

Health and Safety Policy for OmniArts GB

This policy covers any and all work carried out by OmniArts GB including but not limited to: group sessions, mentoring, peer chats, and workshops. This policy applies to anyone working for or with OmniArts GB, including but not limited to: students, clients, paid staff, contractors and volunteers.

Key Details

Policy prepared by: Becki Short
Policy became operational on: May 2021
Next review date: May 2022

We are committed to excellent levels of health and safety. To ensure this, we are committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process.
- consulting with our practitioners, volunteers and members regarding their health and safety.
- providing and maintaining safe premises, equipment and healthy working conditions.
- ensuring information, support and guidance is provided on safe handling/use of equipment.
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision.
- preventing accidents and cases of work-related ill health.
- reviewing and revising this policy as necessary at regular intervals.

Becki Short, our company director is ultimately responsible for the Health and Safety policy and practice of OmniArts GB. Their role is to:

- Ensure a policy is in place and roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents, and training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Practitioners and Volunteers

Anyone working for/with OmniArts GB has an obligation to take reasonable care for their own and others health and safety, and to co-operate with us in health and safety matters. They are required to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment).
- Follow all instructions (written or verbal) given to promote safety for themselves and others.
- Be sensibly and safely dressed relevant for their work, location and conditions and to use any and all safety equipment appropriately and effectively.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights).
- Ensure any tool, substance, or piece of equipment of their own they want to bring into sessions has been adequately risk assessed.
- Report all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of emergency evacuation procedures, fire alarms locations, equipment and exits.

Accident Reporting

It is the responsibility of the Health and Safety Officer: Becki Short to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all practitioners and volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded in the Practitioners Accident Book, and then logged with Becki Short. Copies of Accident Forms are kept by Becki Short.
- All accidents will be investigated by Becki Short and a note of the investigation will be made on the relevant accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst all OmniArts GB practitioners have responsibility for the implementation of this policy at sessions they run, Becki Short is responsible for overall health and safety. This includes:

- Regularly meeting with relevant staff and volunteers to discuss issues.
- Ensure adequately training and support is provided to all people to carry out their roles.
- Carrying out necessary Risk Assessments.
- Reporting and dealing with any Health and Safety issues or incidents.
- Ensuring that Health and Safety information is included in new volunteer inductions.

Fire Safety and First Aid

- Primary Fire Safety Officer and First Aider: Becki Short. They will have arranged a fire safety officer and first aider for any session they are not present for. The primary practitioner for that session will have this information.
- Emergency assembly point, fire alarms and fire extinguisher location(s): as per venue.

Insurance

- OmniArts has employee liability insurance of up to £10,000,000, under Becki Short.
- All practitioners are to have their own insurance, details of which will be kept by OmniArts GB, in line with our data protection policy.

Risk Assessment

All OmniArts GB's activities are risk assessed to ensure that all necessary measures are put in place to safeguard everyone involved. Risk assessments are carried out by Becki Short. All relevant practitioners and volunteers have copies of risk assessments for any sessions they are involved in running. Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent, information, and emergency contact details for all attending.
- Continuous implementation of our safeguarding policy and child and vulnerable adult protection procedures.
- Regularly checking all equipment and premises used.
- Appropriate insurance for all activities.
- Adequate worker ratios, training and supervision for all activities.

This policy was last reviewed on: 16/05/2021 Signed: *Becki Short*