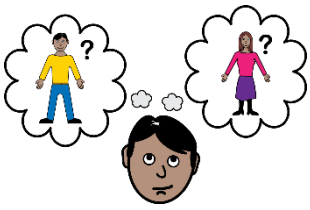


Health and Safety Policy

This policy explains how we keep everybody safe at Pyramid.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.				
Clarifications	The term ‘worker’ is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.				
Who does this policy / procedure apply to?	Everybody				
Related policies and procedures	Code of Conduct Personal Safety and Security Statement Risk Assessment and Management Policy Statement				
Who is responsible for this document?	The Operations Manager is responsible for making sure that this document is kept up to date with accurate information, and that it is made available to anyone who wants to read it. The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.				
When was this document last checked?	The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there was a change in the law, or an incident review). This document was last checked by the Trustees on 23 September 2024.				
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager. <table data-bbox="479 1753 1161 1837"> <tr> <td>Email</td> <td>Phone</td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040
Email	Phone				
governance@pyramid.org.uk	0113 234 6040				



Who is responsible?

Everyone has a shared responsibility for keeping themselves and others safe at Pyramid.

The **Board of Trustees** are legally responsible for Health and Safety.

The **Operations Manager** is responsible for Health and Safety on a day-to-day basis.



We prevent accidents by

- Making sure the places we work are safe
- Making sure the equipment we use is safe
- Training our workers to keep everyone safe

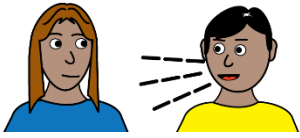


If there is an accident, incident, or near miss:

- We keep a record of it
- We check to see if it could have been avoided
- We find ways to improve so that it can't happen again

A **near miss** is when an accident nearly happens but someone manages to prevent it, just in time. We treat near misses in the same way as accidents, by investigating how it happened and improving our procedures so it can't happen again.

What to do if there is an accident, incident or near miss



- In a group session, tell the Core Worker
- In a Development Team, contact a member of the office team
- In the office, tell the Operations Manager or the Director



Write down what happened (with support if needed)
Use the Accident Book (there is one in each venue we use) or complete an incident report (ask the core worker or a member of staff for one).

Give your report to the Operations Manager or Director.

First Aid



First Aid boxes are available

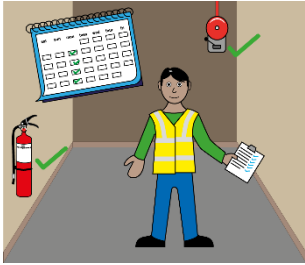
- In the office (kitchen area)
- In the Pyramid studio (kitchen area)
- In each venue we use for our sessions (the Core Worker will check with the venue where it is kept)

The Core Workers and Operations Manager make sure the First Aid boxes are fully stocked

First Aid training is available to all workers and renewed every three years. First Aid training is mandatory for Core Workers. There is always someone who has completed First Aid training in our group sessions.

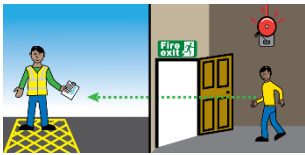
Any accident or incident requiring First Aid is reported in writing to the Operations Manager and Director.

Fire Safety



We make sure Pyramid premises and the venues we use have fire safety precautions in place:

- Fire risk assessments
- Fire alarms
- Evacuation procedures



Workers conduct a termly fire drill for each group/ Development Team, and regularly remind members of the evacuation procedure.



Walkways to fire exits are clearly signposted and always kept clear.



The Risk Assessments for running a group / Development Team session includes instructions on the safe use of equipment or substances which may pose a fire risk.

The supplementary fire safety checklist is also used for activities that pose any additional risk.

Electrical Safety



- Workers must conduct a visual inspection of electrical equipment before use
- We will use Portable Appliance Testing (PAT) to ensure the safety of our equipment
- Electrical equipment is switched off and, where practical, unplugged when not in use

Control of Substances Hazardous to Health (COSHH)



- Hazardous substances (e.g. cleaning products, solvents) are always stored in their original containers
- They are kept in locked storage when not in use
- Alternative products which pose less risk will always be considered before making a purchase
- The Operations Manager is informed of any purchases of substances which require a Material Safety Data Sheet (information on the safe use of the substance), and the information is then kept with the substance for user reference

Bodily Fluids



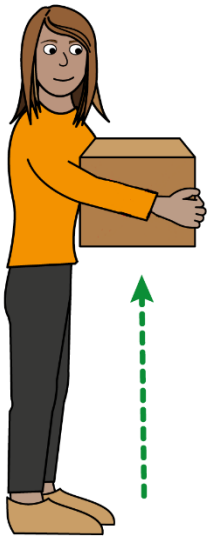
- Always wear gloves and protective clothing when dealing with blood, urine or other bodily fluids
- Always inform the Core Worker if there has been an accident in a session

Intimate Personal Care



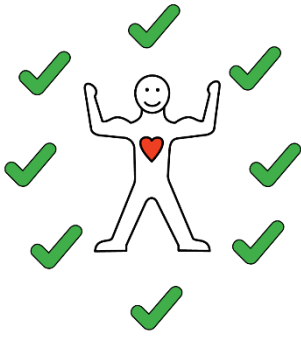
- Pyramid does not provide intimate personal care
- Anyone who need support to use the toilet or change their clothes must attend with their own carer or support worker

Manual Handling



- Tasks which involve potentially hazardous lifting and moving activities must be risk assessed. Refer to the [HSE Manual Handling at Work](#) guide as needed.
- Workers should always seek to reduce the risk of injury from manual handling. For example:
 - Using the right equipment for the task (e.g. a sack truck or trolley)
 - Working in pairs
 - Separating deliveries / dismantling items into smaller sections
- Be aware of your own health and physical limitations, and remember your personal responsibility to not put yourself at risk.

Occupational Health



- Employees complete a workstation risk assessment with their line manager to ensure a safe and comfortable working environment
- Employees receive regular supervision meetings with their line manager which provide an opportunity to discuss and resolve any issue which may cause stress-related illness
- Freelance workers are supervised by an Assignment Manager who can assist or signpost to support as needed for both physical and mental health concerns
- In sessions, the Core Worker will tell the group / Development Team about any changes (e.g. activities, room layout, lighting) in advance to help prevent stress

Related laws:

- Health and Safety at Work etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)