



# POLICIES & PROCEDURES

## Pyramid of Arts

### Risk Assessment and Management

#### **Policy Statement** *To be read in conjunction with the Health and Safety Policy*

This is the statement of general policy and arrangements for Pyramid of Arts. Overall and final responsibility for health and safety is that of **The Board of Trustees**. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Operations Coordinator**.

#### **Our Duties**

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. **Responsible persons:** *Operations Coordinator, Project coordinators, Core workers*
  - Activities, venues and equipment are all subject to Risk Assessment
  - Everyone abides by the Health and Safety Policy
- To provide adequate training to ensure employees are competent to do their work. **Responsible persons:** *Director, Operations Coordinator*
  - The Pyramid of Arts Foundation Training is mandatory for all staff
  - Further Pyramid of Arts training is given to core workers / artists leading groups
  - External training is offered regularly (e.g. Emergency First Aid, Safeguarding)
  - Staff training needs are discussed in regular supervision meetings and additional training provided where needed
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. **Responsible persons:** *Director, Operations Coordinator*
  - Regular office staff meetings and core worker meetings provide an open forum for discussing health and safety
- To implement emergency procedures - evacuation in case of fire or other significant incident. **Responsible persons:** *Core workers, Operations Coordinator*
  - Risk Assessments and specific venue policies outline emergency procedures and include mandatory fire drills
- To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. **Responsible persons:** *Core workers, Operations Coordinator*
  - Please refer to the Health and Safety Policy for guidance

**In addition:**

- A Health and Safety law poster is displayed in the registered office, in the kitchen area.
- First Aid kits and accident books are located
  - In the main office
  - In the kitchen of Unit 3
  - In the Pyramid of Arts storage area of each venue we regularly use for activities
- Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): Please refer to the Health and Safety Policy for guidance

**Risk Assessments:**

A **complete** risk assessment is set out as follows:

1. VENUE – we undertake a risk assessment for each venue we use to run activities
2. GROUP – a general group risk assessment which covers the most common hazards, likely to occur at every Pyramid session
3. PROJECT – an additional risk assessment may be undertaken by the lead sessional worker for a group if any activity takes place which is not covered in the GROUP assessment
4. SUPPLEMENTARY – supplementary checklists are used as required. These are used for *new and expectant mothers; fire safety; young persons; hazardous substances; display screens and manual handling.*