



HEALTH AND SAFETY POLICY

Starpic Project is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, **Starpic Project** is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

The **Starpic Project** Board/Management Committee

The Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of **Starpic Project**. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with **Starpic Project** with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.



- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into **Starpic Project**, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of the **Starpic Project Board** to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept **electronically**.
- All accidents will be investigated by **Starpic Project Executive** and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a recurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst the **Starpic Project Board** has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for coordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Board
- Ensuring that Health and Safety information is included in new volunteer inductions

First Aid

- The First Aid Officer is Name
- The First Aid kit will be regularly checked and restocked by the First Aider
- The First Aid box is kept in **HUB Kitchen**
- The Accident Book is (in a confidential secure place) and Accident Forms are on our website and hardcopy in the documents folder.



Fire Safety

- The Fire Safety Officer varies from site to site, **Fire Warden** training is given to all sessions
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly by the venue management.
- The Fire Alarms are on every floor and staff are aware.
- The Fire Extinguishers are at the extinguisher locations.
- Fire Drills will be held: weekly by the venue management.
- The Fire Exits are visible and signed.
- The Emergency assembly point is outside of the building at the designated location.

Insurance

The group has appropriate insurance for its needs.

Details of the policy, number and phone number is available on **Starpic Project** website

www.starpicproject.co.uk

Risk Assessment

All **Starpic Project's** activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (*including worker supervising activity*) and kept by (**Starpic Project Board**) and regularly reviewed and updated.

Starpic Project has specific risk assessments for activities and venues.

They cover the need for:

- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of (*organisation*) Child Protection Policy and Procedures
- Regular checking of all equipment (*including First Aid and*) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities