

Health and Safety Policy

Introduction

The board of Power2Inspire (P2I) has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

P2I will do whatever it can to provide for the health, safety and welfare of all staff, volunteers, participants, spectators and visitors ("its connected persons"). P2I will work in a way that tries to ensure that risks to its connected persons are minimised at all times.

P2I will observe all relevant legislation, regulations and codes of practice made under it. The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.

This policy will be reviewed by the trustees at appropriate and timely intervals.

Management Responsibilities

The CEO is responsible for the implementation and monitoring of health and safety policies and making changes where necessary. All accidents or unsafe incidents will be investigated by the CEO as soon as is reasonably practical given the size of the organisation and the severity of the incident.

The CEO is responsible for:

- Assessing the risk to the health and safety of P2I's connected persons and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that those who maintain the buildings and equipment, that P2I uses as its base or for events, do so in a safe manner and without risk to health of its connected persons.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Encouraging P2I workers (whether paid or not) to co-operate in ensuring employees and volunteers ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.

Staff and Volunteer Responsibilities

All P2I employees and volunteers will ensure that:

- they are aware of the contents of this Health and Safety policy.
- they comply with this policy.
- they take care of themselves and others who may be affected by their actions or omissions.
- they report all accidents, incidents or unsafe situations, and anything which could have led to an accident or felt unsafe to the CEO or their manager at once.
- they record accidents at work as directed by the CEO.
- if the CEO is not present, they should report the incident to the most senior member of staff present, who will report it to the CEO as soon as possible.
- they are aware of all fire procedures for the area in which they are working when at events.
- if they identify anything which they think could be in any way unsafe, they will report it to their manager, or if unavailable to the member of the Board deputed from time to time to be the Designated Trustee.
- to read P2I's Safeguarding policies and consider them in relation to this policy.

Risk Assessments and Training

The CEO will ensure that the main premises and tasks are assessed in line with current relevant legislation.

The CEO will ensure that the appropriate assessments – not only in terms of scale, but also responsibility to reflect that many of P2I's events take place on other organisations' property and those organisations will be expected to undertake normal health and safety assessments – are made for each event that P2I runs, hosts or partners in. This may include receiving the appropriate assurances that the organisers, school, community group, charity and/or property owners have undertaken the appropriate level assessment themselves and have made it available.

The CEO will ensure that the appropriate level of health and safety training is provided to its connected persons, on induction, prior to an event taking place or if an employee or volunteer takes on a specific task requiring extra consideration of health and safety matters.

All employees and volunteers who assist at events on behalf of P2I (e.g. PowerHouseGames and Festivals) are expected to read the Safeguarding policies and consider them in relation to this policy.

Resolving health and safety problems

Any employee or volunteer with a health and safety concern must first tell their manager, or if more appropriate the CEO.

If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Chair of the Board, currently Jeremy Maklin (Jeremy.maklin@power2inspire.org.uk) who will include it as an item on the agenda of the next meeting of the Trustees.

Last updated: 19th April 2021

Date of next review: 19th April 2022

Alex Laybourne
19th April 2021