

Introduction

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our clients, employees, contractors, volunteers and all persons likely to be affected by our activities including the general public where appropriate.

Definitions

Throughout this document the term "staff" includes all FolkActive directors, employees, contractors and volunteers.

Organisation

FolkActive directors have overall responsibility to:

- Ensure that health and safety has a high profile.
- Ensure adequate resources for health and safety are made available.
- Consult staff regarding suitable health and safety training opportunities.
- Monitor and review health and safety arrangements.

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities.

Risk Assessments

- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- All risk assessments and control measures are to be approved by the directors prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed in January
- Risk assessments will be reviewed following an incident or when a significant change occurs.
- Changes will be agreed by the directors and the policy document amended.

Arrangements

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury and ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

Activities

- FolkActive staff must be competent to lead the activity.
- Check all equipment before use.
- Check the workshop environment for hazards and deal with them if found.
- Activities must be adapted to render them safe for the delegates.
- With school groups and vulnerable adults the responsibility for behaviour lies with the responsible adults. Ensure that these responsible adults understand this.
- Activities must cease if hazards become apparent.

- Follow health and safety guidance for the venue especially with regard to fire evacuation arrangements.

Control of Substances Hazardous to Health

- FolkActive staff will always follow the manufacturer's guidance when using potentially hazardous products.
- Staff should not use any product provided at a venue if they are concerned about its safety.
- If personal medication is needed it should always be stored in a safe place inaccessible to others such as the zipped compartment of a bag.

COVID-19

- FolkActive will seek and follow best practice to be sure all activities have a high standard of Covid safety for team and participants.
- Covid risk assessments and mitigations for activities will be created and reviewed at least every two months.

Display Screen Equipment

- Be aware of correct seating posture when using display screen equipment.
- Have regular vision tests.
- Take regular breaks when working for long periods at display screen equipment.

Driving

- Take due care when driving to work and ensure sufficient time is allowed for each journey.
- Take especial care in adverse driving conditions.
- Staff must be covered by business insurance.

Equipment

- Ensure all equipment is suitable for purpose.
- Visually inspect all equipment before use.
- Any defective equipment will not be used and either mended or discarded.
- Equipment needing servicing will be serviced regularly by a competent person and records kept.
- Electrical equipment will have an up to date PAT test carried out by a competent person and records kept.
- Clean equipment after use and store it safely.
- Store equipment in suitable containers which make transporting safe and reduce the risk of injury due to manual handling.
- Staff will be trained in the use of equipment where appropriate.

Fire Evacuation

- Fire evacuation plan for any venue must be read, understood and communicated to workshop delegates.
- In the event of fire raise the alarm, remain calm and supervise the safe evacuation of workshop delegates.
- All personal possessions and equipment should be left behind.
- Supervise delegates in the muster area.

First Aid

- Staff will be trained in first aid and attend regular refresher training.
- Carry a first aid box.
- When working for another organisation establish the procedure for first aid and communicate this to participants.

- When working for another organisation or venue allow their first aider to deal with incidents.
- If concerned, immediately call an ambulance for themselves or others.
- If carrying out first aid or dealing with any bodily fluid, wear gloves and a disposable apron.
- If first aid is administered it should be recorded as an incident – see Incidents below.

Hot Surfaces and hot beverages

- Check venues to ensure there are no hazardous hot surfaces which could cause injury such as exposed heaters.
- Advise participants if the hot water in taps could cause injury.
- Ensure kettles are supervised in a safe area.
- Follow procedures relating to the safety of hot beverages when working with other organisations, for example the use of safe lidded containers.

Hygiene

- Ensure all equipment is clean prior to use and before storage.
- Check a venue before use.
- Wear gloves and apron if dealing with any bodily fluids.

Incidents

- Record any incident that causes concern and complete an incident report. This could be an accident, use of first aid, near miss, unpleasant interaction, violence whether verbal or physical.
- Any significant incident will be investigated and a signed report prepared by a director. Incidents that come under the RIDDOR regulations must be reported to the Health and Safety Executive.

Moving and Handling

- Avoid all moving and handling tasks where reasonably practicable.
- Moving equipment such as trolleys and bags on wheels will be provided and must be used.
- Staff should use good moving and handling techniques where activities can not be avoided.
- Staff must ask colleagues for assistance when possible.

Personal Protective Equipment

Use any personal protective equipment provided such as gloves and aprons for first aid and dealing with bodily fluids.

Security

- Ensure the security of valuables.
- Advise participants about the security of valuables and emphasise that FolkActive cannot be held responsible for the loss or damage to personal possessions and valuables.
- Staff must familiarise themselves with any security arrangements in place at venues and communicate this information to delegates.
- Be aware of the dangers of lone working. Staff should inform a family member or a director of their movements so any problems will be immediately noticed.
- Carry a mobile phone at all times.

Slips and Trips

- Be aware that many accidents are caused by slips and trips.
- Check venues for hazards.
- Do not position resources and equipment in such a way as to create a hazard.