

January 2019

# Health and Safety Policy

# PRIORITY 1-54

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## **1. General Statement of Policy**

- 1.1 Priority 1-54 acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its staff and children and young people affected by our activities.
- 1.2 Priority 1-54 will provide and maintain safe and healthy working conditions so far as reasonably practicable.

## **2. Goals**

- 2.1 This policy:
  - Shows the commitment of Priority 1-54 to health and safety.
  - Aims to remove or reduce the risks to the health, safety and welfare of all staff and children and young people affected by our activities.
  - Aims to ensure all work activities are done safely.

## **3. Responsibilities**

- 3.1 Priority 1-54's will:
  - Provide adequate control of health and safety risks arising from all activities undertaken with staff and children and young people.
  - Ensure regular, recorded risk assessments are undertaken related to all relevant activities.
  - Maintain safe handling and the use of substances in safe condition.
  - Ensure staff are competent to do their tasks, and to give them adequate training.
  - Review and revise this policy as necessary at regular intervals.

## **4. Arrangements**

- 4.1 Health and safety is considered in all aspects of our work. The following, outlines the principal ways in which Priority 1-54 will implement health and safety.
- 4.2 **Communication** - The contents of this policy will be brought to the attention of all staff and those we work with.
- 4.3 **Training** - Training needs will be identified with staff appropriate to their responsibilities. Training will be provided for work with

hazardous substances, use of equipment, use of personal protective equipment (PPE) and manual handling.

- 4.4 Additional training required because of new work activities and the use of new equipment or substances, will be provided when needed.
- 4.5 **Risk Assessments** - Risk assessment forms the basis of most health and safety areas and is at the heart of how Priority 1-54 controls risks faced by staff and children and young people that we work with.
- 4.6 Priority 1-54 has a responsibility to carry out regular risk assessments in line with agreed guidelines for activities that are undertaken with children and young people. This includes:
- Identify risks and hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record the findings and implement the precautions
  - Review the assessment and update when necessary
- 4.7 The objective is to determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination or control of the risk to help create a safe working environment.
- 4.8 The results of the risk assessments will be recorded in writing, and safety procedures adjusted to ensure adequate levels of health safety and welfare of all those involved in the activity.
- 4.9 **Hazardous substances** - Priority 1-54 will control exposure to hazardous substances to prevent ill health i.e. graffiti projects and related workshops. We will protect both staff and children and young people who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- 4.10 The risks associated with hazardous substances are considered for all work activities by obtaining all relevant information where possible. Alternative, less harmful substances are used if available.

In case of risks to health, Personal Protective Equipment (PPE) will be provided and correctly used (see below).

- 4.11 **Personal Protective Equipment (PPE)** – Specific activities undertaken by Priority 1-54 may require use of PPE and clothing i.e. graffiti projects and related workshops. Priority 1-54 will supply suitable and sufficient PPE to staff and children and young people where risks to health and safety cannot be adequately controlled in other ways.
- 4.12 **Equipment** - All equipment is subject to routine maintenance, taking into account various factors, including:
- Testing
  - Type of equipment
  - Amount of use
  - Consequences of failure
- 4.13 **First aid & accident reporting** – We will make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).
- 4.14 A basic first aid kit containing recommended minimum materials will be provided when undertaking any external activities, where appropriate.
- 4.15 All accidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **5. Lone Working**

- 5.1 The nature of the work undertaken by Priority 1-54 is such that staff or others working on our behalf, are not routinely expected to work in isolated locations on jobs or tasks which give rise to an increased risk to that person's health and safety due to hazards associated with the task.

## **6. Review and action**

- 6.1 We recognise that it is important for the organisation to regularly review this policy to ensure that it reflects up to date guidance and best practice.

6.2 A review will be carried out on an annual basis as a minimum and any necessary actions taken.

6.3 Ensure that Priority 1-54's Health and Safety Policy is available publicly.

6.4 This policy was last reviewed on: Friday 11<sup>th</sup> January 2019.

Signed:



John Khan – Co-Director

Date: Friday 11<sup>th</sup> January 2019

Signed:



Nicola Bryson- Secretary/Trustee

Date: Friday 25<sup>th</sup> January 2019

	Date:	
Ratified	Monday 5 <sup>th</sup> September 2016	
Reviewed	September 2107	
Reviewed	January 11 <sup>th</sup> 2019	
New review date	January 2020	

**Insurance** – Aviva Insurance Limited - Charity under Contract No. 25183849CHC

TYPE	LEVEL	Renewal date
Employer's liability	£10,000,000	29th April 2019
Public liability	£5,000,000	29th April 2019
Product liability	£5,000,000	29th April 2019
Professional Liability	£5,000,000	29th April 2019