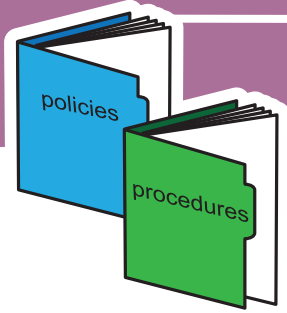




Pyramid of Arts

# Health and Safety

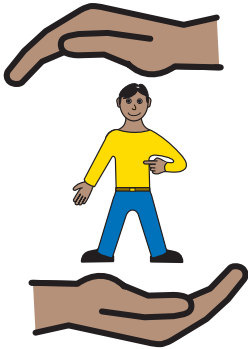


## policies and procedures

**This policy is about health and safety.**  
It explains what we do to stay safe when we're at Pyramid of Arts.

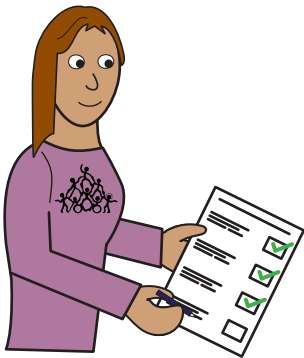
Everyone shares responsibility for keeping themselves and others safe at Pyramid of Arts.

We prevent accidents by



- Making sure the places we work are safe.
- Making sure the equipment we use is safe.
- Training our staff to keep everyone safe.

### If there is an accident



- We keep a record of it.
- We check to see if the accident could have been avoided.
- We find ways to improve so that it can't happen again.

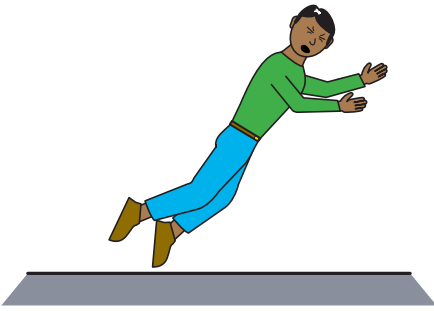


The Board of Trustees are legally responsible for Health and Safety.

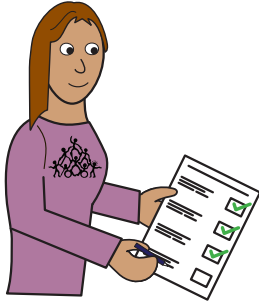
The Operations Coordinator is responsible for Health and Safety on a day-to-day basis.



## What to do if there is an accident or incident



- In a group session, tell the core worker.
- In the office, tell the Operations Coordinator or the Director.
- Write down what happened (with support if needed).



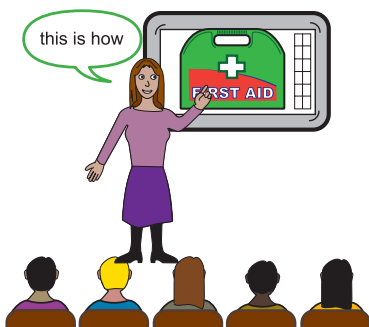
Use the Accident Book  
(there is one in each venue we use).  
or  
Complete an Incident Report.

- Hand the completed paperwork in to the Operations Coordinator.

## First Aid

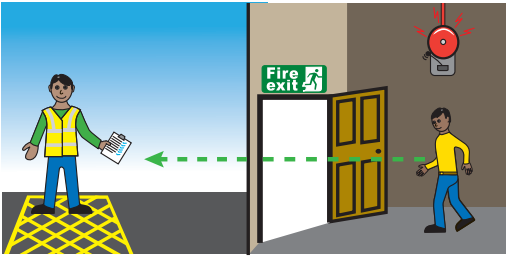


- First Aid boxes are available  
In the office  
In each venue we use for our sessions
- The Core Workers (in groups) and Operations Coordinator (in office) make sure that the contents of the First Aid box are maintained
- First Aid training is available to everyone and renewed every three years
- There is always someone who has completed First Aid training in our group sessions
- Any accident or incident requiring First Aid is reported in writing to the Operations Coordinator





