

## PEOPLE EXPRESS HEALTH AND SAFETY STATEMENT

People Express aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

When working on an outreach basis we will discuss health and safety matters with project partners and responsibilities will be clarified.

The allocation of duties for safety matters and the particular arrangements that we will make to implement health and safety matters are set out in our Health & Safety Policy.

The policy will be kept up to date, particularly if the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

## HEALTH AND SAFETY POLICY

<b>Scope:</b>	This document states People Express's policy and procedures to ensure statutory requirements and good practice with regard to health and safety.
<b>Applies to:</b>	<ul style="list-style-type: none"><li>• All staff – for the purposes of this policy this means employees, freelancers, sessional workers, volunteers, peer mentors, students on placement</li><li>• Board members</li><li>• Project partners</li><li>• Project participants</li><li>• All other users of the building and People Express's services</li></ul>
<b>To be used by:</b>	<ul style="list-style-type: none"><li>• All staff – for the purposes of this policy this means employees, freelancers, sessional workers, volunteers, peer mentors, students on placement</li><li>• Board members</li></ul>
<b>Related documents:</b>	Serious Incident Management Policy; Risk assessments; Safeguarding policy; Lone working policy.
<b>Last updated:</b>	July 2023
<b>Approved:</b>	Signed off by Board July 2023
<b>Update Due:</b>	July 2024
<b>Responsible Staff Member</b>	Julie Batten - Director

## Health and Safety Representatives

The person responsible for health and safety matters at People Express is Julie Batten (Director). Any matters arising concerning health and safety should be referred to Julie Batten. The responsible board member is Matt Clay.

People Express aims to provide a healthy and safe working environment for employees, groups and individuals using the premises and when we run outreach workshops with partner organisations. In order to ensure that this is achieved, People Express requires the full co-operation of all employees to have a general duty of care to themselves, sessional staff, participants members of the public or other visitors to People Express's premises, and when running workshops in the community. The People Express Health and Safety Statement and Policy will be covered in induction and should be read in conjunction with other policies and guidance as identified above.

People Express will pay particular regard to:

1. Providing information and instruction to enable all employees and sessional staff to contribute to their health and safety at work and to ensure the health and safety of groups and individuals using/hiring People Express' premises.
2. Keeping the workplace in a safe and clean condition, via regular cleaning, maintenance and repair, and through staff looking for and removing hazards which may cause risk of accident to employees and users of the building.
3. Maintaining all equipment, and in particular electrical equipment in a safe condition.
4. Ensuring that fire exits are clearly marked, unlocked and free from obstruction at all time, and ensuring the regular maintenance and testing of fire-fighting equipment.
5. When working away from the office, to ensure the health and safety of project participants, through adequate supervision and correct and safe use of equipment and materials, *and suitable risk assessments in place.*
6. Working to other organisations' health and safety guidelines when running projects at their premises and ensuring that health and safety and risk assessments for the activities provided are adequately supervised.

## Fire Procedures at the People Express Building

Procedures are on the downstairs and upstairs fire doors and are in the Serious Incident Management Policy. It is the responsibility of all workers to be familiar with this. Fire extinguishers are located at relevant points around the building.

Fire extinguishers will be maintained by Esfac fire inspected and maintenance carried out on an annual basis. Julie Goodwin is the named responsible person for ensuring visual checks are carried out monthly and any necessary action taken.

The fire alarm will be maintained by a qualified engineer on a yearly basis as will the emergency lighting. Julie Goodwin is the named responsible person for testing the fire alarm on a weekly basis.

Annual staff update: January

There will be a 'walk-round' for all staff, *contractors, trustees, annually*. This will involve a refresher on: location of fire extinguisher, location of first aid supplies, location of emergency exits, procedures in case of need to vacate the premises in an emergency situation. Fire Drill: *Regular* without notice.

## Accidents

All accidents, however minor, should be reported to Julie Batten and recorded in the Accident Books: located downstairs in the main office with the first aid kit. Accident sheets will be passed to Julie Batten to be assessed for any action that needs to be taken. They will be stored in a locked cupboard.

People Express' Board will be informed of all accidents. If an accident results in a claim the Insurer will be notified within 1 day and the claim dealt with within 30 days where possible.

## Incidents

*Any incidents will be recorded and taken into consideration if actions are required.*

## First Aid

*The required percentage of staff hold a suitable qualification to deliver first aid.*

The first aid box is located on *both levels of the building to meet the requirements of People Express, if delivering out of office activities suitable first aid equipment will be available*. If any first aid items are used, please ensure that:

- All information is filled out in the Accident Book.
- *If required incident record*
- *Safeguarding record*

## Substances Hazardous to Health

People Express might have substances which may be hazardous to health. All these substances will be COSHH (*control of substances hazardous to health*) assessed to see if the use of these substances is really necessary (particularly when working with groups on projects away from the premises) and if so we will follow precautions given by manufacturers. *No decanting of products is carried out to ensure incorrect use of substances hazard to health. A suitable information sheet will be kept with the products.*

## Risk Assessment

*A suitable risk assessment will be produced for any activity carried out off the main premises, or differing to any main activities. Any activity, incident, or risk should be reported, and recorded.*

Risk assessments for the People Express building are carried out on a monthly along with the fire safety assessment carried out by Julie Goodwin. Any action from assessment will be reviewed and acted upon by the Health and Safety representative.

