



HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

1. The Pearl Exchange fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Directors

3. The Trustees have overall responsibility for the implementation of the Charity's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Senior Management

4. The Manager or Coordinator is wholly accountable to the Trustees for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

5. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.
6. The Safety Officer is responsible for:
 - the production and maintenance of the Charity's policy and ensuring that Department Guidelines are consistent with policy;
 - its application;
 - monitoring and reporting on the effectiveness of the policy;
 - the provision of general advice about the implication of the law;
 - the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;

- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Charity services where this is required.
- Responsibilities for Specific Workplaces – See Individual Workshop & Event Risk Assessments

| WORKPLACE | SENIOR MANAGER | ACCOUNTABLE TO THE DIRECTORS |
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HEALTH AND SAFETY MANAGEMENT PROCESS

7. The Pearl Exchange believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Charity. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
8. The Charity requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
9. For major additional expenditure, cases of need will be agreed by Trustees.
10. If unpredictable health and safety issues arise during the year, the Trustees must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

11. It is the policy of The Pearl Exchange to require departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
12. It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

SAFETY REPRESENTATIVES

13. The Pearl Exchange will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

14. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

15. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

FIRST AID

16. It is the policy of the Charity to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

17. The Trustees are responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all The Pearl Exchange premises. The Trustees delegate these responsibilities to the management.
18. In addition the Charity will nominate a Fire Officer (this may be the Safety Officer or someone external to the Charity) who will:
- report and advise on the standard of fire safety in the Charity's premises and the standard of fire training of its staff;
 - undertake overall responsibility for fire training;
 - assist in the investigation of all fires in the Charity's premises and to submit reports of such incidents.

FOOD HYGIENE

19. Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

LIFTING AND HANDLING

20. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

21. The Pearl Exchange policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Charity premises are available from Head Office. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

22. The Control of Substances Hazardous to Health Regulations (COSHH) require the Charity to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Charity must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

23. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs will be required to undergo sight screening.

CONTROL OF WORKING TIME

24. The Pearl Exchange is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL (PAYE Employees & Self Employed)

25. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Charity for Health and Safety at Work.
26. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON CHARITY PREMISES NOT EMPLOYED BY THE CIO

27. Persons working in The Pearl Exchange premises who are employed by other organisations are expected to follow Charity Health and Safety Policies with regard to the safety of Charity employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

28. The Charity wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Charity establishments will be of the highest standard.
29. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Line Manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

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