PYRAMID

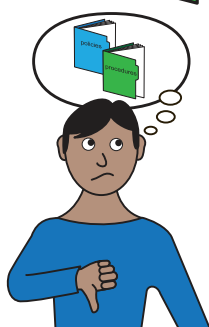# Accessibility Statement

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

Following our policies and procedures helps to keep everybody safe.

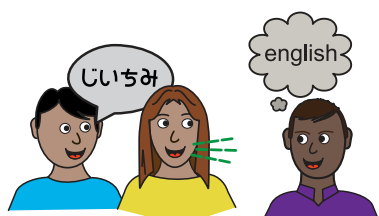The policies and procedures also tell us what to do if something goes wrong.

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**

Risk Assessment and Management Policy

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.

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	Health and Safety Policy
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 17 January 2022.
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager. **Email** governance@pyramid.org.uk **Phone** 0113 234 6040

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 follows 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
- Ensure training is renewed as necessary

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
- Having 1:1 supervision meetings
- Termly Core Worker, Artist and Volunteer (CAV) meetings where concerns can be shared and discussed

Workers should speak in confidence to their manager about any concerns or personal needs. This might relate the physical or mental health. As much as possible, support will be provided (e.g. ergonomic equipment, or a referral to appropriate services).

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
- Regular mandatory fire drills
- Regular reviews of emergency procedures
- Individual risk assessments for evacuation, as needed

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
- 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 by the Operations Manager to the Health and Safety Executive (HSE) 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 Core 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.