



Health and Safety Policy

STATEMENT OF GENERAL POLICY

The Pearl Exchange CIO fully accepts the obligations placed upon it by all relevant Acts of Parliament covering health and safety. The Trustees will ensure that the following policy is implemented by staff and that the Managing Director is able to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

INTRODUCTION

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

TRUSTEES

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

The Managing Director (or in their absence, Operations Manager) is wholly accountable to the Trustees for the implementation and monitoring of the policy within the area of their specified responsibility.

SAFETY OFFICER

The Safety Officer is the Operations Manager and is responsible for coordinating effective health and safety policies and controls across the organisation.

THE SAFETY OFFICER IS RESPONSIBLE FOR:

- the production and maintenance of The Pearl Exchange's policy and ensuring that 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 Managing Director, as The Pearl Exchange'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

SAFETY OFFICER	SENIOR MANAGER	ACCOUNTABLE TO THE TRUSTEES
Orsi Fulop	Fliss Loxley	All

HEALTH AND SAFETY MANAGEMENT PROCESS

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 Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Charity. The Pearl Exchange Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Pearl Exchange 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.

For major additional expenditure, cases of need will be agreed by Trustees.

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

It is the policy of The Pearl Exchange to require managers to produce appropriate 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.

It shall be the responsibility of the Managing Director to bring to the attention of all members of staff the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

SAFETY OFFICER

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

TRAINING

Health and Safety briefings 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

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 Managing Director as delegated to the Safety Officer.

FIRST AID

It is the policy of The Pearl Exchange 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

The Trustees are responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in The Pearl Exchange premises. The Trustees delegate these responsibilities to the Safety Officer.

In addition The Pearl Exchange will nominate a Fire Officer (this is the Safety Officer) 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

Those staff 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

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

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. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) require The Pearl Exchange 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 Pearl Exchange 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

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

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)

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves 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.

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

Persons working in The Pearl Exchange premises who are employed by other organisations or are volunteers are expected to follow our Health and Safety Policy with regard to 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

The Pearl Exchange wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors and participants of The Pearl Exchange will be of the highest standard.

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 overreact to a situation.

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