

Health and Safety Policy

Key Note: At this point in time (September 2023), Cambridge Acorn Project does not have our own premises, although we now rent premises at Cambridgeshire Music for 2 days per week and staff are able to use the shared area at the Future Business Centre. Staff are reminded that they *must* follow the health and safety policies and procedures of the organisations in whose premises we are working, particularly schools and community centres but also at the Future Business Centre. Staff should familiarise themselves with the health and safety policy of Cambridgeshire Music (found in Charity Log in the Your Organisations Documents Section).

This policy should be read, carefully, alongside:

- General CAP risk assessment
- Organisational 'Black Box' (forthcoming January 2024)
- Lone Working Policy (found on CharityLog), which also covers many of the principles contained in this policy.

1. Introduction:

1.1 Cambridge Acorn Project takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities, including when CAP staff are working on external premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

1.2 This is a statement of policy only and does not form part of your contract of employment.

1.3 This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

2. Who is responsible for workplace health and safety?

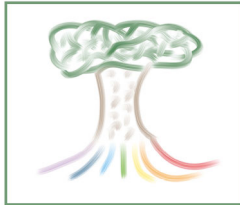
2.1. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

3. Employer responsibilities

3.1 The Employer is responsible for:

3.2. Taking reasonable steps to safeguard the health and safety of staff and people affected by the Employer's business activities.

3.3. Identifying health and safety risks and finding ways to manage or overcome them;



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3.4 Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;

3.5 Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;

3.6 Providing safe arrangements for the use, handling, storage and transport of articles and substances;

3.7 Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work, including emotional wellbeing. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;

3.8 Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;

3.9 Providing a health and safety induction and appropriate safety training to your role;

3.10 Promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.

3.11 If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and

3.12 Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

3.13 The board of Trustees of Cambridge Acorn Project has overall responsibility for health and safety and has appointed Matt Edge, Health and Safety Officer, as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

3.14 Any concerns about health and safety matters should be notified to Matt Edge, Health and Safety Officer – matt@cambridgeacornproject.org.uk, 07507740047.

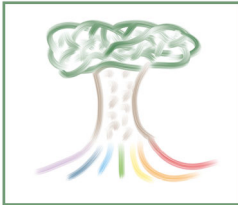
4. Responsibilities of all staff

General staff responsibilities

All staff must:

4.1 Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;

4.2 Co-operate with the Principal Health and Safety Officer and Cambridge Acorn Project generally to enable compliance with health and safety duties and requirements;



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4.3 Comply with any health and safety instructions and rules, including instructions on the safe use of equipment;

4.4 Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;

4.5 Keep the workplace tidy and hazard-free – note this includes working from home as Cambridge Acorn Project has duty of care towards all staff including when working from home;

4.6 Report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and

4.7 Co-operate in Cambridge Acorn Project's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

Staff responsibilities relating to equipment

All staff must:

4.8 Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;

4.9 Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;

4.10 Ensure that health and safety equipment is not interfered with; and

4.11 Not attempt to repair equipment unless suitably trained and authorized.

Staff responsibilities relating to accidents and first aid

All staff must:

4.12 Promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book (stored on Tresorit) and cooperate in any associated investigation;

4.13 If an accident occurs, call Matt Edge (07507740047), giving name, location and brief details of the problem.

4.14 The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

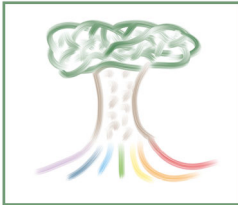
Staff responsibilities relating to national health alerts

Cambridge Acorn Project: Future Business Centre, King's Hedges Road, Cambridge, CB4 2HY

Registered Charity Number: 1175019 Company: 9187469

www.cambridgeacornproject.org.uk

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4.15 If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

Staff responsibilities relating to emergency evacuation and fire

4.16 All staff must:

4.17 Familiarise themselves with the instructions about what to do if there is a fire. Staff should note the complexities involved in this in working across multiple sites, especially schools. Staff should familiarize themselves with the health and safety policies, including fire procedures, of all the different organisations and premises on which they work, including Cambridgeshire Music, Future Business Centre and each and every school they work in;

4.18 Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency – clause 4.20 must again be adhered to in regards to this;

4.19 Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);

4.20 Co-operate in fire drills and take them seriously;

4.21 Notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with any other agencies whose premises you go on to.

On discovering a fire, all staff must:

4.22 Immediately trigger the nearest fire alarm, and, if time permits, call **999** and notify the location of the fire; and

4.23 Attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

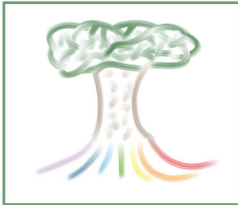
On hearing the fire alarm, all staff must:

4.24 Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;

4.25 Leave without stopping to collect personal belongings;

4.26 Stay out of any lifts; and

4.27 Remain out of the building until notified by a fire warden that it is safe to re-enter.



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5. Risk assessments, display screen equipment and manual handling

5.1 Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

5.2 Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed.

5.3 Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

6. Non-compliance with health and safety rules

6.1 Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the employee or volunteer concerned, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

Contact details of the 1st Staff health and safety officer

Matt Edge: Telephone: 07507740047 Email: matt@cambridgeacornproject.org.uk

Signature:

Date completed: 01/09/2023

Review date: 01/09/2025

Signed by: Matt Edge
01/09/2023