

**Health & Safety Policy**

The Pump House Project is committed to providing activities in a safe environment without risk as far as is reasonably practicable. The overall responsibility for the implementation of this policy rests with The Pump House Project board of trustees. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Project Manager.

All staff and volunteers will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

# The Pump House Project will:

* Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly.
* Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use.

# The Project Manager will:

* Ensure that risk assessments are carried out in accordance with the Risk Assessment Policy.
* Establish and display prominently on the premises emergency procedures to be taken in the event of fire, incidents, accidents and illness.
* Maintain necessary health and safety records including an Accident Book.
* Make sure that a First Aid box is regularly checked and its location known to all staff and volunteers.
* Ensure that a qualified first aider is present at all sessions organised by The Pump House Project and those present know who it is. Hire bookings will provide their own trained first aider.
* Make Emergency First Aid Training available to all staff and volunteers if required.
* Ensure the safe storage, handling & labelling of any hazardous materials.
* Provide relevant information and encourage staff and volunteers to undertake training relating to Health and Safety matters if required.
* Investigate accidents promptly.

# Emergency procedures for: Fire

A staff member, volunteer or named hirer is delegated responsibility to take a register and ensure the premises is completely evacuated.

Everyone will assemble at the fire assembly point where a register is taken. The fire assembly point is displayed on clear signs.

# Incidents

If an incident occurs during a session where the site may require evacuating the fire procedure is followed.

The Project Manager is responsible for ensuring full reports are written and distributed to the relevant people.

# Accidents

An accident will be dealt with following the relevant procedure. The Project Manager, qualified first aider or named hirer on site is responsible for ensuring the accident is recorded in the accident book and full written reports logged and distributed to the relevant people if necessary.

# Illness

Information regarding pre-existing medical conditions should be made clear to the Project Manager or session leader/volunteer.

Individual risk assessments are carried out surrounding that condition if deemed necessary. All records are referred to in the event of an incident.

# List of first aiders:

**Sarah Stoves**

**Lou Smith**

**Michelle Youngs**

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| Policy written by: Sarah Stoves |
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