

The Bikeability Trust

Health and Safety Policy

The Bikeability Trust believes that the effective management of health and safety is an integral and vital part of all our business activities. We are committed to providing a high quality, safe, and healthy working environment by taking all reasonable and practicable steps to safeguard the health, safety, and wellbeing of colleagues, visitors, and anyone who may be impacted upon by our operations.

It is the policy of The Bikeability Trust, and our colleagues, to conduct our business in compliance with health and safety laws and regulations, charity policies, core standards, and best practices pertaining to occupational health and safety, and to:

- Take reasonable action to prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities;
- Engage and consult with colleagues on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- Provide and maintain equipment that is safe and without risks to health;
- Allocate sufficient resources to enable the health and safety policy to be effectively implemented;
- Ensure that any place of work is safe without risks to health and safety and has adequate facilities for welfare at work;
- Make the management of health and safety issues an integral part of our daily activities.

We believe that it is the responsibility of all our colleagues to promote and visibly demonstrate a positive safety culture based on shared values, beliefs, and expected behaviours.

We recognise the ever-changing obligations required by health and safety legislation and aim to continually review them against our health and safety procedures.

Health and Safety Procedures:

There are a number of procedures that guide our approach to managing health and safety at the Trust. These procedures are shared with colleagues, including any updates. They include:

- Business Continuity Management Plan
- Workplace Safety: Home Working Risk Assessments
- Display Screen Equipment Guidance
- New and Expectant Mothers Guidance
- Stress at Work
- The Bikeability Trust Risk Register

The Trust regularly keeps the Business Continuity Management Plan actions and controls under review at Directors' team meeting. This plan details:

- Loss of key staff
- Loss of IT / data

- Loss of telecommunications
- Loss of hard data / paper records
- Loss of utilities (electricity, water, gas)
- Loss of a key partner or supplier
- Disruption due to industrial action
- Disruption due to severe weather
- Disruption due to major local or national event

The health and safety controls and measures are overseen by the Executive Director and are subject to annual review or in the light of any incident including a 'near-miss' where learning would shape future controls.

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