul White	Dan Picton
Photo Genius	John-Paul White	Dan Picton
Recruitment	John-Paul White	Dan Picton
Creative Agency	Dan Picton	Javid Gilani
Public Parks/Space	John Dixon	Lee Ashley

5. All employees have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to a Member of the H&S Committee (as detailed in this policy statement).

Health and Safety Risks Arising from our Work Activities

1. John-Paul White is responsible for ensuring that Risk Assessments are carried out.
2. John-Paul White is also responsible for approving the Risk Assessment (as well as the action(s) required to remove/control risks) for them to become active.
3. Risk Assessments will be drafted and approved using the format and structure provided by The Action Manager. The actions required to remove/control risk will be tracked and monitored by The Action Manager.
4. Relevant staff will be automatically informed of approved new/modified Risk Assessments through The Action Manager.
5. John-Paul White is also responsible for ensuring that the implemented actions are assessed in order to ensure that they are in fact removing/reducing the risk as planned.
6. Risk Assessments will be reviewed at least yearly unless given a shorter review period in The Action Manager. The individual review dates for all approved Risk Assessments can be found on the summary pages for Risk Assessments and COSHH Assessments respectively.
7. In addition to this, a Risk Assessment should be reviewed whenever a work activity which is covered by one or more Risk Assessments changes.

Health & Safety Meetings

1. The Members and employee representatives on the H&S Committee are:

   John-Paul White
   Lee Ashley
   Kayleigh Peyton
   Charlotte Clarke
   John Dixon

2. The H&S Committee meets regularly and at least **Monthly.**

3. We encourage all employees to actively participate in making our workplace safer. We therefore encourage you to communicate any health & safety concerns that you may have to any member of the H&S Committee.

Safe Plant and Equipment

1. The person responsible for identifying all equipment/plant that from a H&S point of view requires maintenance in order to provide good H&S standards is: John-Paul White.
2. The person responsible for ensuring effective maintenance procedures are drawn up is: John-Paul White.
3. The person responsible for ensuring that all identified maintenance is implemented is: John-Paul White.
4. Any problems found with plant/equipment should be reported to: John-Paul White.
5. The person responsible for ensuring that new plant and equipment meets health and safety standards before it is purchased is John-Paul White.

Safe Handling and Use of Chemicals/Substances

1. The person responsible for ensuring that new chemicals/substances can be used safely before they are purchased is: John-Paul White.
2. The person responsible for identifying all chemicals/substances which need a COSHH Risk Assessments is: John-Paul White.
3. The person responsible for undertaking COSHH Risk Assessments is: John-Paul White.
4. COSHH Risk Assessments will be drafted and approved using the format and structure provided by The Action Manager.
5. The person responsible for approving COSHH Risk Assessments is John-Paul White.
6. The relevant staff will be automatically informed of approved new/modified COSHH Risk Assessment through The Action Manager.
7. The person responsible for ensuring that all actions identified in the assessments are implemented is: John-Paul White
8. COSHH Risk Assessments will be reviewed at least yearly unless given a shorter review period in The Action Manager. The individual review dates for all approved COSHH Risk Assessments can be found on the summary pages for Risk Assessments.
9. In addition to this, a COSHH Risk Assessments should be reviewed whenever a work activity which is covered by one or more Risk Assessments changes.

Information, Instruction and Supervision

1. The Health and Safety Law Poster is displayed on TAM.
2. The person responsible for ensuring the Health and Safety Law poster is on display and is updated is: John-Paul White.
3. Health and safety advice is available from any of the Health & Safety Committee members (see above).
4. Supervision of young workers/trainees will be arranged/undertaken/monitored by: John-Paul White.
5. The person responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information is: John-Paul White.

Competency for Tasks and Training

1. The person responsible for overlooking all aspects of H&S related training on site (including identifying, arranging and monitoring training) is: John-Paul White.
2. Induction training will be provided for all employees by a relevant and competent person.
3. Job specific training will be provided by a relevant and competent person.
4. The Action Manager will automatically keep track of what the training requirements are for each Department and each employee.
5. The Action Manager will help to maintain the training records.

Personal Protective Equipment (PPE), First Aid, Accidents and Work-Related Ill Health

1. The person responsible for ensuring that the PPE is available, maintained and complete (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White
2. Unless of a disposable nature, all PPE is the property of Bowerbirdy and employees must return these to Bowerbirdy upon leaving the employ of Bowerbirdy. Bowerbirdy reserves the right to deduct the cost for any PPE that has not been returned to Bowerbirdy from the employee in question's final pay.
3. Health surveillance is required for employees doing the following jobs: Not Applicable
4. The person responsible for arranging Health surveillance is: Not Applicable
5. Health surveillance records will be kept by/at: Not Applicable
6. The person responsible for ensuring that the first aid box(es) is/are maintained and complete (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White
7. The First Aid box(es) is/are kept at:
    - Bar
    - Waffle House
    - Managers' Office
    - Mechanics Workshop
    - Sales Office
    - Photo Genius Stand at Event
    - Reception
    - Sales
    - Spare First Aid Inventory
8. The appointed person to look after the First Aid arrangements is: John-Paul White.

9. The appointed person(s)/first aider(s) is/are:
   John Dixon
   Finlay Bevan
   Sienna O'Connor
   Maya Kulikova
   John-Paul White

10. All accidents and cases of work-related ill health are to be recorded in the "Accident Book", which is filled out using format offered under Health & Safety in The Action Manager. The Action Manager will record and store these accident reports.
11. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is: John-Paul White.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out regular reviews of existing Risk Assessments, COSH, Safe Systems of Work, etc.,
- Maintain an ongoing "Hazard Spotting" programme to monitor health and safety in the work place.
- The person responsible for carrying out the Hazard Spotting (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White
- The H&S Committee is responsible for investigating any work-related accidents or ill health and to act on its findings.
- The results of the Hazard Spotting are reported to the H&S Committee, which is responsible for acting on the findings.

Fire and Emergency Procedures

1. The person responsible for ensuring the fire risk assessment is undertaken and implemented is: John-Paul White and is logged on The Action Manager.
2. The person responsible for checking escape routes are checked (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White.
3. The person responsible for checking and maintaining the fire extinguishers (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White.
4. The person responsible for testing the fire alarm (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White.
5. The person responsible for carrying out the emergency evacuation drill/fire drill (and the "Owner" of the related Checks & Logs, see Ops Tools/Checks & Logs) is: John-Paul White.

Local Authorities

Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. HSE or your local authority's Environmental Health Department):

Country: **England**
Area: **Bedfordshire**
Name: **Central Bedfordshire**

Employment Medical Advisory Service

Address: **AW House, 6-8 Stuart Street, Luton, Bedfordshire LU1 2SJ**

NOTE: This Policy was approved by the following officer on 01/01/2025 and is due for review every 1 year:
John-Paul White