

# Health and Safety

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## Policy Statement

It is our policy to provide and maintain safe and healthy working conditions for all staff and volunteers, and to provide information, instruction, learning and supervision as is needed for this purpose.

We also accept our responsibility for the health and safety of people who engage in and may be affected by our activities.

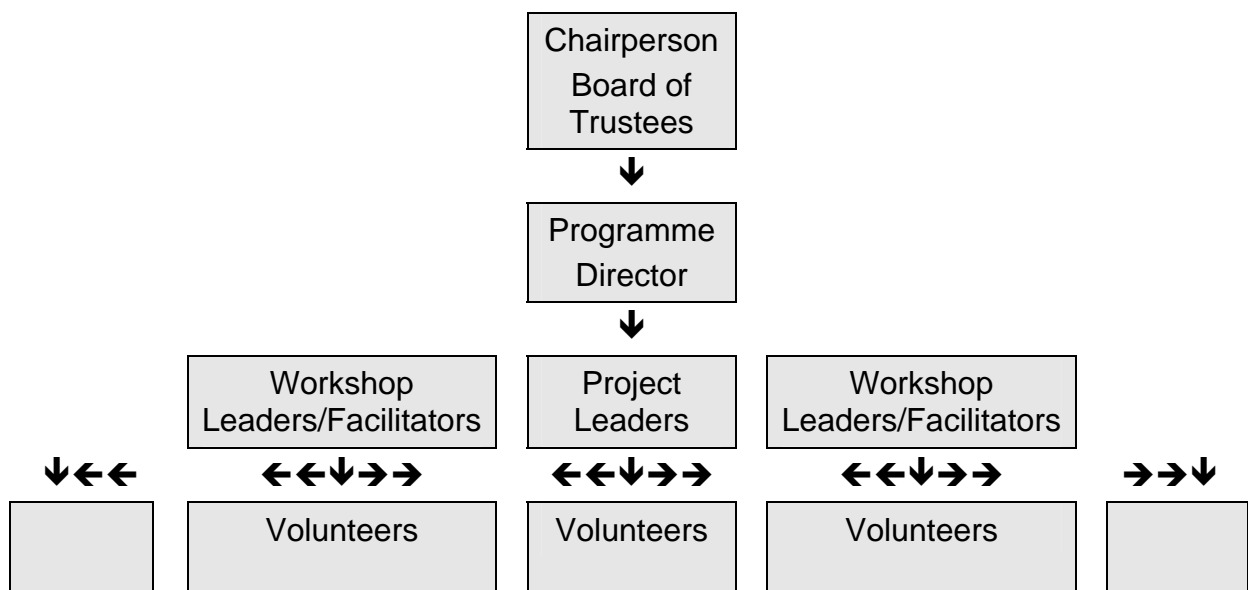
**Inside Out Community**, hereinafter referred to as the Organisation, actively seeks support from all staff and volunteers, whatever their status, in achieving the objectives of this Health and Safety Policy.

The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

This policy will be issued to all staff.

## Organisation Structure

The Organisation's organisational structure is set out in the diagram below and the schedule of individual health and safety responsibilities is detailed below.



### Day to day health and safety responsibilities:

1. The project leader or workshops leader is responsible for all day to day health and safety matters relating to the premises used by the organisation.
2. The project leader is responsible for carrying out risk assessments, or completing a Health and Safety check list for all premises used by Inside Out, copies of which should be forwarded to the secretary of the board of trustees

3. The project leader/workshop facilitator is responsible for ensuring that participants are informed of basic health and safety issues and procedures relating to premises used by the organisation.
4. It is the duty of all staff and volunteers while at work:-
  - To take responsible care for the health and safety of him / herself and of other persons who may be affected by his/her actions
  - To co-operate with venue staff, and project leaders to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
  - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
5. Any abuse of health and safety responsibilities by staff or volunteers may lead to disciplinary actions being taken against him / her.

## **Monitoring the Health and Safety Policy**

A nominated trustee is responsible for checking the policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged
- Staff and volunteers are working to health and safety rules
- Staff and volunteers are safety conscious.
- It reflects any new health & Safety legislation

## **Health and Safety Budget**

An allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training.

## **Systems and Procedures**

### **General safety and conduct of Staff**

Staff and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all.

### **Accidents**

If an accident occurs involving a staff member or participant the injured person's should inform the project leader/workshop facilitator and /or a Qualified First Aider

who can deal with minor injuries or seek further help as necessary. The project leader or workshop facilitator should record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the project leader.

### First Aid

A first aid box should be available in all venues used by the organisation and if not should be provided by the Organisation. A person with training in first aid should wherever possible be available at all venues used the organisation. The organisation is committed to creating opportunities for staff to attend first aid courses.

### Safety Training

All staff and volunteers are given an induction relating to evacuation procedures, accident procedures and availability of first aid in venues used by the organisation. Other training is carried out by various training providers according to need. Records of all training and learning activities are kept by the secretary of the board of trustees.

### Communication

Health and Safety issues can be raised as an agenda item at all trustee meetings. All staff and volunteers are encouraged to raise any matters of concern with the board prior to meetings and if more urgent, to raise it with the chairperson at any time.

### Smoking

Smoking is not allowed in any of the Organisation's work areas, but smoking is allowed in permitted areas outside venues used.

### Fire Precautions

All staff and volunteers should familiarise themselves with the fire procedures for any venue used by the Organisation. Participants should be made aware of evacuation procedure and fire exits at the beginning of short course and at regular intervals in ongoing programmes.

