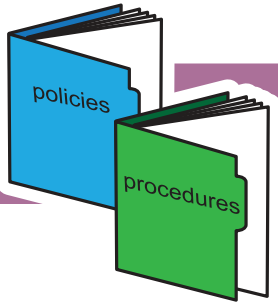


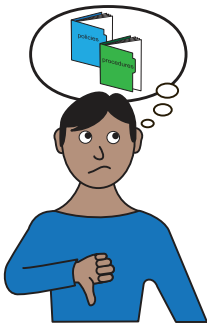


policies and procedures

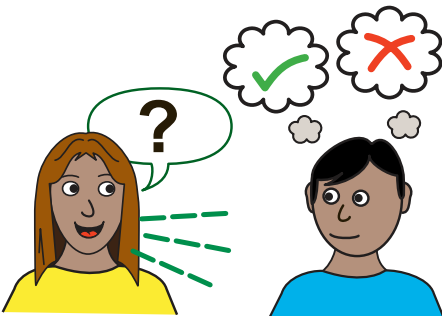


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

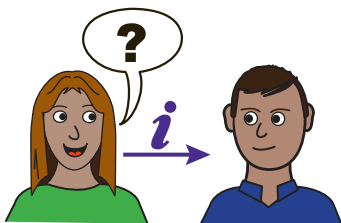


The policies and procedures also tell us what to do if something goes wrong.

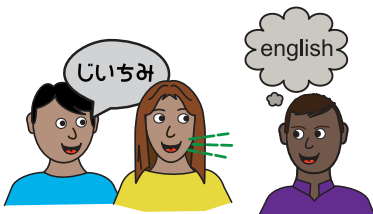


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Risk Assessment and Management Policy Statement

This policy should be read with Pyramid's Health and Safety Policy.

The Trustees are responsible for health and safety at Pyramid.

The Operations Manager has day to day responsibility for making sure everyone follows the health and safety, and risk management, procedures.

Pyramid's duties

1. To prevent accidents and work-related ill health by managing health and safety risks

We do this by:

- Completing Risk Assessments for our activities, venues and equipment
- Completing individual (personal) risk assessments where needed
- Making sure everyone understands and obeys the Health and Safety policy

Who is responsible?

- Operations Manager, Core Workers

2. To provide adequate training

We do this by:

- Making sure all workers do our Foundation training course
- Providing additional training to core workers and artists leading groups
- Providing access to external training, like First Aid and Safeguarding
- Discussing training needs and making sure everyone has taken the training they need to do their job safely

Who is responsible?

- Director, Operations Manager



3. To talk to all workers about day-to-day working conditions, and provide advice and supervision on occupational health

We do this by:

- Having regular staff meetings
- Termly CAV meetings where concerns can be shared and discussed

Who is responsible?

- Director, Operations Manager

4. To implement emergency procedures e.g. evacuation in case of fire

We do this by:

- Having clear emergency procedures in our risk assessments
- Mandatory fire drills

Who is responsible?

- Core Workers, Operations Manager

5. To maintain safe and healthy working conditions, including our venues, equipment and safe storage and use of substances

- Please refer to the Health and Safety Policy for more information

In addition:

- A Health and Safety law poster is displayed in the registered office, in the kitchen area.
- First Aid kits and accident books are located
 - In the main office
 - In the kitchen of Unit 3
- Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if required

Risk Assessments:



A **complete** risk assessment is set out as follows:

1. **VENUE** – we do a risk assessment for each venue we use to run activities
2. **GROUP** – a general group risk assessment which covers the most common hazards, likely to occur at every Pyramid session
3. **PROJECT** – an additional risk assessment may be undertaken by the lead sessional worker if any activity takes place which is not covered in the **GROUP** assessment
4. **SUPPLEMENTARY** – supplementary checklists are used as required. These are used for new and expectant mothers; fire safety; young persons; hazardous substances; display screens and manual handling.