



# Health and Safety at Work Policy

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## **1. POLICY STATEMENT**

- 1.1 Daisi accepts its responsibility as an employer for ensuring that, as far as possible, every employee and volunteer has a place to work which is both safe and without risk to health. For the purposes of this policy the term 'staff' or 'member of staff' shall mean all persons working for or on behalf of Daisi, including employees, volunteers, artists and trustees.
- 1.2 Daisi will take all reasonable steps to ensure the continued development of health, safety and welfare matters for all staff.
- 1.3 Appropriate information and training will be provided to all staff and others who may be affected by the activities of Daisi.
- 1.4 This policy will be reviewed on a tri-annual basis or sooner if legislation changes.
- 1.5 Please also refer to the separate Daisi Child and Vulnerable Adult Policy.

## **2. HEALTH AND SAFETY RESPONSIBILITIES**

- 2.1 Overall responsibility lies with the Director.
- 2.2 Responsibility for health and safety within individual projects, lies with the Project Manager and the artist for that project and is shared with the school where the project takes place in.
- 2.3 Responsibility within the Daisi office lies with the Administrator.

## **3. ALL STAFF**

- 3.1 Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:
  - i) to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
  - ii) to co-operate with the employer so far as is necessary, to enable the employer or any other person to perform or comply with any duty or requirements imposed by or under any of the relevant statutory provisions
  - iii) not to intentionally or recklessly interfere with or misuse anything provided in the interests of

health, safety or welfare in pursuance of any of the relevant statutory provisions.

3.2 Thus all staff should:

- i) know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied
- ii) observe standards of dress consistent with safety and/or hygiene
- iii) exercise good standards of housekeeping and cleanliness
- iv) report all accidents, defects and dangerous occurrences.

#### **4. ARTISTS DELIVERING WORKSHOPS IN SCHOOLS**

Artists delivering workshops on behalf of Daisi in schools are responsible for:

- i) establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances e.g. chemicals, hot water, sharp tools etc.
- ii) referring to the Headteacher of the school and Daisi Project Manager any problems they are unable to resolve within the resources available to them
- iii) ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable other staff and pupils to avoid hazards and to contribute positively to their own health and safety.

#### **5. PREMISES AND EQUIPMENT**

Daisi seeks to provide as far as is reasonably practicable a safe environment at its office and in the environments within which its projects take place.

#### **6. VENTILATION**

Adequate and effective ventilation is provided by opening windows and doors. Daisi seeks to ensure that its offices and project environments are properly ventilated when in use.

#### **7. LIGHTING**

Daisi seeks to ensure that adequate electric lighting is provided within its office and will liaise with the building manager if there are problems.

## **8. WORKSTATIONS AND OFFICE**

Daisi seeks to provide a safe working environment for its staff and volunteers. Suitable equipment is provided to meet this commitment.

## **9. TRAINING**

Staff and volunteers will be encouraged to take up training opportunities relating to Health and Safety issues, particularly with regard to working with children and young people.

## **10. FIRST AID**

A First Aid box, with an accident book, is installed in the office. It does not contain medication of any kind. There are First Aid trained staff working within Exeter Library at all times.

## **11. FIRE**

In the event of a fire, staff and volunteers must leave the building immediately and follow the fire safety procedures of the building in which the work is taking place. No-one may re-enter the building until the all clear is given.

## **12. ACCIDENTS**

- 12.1 An accident book is provided in the office. All accidents, however small, will be logged in the book, including the names of those involved, the nature and circumstances of the accident, the date and time, and any action taken. Where an accident can be prevented from occurring again in the future, details of preventative measures will be logged. Where accidents occur in a school, the details should be recorded in the school's accident book.
- 12.2.1 Daisi staff leading groups or events must be in possession of their own accident book unless the venue or school in which they are working has an accident book and they have confirmed with that venue or school that the venue or school's policy is that Daisi staff should use that venue or school's accident book in the event of an accident.

12.2.2 All accidents recorded in any of the above accident books must also be reported to the Project Manager at Daisi, who should then also ensure that the Daisi director is aware of the accident.

### 13. PANDEMICS

If a pandemic is declared, all parties to a project, including Daisi, will observe any Government guidance regarding the same.

### 14. HEALTH AND SAFETY RISK ASSESSMENTS

Health and Safety Risk assessments will be carried out by the project manager for all projects (see Health and Safety Risk Assessment form attached).

### 15. STAFFING RATIOS FOR PROJECTS

Daisi will make every effort to achieve the best level of supervision of children at all times in line with the NSPCC recommended guidelines of:

- Age 0 - 2 years - 1 adult to 3 children
- Age 2 - 3 years - 1 adult to 4 children
- Age 4 - 8 years - 1 adult to 6 children
- Age 9 - 12 years - 1 adult to 8 children
- Age 13 - 18 years - 1 adult to 10 children

Exceptions will be made in a classroom situation within school hours when an artist and teacher are working together with a whole class.

## Daisi Health and Safety Policy

### Appendix 1 - Risk Assessment Form

Project name:  
Project leader:  
Date:  
Participants:

Define actions to be taken

	Risks	Probability High/Low	Impact High/Low	Actions to reduce probability and/or impact	Due date	Owner
				*	*	*

				*	*	*
				*	*	*