



Best Foot Forward

Bringing sustainability down to earth

Best Foot Forward Health & Safety Policy

Best Foot Forward (BFF), has a duty under law to ensure, so far as is reasonably practicable, its employees health, safety and welfare at work.

BFF will consult with its safety representative on matters relating to its employees health and safety at work.

In general, BFF's duties include:

- making the employees' workplace safe and without risks to health;
- ensuring plant and machinery are safe and that safe systems of work are set and followed;
- ensuring articles and substances are moved, stored and used safely;
- providing adequate welfare facilities;
- giving employees the information, instruction, training and supervision necessary for employees health and safety

Health and safety consultation and representation arrangements at Best Foot Forward

Best Foot Forward (BFF) will consult its employees or the employee representative on matters to do with their health and safety, including:

- any change which may substantially affect its employees health and safety at work, e.g. in procedures, equipment or ways of working;
- BFF will ensure arrangements for getting competent people to help them satisfy health and safety laws;
- the information employees have to be given on likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what its employees should do if they have to deal with a risk or danger;
- the planning of health and safety; and
- the health and safety consequences of introducing new technology.

In particular, BFF must:

- assess the risks of its employees health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- if there are five or more employees, record the significant findings of the risk assessment and the arrangements for health and safety measure;
- if there are five or more employees, draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to their employees attention;

- appoint someone competent to assist with health and safety responsibilities, and consult employees or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first-aid facilities;
- make sure that BFF's workplace satisfies health, safety and welfare requirements, e.g. ventilation, temperature, lighting, and sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substances which may damage their employees health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operation, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Best Foot Forward's employees have legal duties too. These include:

- taking responsible care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with BFF employers on health and safety;
- correctly using work items provided by BFF, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

What to do if there is a health and safety problem at Best Foot Forward

If an employee thinks there is a health and safety problem on BFF premises they should first discuss this with BFF employers. The employee may also wish to discuss it with their safety representative: Craig Simmons. The employee, BFF or safety representative can get information on health and safety in confidence by calling HSE's InfoLine telephone service on 0541 545500.

Should a BFF employee feel that BFF employers are exposing them to risks or are not carrying out legal duties, and the employees have pointed this out without getting a satisfactory answer, the employee can contact the enforcing authority for health and safety in the BFF workplace. Health and safety inspectors can be contacted to give advice on how to comply with the law. They also have the powers to enforce it. BFF employees can also contact the HSE's Employment Medical Advisory Service who give advice on health at work.