



art, culture and disability equality

Arcadea

Health and Safety Policy
November 2011

Health and safety policy statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of:

Arcadea Disability Arts, registered charity no. 1046912

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

Review date

Responsibilities

- 1 Overall and final responsibility for health and safety is that of Geof Armstrong.
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Katy Saunderson.
- 3 To ensure health and safety standards are maintained/ improved, all employees have responsibility within their own area.
- 4 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 an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by Katy Saunderson.
- The findings of the risk assessments will be reported to Geof Armstrong.
- Action required to remove/control risks will be approved by Geof Armstrong.
- Katy Saunderson will be responsible for ensuring the action required is implemented.
- Geof Armstrong will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with employees

- Employee representative(s) are Katy Saunderson.
- Consultation with employees is provided by Geof Armstrong.

Safe equipment

- All employees will be responsible for identifying all equipment needing maintenance.
- Katy Saunderson will be responsible for ensuring effective maintenance procedures are drawn up.
- Katy Saunderson will be responsible for ensuring that all identified maintenance is implemented. ■ Any problems found with equipment should be reported to Katy Saunderson.
- Arcadea staff (including freelance staff) will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Geof Armstrong will be responsible for identifying all substances which need a COSHH assessment.
- Geof Armstrong will be responsible for undertaking COSHH assessments.
- Geof Armstrong will be responsible for ensuring that all actions identified in the assessments are implemented.
- The purchaser will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the Arcadea office near the door.
- Health and safety advice is available from Katy Saunderson.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Katy Saunderson/Geof Armstrong.
- Geof Armstrong/Katy Saunderson are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Geof Armstrong/Katy Saunderson.

- Job specific training will be provided by Geof Armstrong/Katy Saunderson or a qualified trainer.

Specific jobs requiring special training are those working with vulnerable clients or those that involve level of intimate care.

- Training records are kept by Katy Saunderson.
- Training will be identified, arranged and monitored by Katy Saunderson.

Accidents, first aid and work-related ill health

- There are no jobs currently requiring health surveillance.
- When necessary health surveillance will be arranged by Geof Armstrong.
- Health surveillance records will be kept by Katy Saunderson.
- The first aid box is kept in the stationery cupboard.
- The appointed first aider's are Geof Armstrong/Katy Saunderson.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Katy Saunderson.
- Geof Armstrong is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out regular risk assessments and spot checks as well as investigating any reported incidents.
- Katy Saunderson is responsible for investigating accidents.
- Katy Saunderson is responsible for investigating work-related causes of sickness absences.
- All employees are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- White Box are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by White Box.
- Fire extinguishers are maintained and checked by White Box.
- Alarms are tested by Commercial Union House every week.
- Emergency evacuation will be tested every 10 weeks.