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**Health and Safety Policy**

**The Cracked Slipper Company**

### General statement of policy

The Cracked Slipper Company is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff, volunteers, and members. The duties are to take care of their own safety when based at The Kindle Centre and when visiting other venues and events and that of other staff, volunteers, and visitors and to co-operate with the Trustee Board at the Kindle Centre and the Board of Trustees of The Cracked Slipper Company and its officers to enable them to carry out their responsibilities.

In particular staff and volunteers have a duty to:

* work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation’s premises at any time.
* adhere to safety procedures laid down by The Cracked Slipper Company and conform to all instructions given by those with a responsibility for health and safety.
* record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident/ Incident book sign and witness sign . Let DSL know that you have logged an accident or incident. Welfare member of staff to keep the Accident Incident book, if absent make sure another member of staff has the book.
* meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

**1. Organisation and responsibilities**

**1.1** **Trustee Board/Committee of The Cracked Slipper Com**

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the responsibility for drawing to the attention of the Trustee Board, staff, volunteers and members any health and safety matters that need to be discussed and/or acted upon.

**1.2 Delegated responsibilities**

The delegated person will be The Cracked Slipper Company as Health and Safety Officer is Andy Baily, he has been given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular s/he will be given delegated responsibility for:

* carrying out regular safety inspections in the premises utilised by The Cracked Slipper Company.
  + ensuring that staff, volunteers and members are safe and comfortable in the environment used for rehearsals, events, performance and general meetings.
  + ensuring that floors and aisles are kept clear, as far as reasonably.

practical, of trailing wires, equipment, stationery, etc.

* + ensuring that the general fabric of the premises (including any equipment equipment) is maintained.
* investigating and reporting accidents
* ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed at all premises that the Cracked Slipper Company uses.
* making staff, volunteers and members aware of the specific fire escapes and fire extinguishers within the buildings.
* ensuring staff and volunteers are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire.
* drawing to the attention of the Trustee Board/ Committee on any new legislation on health and safety relevant to the work of The Cracked Slipper Company.

**1.3 Staff, volunteers and members**

All staff and volunteers have a responsibility to:

* read and fully understand the Cracked Slipper Company Policy statement and the procedures to be carried out in the event of an emergency in line with those of the Kindle centre and any other premises used by the Cracked Slipper Company. If there is any doubt about the meaning, staff and volunteers must seek clarification from the designated Health and Safety office Andy Bailey.
* co-operate with the Trustee Board of The Cracked Slipper Company and that of the Kindle Centre, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
* report to the Cracked Slipper Company committee Health and Safety Officer within 24 hours any accident occurring Report it in the accident/Incident book.
  + on the premises
  + off the premises whilst acting on behalf of The Cracked Slipper Company
* bring to the notice of The Cracked Slipper Company Committee any potentially dangerous circumstances.

**1.4 Review**

The Cracked Slipper Company will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

**2. General arrangements**

**2.1 Accidents, near-miss occurrences and hazardous situations.**

The Cracked Slipper Company has a Health and Safety procedure , no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the The Cracked Slipper Company Health and Safety Officer. In addition to reporting accidents, it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book.

It is the responsibility of the Cracked Slipper Committee to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring and to report any incidents or accidents to the Kindle Centre or any other premises the Cracked Slipper is located at.

The Cracked Slipper Company Committee is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

(a) fatal accidents

(b) major injury accidents/conditions

(c) dangerous occurrences

(d) accidents causing more than 7 days incapacity for work

(e) certain work-related diseases.

A First Aid kit is available in (--The front entrance foyer and Kitchen wall next to door at the Kindle Centre. And a portable First Aid Kit will be available carried by a staff member and also used at events and workshops off premises.

**2.2 General fire safety**

The Cracked Slipper Company is responsible for liaising with The Kindle Centre making sure of maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The Kindle Centre also undertakes a Fire Risk Assessment for the building.

Everyone attending any event with The Cracked Slipper Company must also read and understand the Fire Procedure. A fire notice is located in:

The entrance to the building on both the left hand and Right-hand Side. Second Floor on the wall facing the lift.

**3. Personal safety**

3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.

3.2 All windows and entry doors will be lockable.

3.3 Staff or volunteers should not put themselves at risk on account of the CSC.

3.4 All incidents of aggression or violence and any threat to personal safety should be reported to the Health and Safety Officer/ DSL and recorded in the accident/incident book.

3.5 Staff and volunteers should be vigilant with regards to terrorist incident warnings – e.g., unattended bags.

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| Health and Safety Officer | Contact Details: |
| Andy Bailey | Phone: 07951145636  email: [aet.bailey@gmail.com](mailto:aet.bailey@gmail.com) |

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| **Review Date** | **Date any changes made** | **By whom** | **Comments** |
| **July 2020** | **July 1st 2020** | **VLC** | **Updated in accordance with our Risk Assessment and accident/Incident book.** |
| **Nov 2022** | **Nov 19th 2022** | **VLC** | Re visit H&S Training. Make sure new members of staff/ volunteers and participants are familiar with the fire procedure. When has the venue got a fire drill planned this year. |
| **Nov 2023** |  | **Andy Bailey** |  |