

## **digital-works**

# **HEALTH & SAFETY POLICY**

### **General statement of intent**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as digital-works changes in nature and size to ensure our responsibilities are met in relation to:

Health & Safety at Work Act (1974)

Management Regulations (1999)

Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

### **Responsibilities**

Overall and final responsibility for health and safety in digital-works is that of digital-works' committee.

digital-works' Chair is responsible for this policy being carried out on digital-works' projects and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

digital-works' project workers are responsible for bringing to the attention of the Chair any deficiencies in safety arrangements.

### **Workers**

All people working on digital-works projects have the responsibility to co-operate to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Chair.

Consultation between the committee and projects workers is provided by:

staff meetings

staff supervision

appraisal.

**Accidents**

All accidents are to be reported to the Chair and recorded in digital-works accident book.

Reportable accidents are recorded on form F2508A and brought to the attention of the Chair by project workers for notification to the Local Authority.

Unusual or unexpected incidents are also to be reported to the Chair and recorded in the accident book for review of current arrangements.

Accident records are located in the First Aid Box.

**First aid**

The First Aid Box is located in the admin room. ? is the appointed person responsible for the First Aid Box. The qualified first aider is ?

**Fire safety**

All staff and volunteers will be advised of the fire action procedure, location of fire alarms and fire exits in any building in which they are working and will adhere to fire evacuation policy of the building.

**Housekeeping and premises**

All staff will monitor that:  
equipment is in safe order

**Electrical equipment**

Electrical equipment is inspected annually by the Health and Safety Officer and the Health and Safety Representative.

The Health and Safety Officer (reporting to the Chair) will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to the Chair.

Equipment for use by project workers and volunteers will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

**Training**

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.