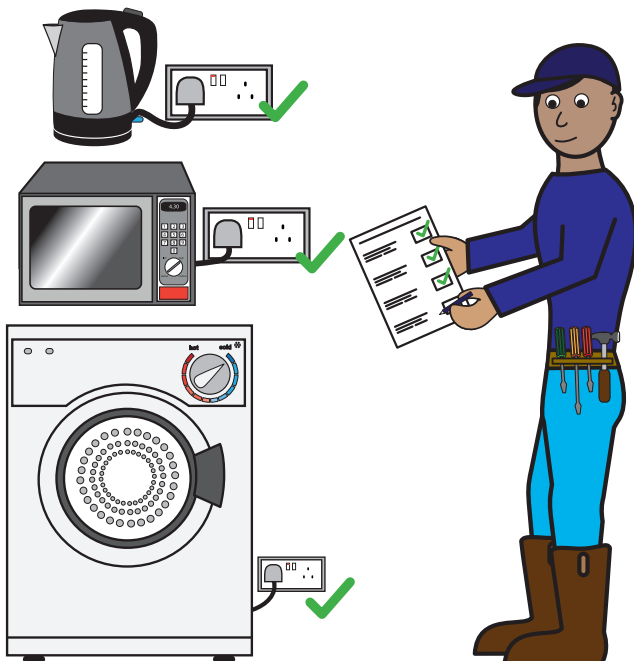
## Fire Safety



- We make sure the venues we use have fire safety measures (such as alarms and evacuation procedures) in place.
- Core Workers are required to conduct a termly fire drill for each group (or produce a Personal Evacuation Plan if the drill is likely to cause undue distress) and to regularly remind members of the evacuation procedure.
- Walkways to fire exits are always kept clear.
- The Risk Assessment for running a group session includes instructions on the safe use of equipment or substances which may pose a fire risk.

The supplementary fire safety checklist is also used for activities when needed.

## Electrical Safety



- There is a law called Electricity at Work Regulations 1989. We will make sure we always do what the law says.
- Staff will check electrical equipment before use.
- We will use Portable Appliance Testing (PAT) to ensure the safety of our equipment.
- Electrical equipment is switched off and, where practical, unplugged when not in use.



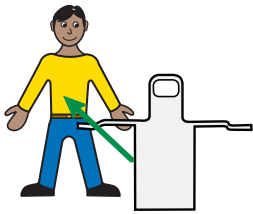
## COSHH

(Control of Substances Hazardous to Health)



- Hazardous substances (e.g. cleaning products, spray paint) are always stored in their original containers
- They are kept in locked storage when not in use
- Alternative products which pose less risk will always be considered before making a purchase.
- The Operations Coordinator is informed of any purchases of substances which require an Material Safety Data Sheet (information on the safe use of the substance) and the information is then kept with the substance while it is in use.

## Bodily Fluids



- Always inform the core worker if there has been an accident in a session.
- Always wear gloves and protective clothing when dealing with blood, urine etc.

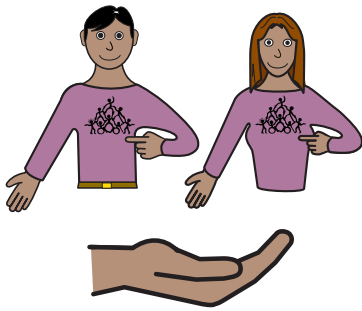
## Intimate Care



- Pyramid does not offer the level of training needed for staff or volunteers to provide support using the toilet.
- Members who require such assistance must come with a support worker who knows their care needs and has been trained to assist them.

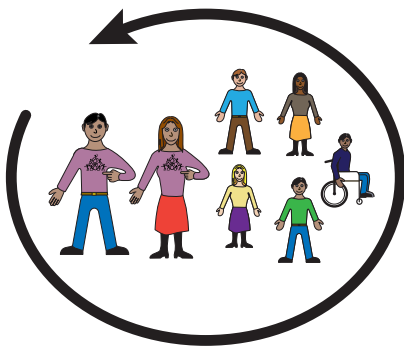


## Occupational Health



- Administrative staff conduct a workstation risk assessment with their line manager to ensure a safe and comfortable working environment.
- Regular supervisions with staff provide a forum to discuss and resolve any issue which may cause stress-related illness.
- In sessions, core workers tell members about any room changes (e.g. layout, lighting) in advance to help prevent stress.

## Lone Working



- Workers visiting the workshop or stores must notify the office on arrival and departure.
- Work undertaken out-of-office (e.g. home visits) must always be in pairs (except public events, network meeting etc.).
- Staff working alone must read and comply with the control measures listed in Risk Assessment OFF003 Lone Working.