

**BRITISH MOUNTAINEERING COUNCIL**

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**Health & Safety Policy Statement****SECTION 1 – POLICY STATEMENT**

It is the policy of the British Mountaineering Council (BMC) to ensure, so far as reasonably practicable, the safety and welfare of:

- Its employees.
- Members who participate in events it runs.
- Members of the public and others who attend the events it organises.

This will be done by compliance with current UK health and safety laws, codes of practice, and through the promotion and dissemination amongst its members of current best practice in hill walking, mountaineering and climbing to assist the health and safety of participants at all levels and in all capacities. Whilst clubs and members operating outside of BMC events may be provided with guidance, they are responsible for their own activities and welfare.

This policy's safety and welfare aim will be achieved through continuing development, implementation, monitoring, review and, where necessary, revision of the framework, arrangements and procedures set out in this document.

This policy and any risk assessments required to fulfil legal obligations will be subject to updating as necessary. The policy will be subject to a mandatory comprehensive review not more than 3 years from the date of issue below.

**SECTION 2 – ARRANGEMENTS FOR MANAGING & IMPLEMENTING THE HEALTH & SAFETY POLICY**

It is the responsibility of the BMC Executive Committee to ensure that the BMC is discharging the legal health and safety duties placed upon it. It will do this by:

- Providing strategic direction to the Chief Executive Officer (CEO) in respect of health and safety matters.
- Ensuring that the CEO has available the resources in terms of finance, time and people to implement any necessary actions to ensure that the BMC's legal responsibilities are discharged.
- Reviewing progress of the BMC in achieving its strategic health and safety aims.
- Using the Non-Executive Director(s) in a scrutiny role.

It will do the above in discussion with the CEO who will assist the Executive Committee by providing a formal report on health and safety. This will be at such times as the Committee requires but will be at least annually, coincident with the presentation of the BMC End of Year Financial Report. The report will cover at least the following:

- Accident/incident profile for employees for the year, with details of major/minor injuries, and indications of trends.
- Any significant employee occupational health issues.
- Information on any significant actions taken in respect of:
  - Assisting health and safety of employees.
  - Assisting health and safety of members.
  - Assisting health and safety of members of the public and others who attend BMC events.

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- Promotion of good health and safety practice amongst clubs and members.
- Changes to health and safety legislation impacting on the BMC and its business, and in outline how these have been dealt with (or may need to be dealt with).
- Direction taken (or being taken) by the BMC Health and Safety Group, and any issues highlighted by the respective Group.

It is for the Executive Committee members and CEO to ensure that suitable attention is given to ensuring that health and safety arrangements are implanted and operated effectively. To assist the Executive Committee, health and safety will be a standing agenda item every 6-months at Executive Committee meetings. At those Executive Committee meetings, the CEO, briefed by the Health & Safety Co-ordinator:

- will update the Executive Committee on those actions discharged from the time of the last meeting where health and safety was discussed and on any actions outstanding from previous meetings.
- provide details of any legally reportable accidents or significant occurrences in the previous 6 months, together with details of any significant health and safety actions taken during this period.
- highlight any points nominated by the BMC Health and Safety Group.
- agree with the Executive Committee on any action to be pursued.

At working level, management of health and safety for the BMC will be undertaken by the BMC Health and Safety Group. The Group is to meet every 6 months and its membership is to consist of the CEO (Chair), the Health & Safety Co-ordinator, Department Heads and a Director from the Executive Committee. The CEO is to ensure that at least one individual in the Group has a suitable competency in outdoor Health and Safety matters. The meeting is to cover the following:

- Significant accidents or incidents over the preceding 6 months.
- Significant occupational issues over the preceding 6 months.
- Actions discharged from the time of the last meeting and any actions outstanding from previous meetings.
- Review of arrangements from previous and forthcoming events, including review of risk assessments and any auditing arrangements to be put in-place.
- Consideration of any forthcoming changes to health and safety legislation and actions to be taken and the review of any changes to health and safety arrangements being undertaken.
- Promotion of good health and safety practice to clubs and members.
- Any issues that should be highlighted to the Executive Committee.

### **SECTION 3 – SPECIFIC DUTIES & RESPONSIBILITIES**

**CEO.** The CEO has overall day-to-day responsibility for health and safety matters within the BMC. The CEO will ensure that:

- The BMC has in-place policies and arrangements to ensure legal health and safety requirements are met.
- Sufficient funding is in-place to discharge these duties.
- A Health & Safety Co-ordinator, reporting directly to the CEO, is appointed for the BMC; this is an existing responsibility.
- Health and safety conditions and performance within the BMC is monitored.
- Action is taken to deal with identified risks to health and safety.

**Department Heads and Area/Committee Chairs.** Department Heads and Area/Committee Chairs are required to assist in the implementation of the health and safety policy by:

- Being familiar with the health and safety policy and, in particular the aspects relating to their area of responsibility.

