



# HEALTH & SAFETY POLICY

## Policy, Procedure & Codes of Practice

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Unique Community regards the promotion of Health and Safety as a mutual objective for members and staff at all levels. It is therefore Unique Community's policy to do all that it can to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards. It will take this into account in the provision of equipment and safe working practice. Unique Community will review its practices and procedures for Health and Safety at work once a year and will make such arrangements as is necessary for their improvement. After review by the Management Team, the Health and Safety Policy will then be taken to the Trustees for final approval. Unique Community will ensure that a copy of this policy is displayed on its premises for the attention of all employees and volunteers.

In particular Unique Community has a responsibility:

1. To provide and maintain safe working conditions taking account of all statutory requirements.
2. To provide all necessary training and instructions to enable employees and volunteers to perform their work safely and efficiently.
3. To maintain a constant and continuing awareness in health and safety matters applicable to Unique Community activities, in particular by consulting and involving employees as and when necessary.
4. To provide the provision of adequate facilities for employees' welfare at work.
5. To ensure all staff and volunteers are reference and DBS checked.

### **Employees have a duty to co-operate in the operation of this policy:**

1. By taking reasonable care for the safety of themselves and of other persons.
2. By complying with all duties relevant to their work.
3. By not interfering with or abusing anything that is provided for their health, safety or welfare.
4. By reporting incidents that have led or may lead to injury or damage.
5. By adhering to Unique Community's rules and procedures for securing a safe and healthy workplace.
6. By assisting in the investigation of incidents with the object of introducing measures to prevent re-occurrence.

### **Incident reporting**

The Artistic Director (AD), Wellbeing Officer (WO), or Community Outreach Coordinator (COC) are the people to whom all incidents must be reported.

**Incidents** are immediately reported on the **INCIDENT REPORT FORM**

**First Aid** is immediately reported on the **INCIDENT REPORT FORM**. Emergency contacts are informed either at the end of the session or if the incident is more serious they are informed immediately.



**Safeguarding** concerns should be immediately reported to the AD, WO, or COC and are written into the appropriate report (see Child & Safeguarding Protection policy and Adult Safeguarding Policy).

**Behavioural Incidents** should be reported at the end of the session unless the incident requires serious action and intervention by the AD, WO, or COC. All behavioural incidents are written up immediately by all staff members present.

#### **First aid**

Unique Community will make arrangements for the training of staff to be proficient in First Aid, and will ensure that there are adequate arrangements for dealing with accidents and emergencies. We will ensure that all individual medical requirements are made aware of. Responsibility will be appointed for each activity and we will ensure all employees are aware of their roles.

We have an online **INCIDENT REPORT FORM** for recording first aid or treatment given. When sessions are held in other venues, depending on our agreement, the project leader will be responsible for ensuring reports are recorded by the venue.

#### **Fire**

Unique Community will adopt emergency action procedures from each location they visit and ensure that employees and volunteers are aware of these. Fire drills will be conducted from time to time across activities. Policies, Procedures and Reports are available via google drive to staff / volunteers with access.

#### **Equipment**

Electrical equipment will be inspected bi-annually to ensure there are no electrical faults that could cause injury.

**Risk factors in relation to service provision** See Risk Assessment

**Risk assessments** Unique Community will ensure that there are risk assessments in place for all projects in accordance with Unique Community's Policies & Procedures.

#### **Details of how activity equipment is managed and maintained**

Equipment is regularly maintained and serviced. Staff are responsible for setting up all equipment and ensuring all is in working order and safely positioned. Any faulty equipment is to be reported to management immediately.

#### **Evidence of how health and safety is managed**

The AD will be responsible for ensuring that the policy is fully effective. Unique Community will ensure:

- All employees and volunteers are signposted to our Health and Safety Policy which is in the Staff Handbook.
- All employees and volunteers using any specialist equipment are fully trained beforehand.
- Regularly review all procedures and practices.
- Make sure the policy is known to all employees, volunteers and service providers to ensure that they understand their responsibilities.



### **Monitoring**

Unique Community will adopt a monitoring system to record all incidents ensuring swift and efficient handling of situations and prevention of recurrences wherever possible.

- **Repairs:** Unique Community will keep a watchful eye on and set up a system for inspection and the reporting of hazards.
- **Cleaning:** Unique Community will ensure that the cleaning of the premises is sufficient to ensure a safe and healthy environment for all employees, members and clients.

### **Supervision**

Unique Community will do all in its power to ensure the adequate supervision of staff, volunteers and all entering its premises at all times by a member of the Management Team. This responsibility will extend to making sure that all employees understand the arrangements made for their safety within the premises.

### **Child abuse and drug abuse**

Unique Community will adhere to the relevant legislation concerning Child Abuse and Drug Abuse.

### **Employees entitlement to eye tests**

In compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, Unique Community has adopted the following policy in respect to the provision of employee eye and eyesight tests. Entitlement to such a test will relate only to an employee who has been designated as a 'DSE USER'. A DSE USER is: an employee who uses display screen equipment for 50% or more of his/her normal working week (based on a 37.5 hour week) and/or an employee who uses display screen equipment for a continuous period of at least two hours on each working day. (See Employees Entitlement to Eye Tests Policy for details of employee procedure).

### **Use of other venues**

When working outside of Unique Community's own space, AD will request a copy of venues Health and Safety Policy and relevant risk assessments or policies prior to use.

### **Review**

Unique Community's Health and Safety Policy will be reviewed bi-annually.