



PYRAMID

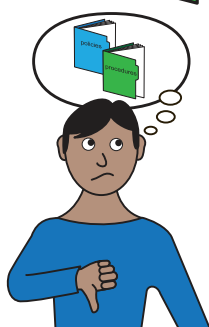
# Accessibility Statement

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.

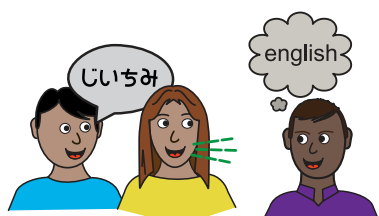


It is important that everybody at Pyramid can access and understand our policies and procedures.

**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: **[governance@pyramid.org.uk](mailto:governance@pyramid.org.uk)**

## Health and Safety Policy

This policy explains how we keep everybody safe at Pyramid.

Key terms / words	Please use the <b>glossary of policy terms</b> 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 is a change in the law, or an incident review).  This document was last checked by the Trustees on 19/07/2021.
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager.  <div> <div><b>Email</b></div> <div>governance@pyramid.org.uk</div> <div><b>Phone</b></div> <div>0113 234 6040</div> </div>



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

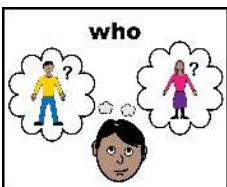
We prevent accidents by

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

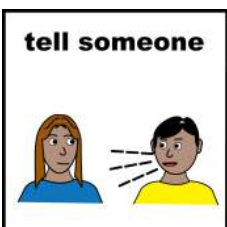
A **near miss** is when an accident nearly happens but someone manages to prevent it, just in time. We will treat near misses in the same way as accidents, by investigating how it happened and improving our procedures so it can't happen again.



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, 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 the office team for a form)
- Give your report to the Operations Manager



## 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 (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



## Fire Safety

- We make sure Pyramid and the venues we use have fire safety precautions (fire risk assessment, fire 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 clearly signposted and always kept clear

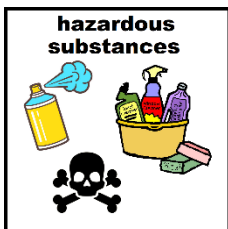


- The Risk Assessments for running a group / Development Team session includes instructions on the safe use of equipment or substances which may pose a fire risk
- The supplementary fire safety checklist is also used for activities deemed to pose any additional risk



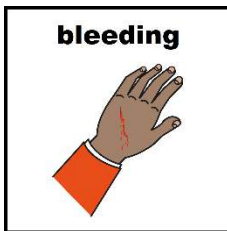
## Electrical Safety

- There is a law called The 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



## 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 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 or other bodily fluids



## Intimate Care

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



## 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 provide support as needed
- 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