## Equipment

All portable electrical equipment will be Portable Appliance Tested by a qualified and an appropriate register will be kept.

## Training Records

All relevant qualifications and training records will be kept on file by Julie Batten. These will be monitored and updated when necessary.

## Work-related stress

Risk assessments include the consideration and identification of causes of stress.

The following are taken into account for each person's job:

- Demands – workload and the work environment.
- Support – the encouragement and resources provided by People Express, line management and colleagues.
- Relationships – promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation.
- Change – how organisational change is managed and communicated by People Express.

Line managers have the following responsibilities with regard to minimising stress to staff and providing support if it should occur:

- Ensuring staff do not work excessively long hours and that allocated rest breaks and holidays are taken as appropriate.
- Monitoring workloads to ensure that staff are not overloaded.
- Giving the opportunity to discuss work-related stress in regular supervision sessions and annual appraisals.

Where work-related stress is identified rearranging work allocation, introducing flexible working patterns and providing work-related training/mentoring are considered and agreed as appropriate.

People Express does not tolerate bullying or harassment. A disciplinary process is set out should bullying or harassment occur.

## Duties and responsibilities

### Board of Trustees:

- Ensure that the charity fulfils its legal obligations and that the policy is positively implemented.

### Director responsible for Health and Safety:

- Ensure all employees are suitably trained to carry out their duties safely.
- Ensure that any hazards and health risks are identified and dealt with as soon as possible.
- Ensure all new employees are given training and receive all relevant information.
- Review training needs regularly.
- Identify any specialised training due to new types of projects.
- Regularly monitor working conditions within the building affecting employees and visitors.
- Advise Board and staff on health and safety issues.
- Ensure all accidents are investigated and any operational changes necessary are introduced.

**Staff – Project Manager, Arts Engagement co-ordinator and Finance and Admin Officer:**

- Ensure day-to-day implementation of the policy within their area of responsibility

**Project workers and freelance artists:**

- To be fully aware of People Express' Health and Safety Policy and ensure *that it is implemented.*
- Ensure all project participants are aware of relevant health and safety issues, *if required briefed on specific dangers.*
- Report back to project Manager or arts engagement officer any health and safety issues that arise, *and ensure a written record is maintained.*

*Appendix 1*

Attached example of completed Risk Assessment 2022/23



DATE COMPLETED: Monday 16<sup>th</sup> May 2022

This is a general risk assessment for the showing of the film and other general hazards. Please also see an artform specific risk assessment created by the silk painting artist also.

### Specific Hazards to Watch Out For /Consider

- Electrical Equipment
- No Smoking/drinking signage
- Trailing Cables – Heavy duty rubber strips should be used
- Compressor used
- Portable First Aid Kits
- Instructions – made clear for participants/artists
- Washing facilities/toilets/sinks
- Young Children not left unattended
- Tape down any rugs (used for seating, dance or working on)
- Take a portable fire extinguisher
- Use and provide proper overalls/masks/gloves
- Think about potential allergies when using materials such as feathers or hay to sit on
- Use circuit breakers at all times
- Beads, small objects/choking hazards for little ones
- Think about scissors/sharp rug hooks, needles and pins – hazardous
- Support of large heavy items such as display boards, rug frames
- Correct seating type for participants
- Protecting floors of glue
- Brush for afterwards
- Use non slip mats for dancing

NAME: Kalila Storey (Programmes Manager)

ACTIVITY DETAILS: Liberation Day- Drop in silk painting and showing a film on Maurice Lea Memorial Park.

DATE(S) AND PLACE(S) OF ACTIVITY: Wednesday 18<sup>th</sup> May 2022

DATE COMPLETED: Monday 16<sup>th</sup> May 2022

**PLEASE FILL OUT HAZARD/RISK/ CONTROL AND PRECAUTIONS SHEET**

HAZARD	RISK	CONTROL AND PRECAUTIONS
Trailing leads	Trip hazard	<p>All electrical cables will be trailed a minimum length and where possible kept to the edges of the marquees. Any potential trip hazards will be marked with hazard tape and rubber cables strips will be used to hold them down, or blocked off so public have any access.</p>
Uneven ground	Trip hazard	<p>Any uneven ground will be considered and tables and chairs set out accordingly to minimize any risk.</p>
Electrical equipment/ Generator	Risk of electrocution, particularly if equipment gets wet	<p>The generator will be set up by Scorpion events, will be waterproofed and will be set up to provide the small amount of power needed for the few pieces of electrical equipment we are using to show the film. Any extension cables will be kept in the marquee and kept dry.</p>
Projector screen/ signage	Risk of them falling on people and causing injury	<p>Will be weighted or staked to the ground.</p>