### Personal Protective Equipment

No personal protective equipment is considered necessary for activities currently run by the organisation. Any new activity that might have health and safety implications will be risk assessed before it is introduced.

### Good Working Practices

Good Working Practices including safety precautions to be taken to minimise risk to staff working in isolated venues are set out in Appendix A.

### Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 17<sup>th</sup> Edition.

### **Vehicle Safety**

Staff should not carry passengers as part of Organisation's business unless authorised to do so and hold the appropriate licence and insurance.

### **Manual Handling**

The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no member of staff or volunteer is expected to lift over 25kg without assistance.

### **Display Screen Equipment**

All staff should be informed of the various ill health conditions associated with the frequent use of display screen equipment and should exercise personal care in the use of computers to avoid health problems.

### **Hazardous Substances**

No hazardous substances are to be used in the delivery of the organisations programmes.

### **Health and Safety Inspections**

Venues currently used by the organisation are assessed as low risk and comply with health and safety legislation

### **Venue Hire**

For each venue hired by the Organisation a Venue Health and Safety checklist schedule, Appendix B, will be issued and the completed form reviewed by the project leader before forwarding to the secretary of the board. This procedure will be followed on the first hiring of any venue to ensure implementation of this Policy. For subsequent hiring enquiries should be made to ascertain whether the information supplied is still current. No venues will be used by the organisation that does not meet the organisations health and safety standards.

### **Female Workers of Child Bearing Age**

Should any person in this category notify the Organisation of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

## **Policy Review**

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

## **Approved by the board of Trustees**

## **Signed**

## Appendix A - Good Working Practices

1. All staff, volunteers, participants and visitors will record their arrival and departure at venues used by the Organisation, so that at all times the persons on the premises can be ascertained in the event of an emergency. Where there is not venue log in/out system in place project leaders/ workshop facilitators will keep a register of who is present.
2. Keep all passageways clear of obstructions.
3. Do not obstruct any Fire Exit.
4. Keep all electrical leads tidy and ensure that they do not form an obstruction.
5. Staff and volunteers should ensure that participants can access and leave the building safely, particularly if there are mobility problems.
6. Staff and volunteers should be judicious about contact with participants outside of workshop sessions.
7. Personal information relating to staff and participants e.g. telephone numbers, addresses should not be given to others without the individual's permission.
8. When ever possible there should be at least two people leading a workshop (including the workshop lead artist), one of whom should have some experience/training in mental health work.
9. If workshops are held in an isolated room or venue, staff should wherever possible leave together.
10. When using other premises staff and volunteers should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well lighted area as close as possible to the premises to be visited.
11. When meetings are held at the Organisations base, the senior member of staff present, or the chairman of the meeting, must ensure that all visitors are informed of fire escape exits.
12. Staff responsible for booking venues for events must take all reasonable steps ensure that the premises satisfy Health & Safety Regulations

## Appendix B - Venue Health & Safety Checklist

This checklist must be carried out on venues used by the Organisation as part of the Health and Safety Policy. This must be used on every venue. \*(evidence to be seen)

<b>Venue:</b>	
<b>Address:</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	

HEALTH AND SAFETY POLICY (written where 5 employees or more)			
	YES/NO	N/A	Comments
Do you have a current signed Health and Safety Policy?			
Does the policy contain:			
* A. Statement			
* B. Organisation			
* C. Arrangements			
* D. Designated competent person			
HEALTH AND SAFETY LAW			
* Poster on display: "Health and Safety Law - What you should know"			
INSURANCES			
Do you have Employer Liability insurance?			
* Insurer's name:			
* Policy No:			
* Expiry Date:			
* Is the Maximum Liability Certificate displayed?			
* Do you have Public Liability insurance?			
NOTIFICATION TO ENFORCING AUTHORITY (where appropriate)			
* Maximum Liability Certificate displayed?			

RISK ASSESSMENTS			
Workplace Risk Assessments undertaken?			
Have significant risks been recorded with action plan?			
FIRST AID ARRANGEMENTS			
	YES/NO	N/A	Comments
* Is there a First Aid Box?			
* Is it clearly signed?			
* Contents of the First Aid Box meet legal requirements?			
* Is there an appointed First Aider?			
ACCIDENTS AND DISEASES			
Are all accidents entered into the Accident Book?			
Aware of your duties under RIDDOR regs. (F2508)			
EMERGENCY ARRANGEMENTS			
a. Fire Certificate been issued? (where appropriate)			
* b. Is fire fighting equipment checked regularly?			
* Are records kept of equipment checked?			
* c. Do you carry out Fire Alarm tests?			
Are records kept of fire alarm tests?			
Are emergency fire procedures displayed?			
d. Are evacuation drills carried out?			
Are records kept for evacuation drills?			
e. Are all Fire Exits and escape routes clearly signed?			
f. Is there a named person for emergencies?			
PREMISES AND WELFARE			
* Are the toilets suitable and sufficient?			
* Is the heating/ ventilation adequate?			
* Are there washing facilities?			
* Are adequate safety notices/ signs displayed?			
GENERAL CONDITIONS OF WORKING ENVIRONMENT AND HOUSEKEEPING			
Any other comments:			



I confirm that the above particulars are correct – Venue representative

<b>Name</b>		<b>Signed</b>	
<b>Position</b>		<b>Date</b>	