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- Ensuring that their staff and volunteers are aware of the provisions and requirements of the health and safety policy and any subsequent revisions.
- Ensuring that their staff and volunteers do not undertake work that is beyond their competency or for which there are not adequate facilities or equipment available.
- Ensuring that staff and volunteers know and understand their safety duties, follow the required procedures (e.g. for reporting of accidents and significant occurrences) and observe safe working practices.
- Maintaining any records of inspections and examinations the BMC requires.
- Ensuring all reported safety hazards are dealt with and where necessary reported to the Health & Safety Co-ordinator, or if particularly significant, to the CEO.

**Health & Safety Co-ordinator.** The Health and Safety Co-ordinator is to:

- Be familiar with the BMC's health and safety policy, and support the CEO to ensure that action is taken to ensure that employees and volunteers are made aware of the health and safety policy and its requirements.
- Ensure risk assessments exist for significant activities and events undertaken by the BMC and that these are reviewed and updated as necessary.
- Reporting to the HSE any significant occurrence as defined by the RIDDOR requirements.
- Ensure that those who have health and safety roles with the BMC (e.g. roll call officers and event organisers) know and understand their safety duties and are aware of the procedures to be followed (e.g. in the reporting of hazards and occurrences, and the carrying out of checks etc.).
- Liaise with Area/Committee Chairs and assist them in resolving any health and safety problems that may arise.
- Where necessary, ensure that routine safety checks are carried out of the various aspects of the BMC's working environment and ensure that a record is kept of such safety checks (e.g. fire alarm tests).
- Ensure, where necessary in discussion with the Chief Executive, Department Heads and Area/Committee Chairs, that action is taken in respect of reported hazards or identified risks.
- Ensure that good housekeeping standards are maintained within the BMC's offices.

**Employees & Volunteers.** All employees and volunteers are required to co-operate to ensure the health and safety of colleagues, visitors and members of the BMC. In particular, employees and volunteers are required to:

- Be aware of the BMC's health and safety policy and safe working procedures and arrangements, and in particular those that apply to their area of work.
- Bring to the attention of Department Heads and Area/Committee Chairs and/or the Health & Safety Co-ordinator any equipment with defects that constitute a risk to health and safety.
- Ensure that visitors are made aware of unavoidable risks.

## **SECTION 4 – HEALTH & SAFETY SUPPLEMENTS**

Health and Safety Supplements provide detailed information about BMC health and safety policies and the required actions that are to be followed by BMC employees and volunteers in respect of BMC activities.

### **Supplement 1 – Occurrence Reporting, Recording and Investigation**

The BMC is defined as the 'Responsible Person' for reporting to the Health and Safety Executive (HSE) accidents suffered by employees, volunteers and members of the public engaged in BMC activities.

All occurrences in which anyone associated with the activities of the BMC (that is employees, volunteers or members of the public engaged in BMC activities) has an accident (however minor) must be reported immediately (or at least within 24 hours) to the BMC Health and Safety Co-ordinator for recording in the BMC database.

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Any occurrence resulting in a member of staff being unable to do their normal job for more than 3 consecutive days must be reported to the BMC Health and Safety Co-ordinator no later than the 4<sup>th</sup> day after the incident. The Health & Safety Co-ordinator (Deputy CEO) can be contacted on 07554 998 919.

After the alerting of the Health & Safety Co-ordinator an occurrence reporting form is to be compiled. The form is available from the Co-ordinator and the form is to be sent to:

Health & Safety Co-ordinator  
BMC  
177-179 Burton Road  
Manchester  
M20 2BB

The Health & Safety Co-ordinator is responsible for alerting the HSE in the case of any significant occurrence as defined by the RIDDOR requirements.

Any occurrence resulting in an injury requiring the HSE to be alerted will be subject to an internal BMC investigation. The CEO will appoint a person (or persons) to conduct the investigation with a view to establishing how the occurrence happened, what lessons can be learned and to recommend any improvements that can be made to prevent (or minimise the likelihood) of reoccurrence. The BMC Executive Committee will consider the findings of such an investigation at the next meeting after the conclusion of the investigation.

**Supplement 2 – Management of Events**

All BMC Events are to be run in accordance with the BMC guidance document 'Organising BMC Events and Meets'. Events must be overseen by an Event Co-ordinator; this individual is responsible for ensuring all BMC policies and Procedures are followed, including completing, and returning, to the appropriate BMC staff, a BMC Event Approval Form. The Form is to be signed by 2 BMC Officers, one of whom must be the BMC CEO or Deputy CEO. The BMC Event Feedback Form, contained within the BMC Event Approval Form, is to be returned to the BMC, completed, within 7 days of the end of the event.

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