



Barleybird CIC

Health and Safety Policy

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| Policy created by: | Gaina Dunsire (Director) |
| Signed off by: | Nick Saltmarsh (Director) |
| Policy created: | June 2023 |
| Reviewed: | April 2024 |
| Next review: | by April 2025 |

Purpose

Barleybird CIC accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their staff (paid and unpaid), members, volunteers and other stakeholders while in the organisation's premises or involved in any of the organisation's activities. See Health and Safety policies of Hodmedod Ltd, The Sotterley Estate for third-party premises frequently used.

Barleybird also recognises that Health and Safety is a business function and must therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks. Barleybird follows the Plan, Do, Check, Act approach set out in the HSE guidance document HSG65 Managing for Health & Safety.

This policy is to be read in conjunction with the portfolio of wider Barleybird policies and procedures.

Policy

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

Barleybird will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.

Barleybird CIC, The Depot, London Road, Brampton, Beccles, Suffolk, NR34 8DQ

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- Ensure that minimum standards that will be adopted by the Organisation are those required by law, although the Organisation will always seek to exceed these where there is a demonstrable benefit.
- Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- Minimise the risk of accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees.
- Ensure that the premises under the Organisation's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress.
- Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' welfare at work.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.
- Make risk assessments periodically and issue corrective instructions

The day-to-day administration of the policy shall be the responsibility of the (UK based) Directors. They may, in clearly defined terms, delegate such authority in writing to the staff member of any of the premises administered by the Organisation. He or she shall be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the Board.

The day-to-day responsibility for safety in the premises will be vested in the nominated staff. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified or are brought to the attention of the Directors and the Organisation that has Landlord responsibilities (Hodmedods/The Sotterley Estate) of the premises.

This Policy is written with particular consideration to the following legislature and regulations and Barleybird believes that this policy meets the following listed requirements:

- H&S at work act 1974
- Disability discrimination act 1995

Delegated responsibilities

The overall responsibility for Health and Safety has been delegated to the UK based Directors.

Delegated responsibilities are intended to be as follows but the Chief Executive has the right to vary in writing, these responsibilities at any time.

| Venue | Delegated leads | Lead tenant / landlord contacts |
|---|--|--|
| Hodmedods Ltd The Studios, London Road, Brampton, Beccles, Suffolk, NR34 8DQ | <u>Barleybird</u> Nick Saltmarsh Josiah Meldrum | <u>Hodmedod Ltd (lead tenant)</u> Nick Saltmarsh Josiah Meldrum <u>The Sotterley Estate (landlord)</u> Gary Mortishire |
| The Depot The Studios, London Road, Brampton, Beccles, Suffolk, NR34 8DQ | <u>Barleybird</u> Gaina Dunsire Nick Saltmarsh Josiah Meldrum | <u>The Sotterley Estate (landlord)</u> Gary Mortishire |

Persons affected

This policy applies to all staff, paid or unpaid, users and visitors.

Barleybird, in accepting its responsibilities, expects staff and visitors to:

- Take reasonable care of their own health and safety and of the health and safety of their fellow staff and visitors to the Organisation's premises who may be affected by their acts and omissions.
- Report all health and safety concerns to then appropriate person as shown in item no 2 of this document.
- Co-operate in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- Not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare

Contractors

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy for Health and Safety.

Premises (not owned by Barleybird) where Barleybird staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.

The Organisation reserves the right to discipline persons contravening any of the sections above.

Procedure

Detailed procedures are attached.

It is the responsibility of all staff (paid and unpaid) and visitors to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation's premises.
- familiarise themselves with all aspects of the Organisation's Health and Safety policy, including departmental regulations.
- Comply with all instructions given by the Organisation Management, for the protection of its staff and visitors.
- undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- adhere to the Manufacturers, Suppliers and Organisation instructions when using lifts, hoists and all forms of electrical and mechanical equipment used on Organisation premises.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- study and be familiar with Organisation regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- ensure that items of personal electrical equipment used on the premises have first been tested and authorised as safe to use. This is for insurance purposes.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.

Measurement and Review

This policy will be reviewed at least every year by a Director (Gaina Dunsire or other UK based Director) to ensure those with delegated responsibilities annually make a personal inspection of the appropriate premises, procedures and records. In addition the policy will be reviewed and performance measured after any health and safety event.

| Date of review or measurement | Signed | Role |
|--------------------------------------|----------------|-------------|
| June 2023 | Gaina Dunsire | Director |
| April 2024 | Nick Saltmarsh | Director |