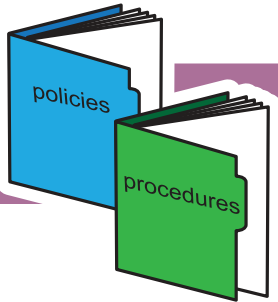


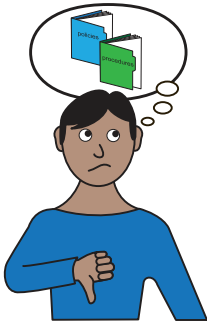


policies and procedures

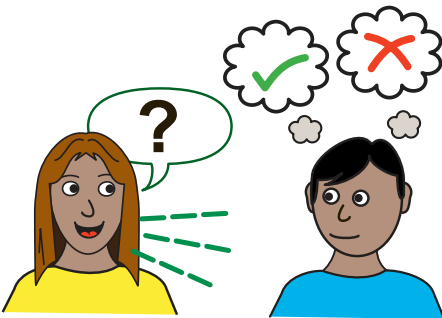


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

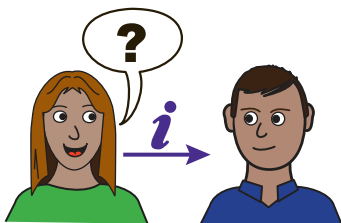


The policies and procedures also tell us what to do if something goes wrong.

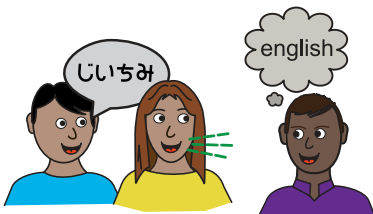


It is important that everybody at Pyramid can access and understand our policies and procedures.

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.

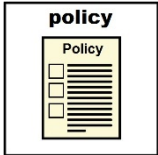


phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Health and Safety Policy



This policy is about health and safety.

It explains what we do to stay safe when we're at Pyramid.



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

We prevent accidents by

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

If there is an accident

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

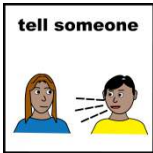


The **Board of Trustees** are legally responsible for Health and Safety.

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



What to do if there is an accident or incident



- In a group session, tell the Core Worker
- In a Development Team, contact a member of office staff
- 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 Administrator for a form)
- Give your report to the Operations Manager



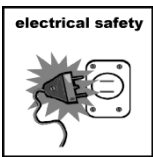
First Aid

- First Aid boxes are available
 - In the office
 - In each venue we use for our sessions
- The Core Workers (in groups and Development Teams) and Operations Manager (in office) make sure the First Aid boxes are fully stocked
- First Aid training is available to everyone and renewed every three years
- 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



Fire Safety

- We make sure the venues we use have fire safety precautions (such as alarms and evacuation procedures) in place
- Core Workers are required to conduct a termly fire drill for each group/ Development Team and to regularly remind members of the evacuation procedure
- Walkways to fire exits are 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 deemed to pose any additional risk



Electrical Safety

- There is a law called Electricity at Work Regulations 1989. We will make sure we always do what the law says.
- Workers will 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



COSHH (Control of Substances Hazardous to Health)

- 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 an Material Safety Data Sheet (information on the safe use of the substance) and the information is then kept with the substance while it is in use



BODILY FLUIDS

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

INTIMATE CARE

- Group members who need support to use the toilet or change must attend with their own carer or support worker



OCCUPATIONAL HEALTH

- Office staff complete a workstation risk assessment with their line manager to ensure a safe and comfortable working environment
- Regular supervisions with staff provide an opportunity to discuss and resolve any issue which may cause stress-related illness
- In sessions, the Core Worker will tell the group / Development Team member about any room changes (e.g. layout, lighting) in advance to help prevent stress