

Health and Safety Policy

General Statement

Lost Cause 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 visiting venues and events; take care of other staff, volunteers, and visitors and to co-operate with the Board of Trustees of Lost Cause 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 lost cause 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 the Designated Health and Safety Officer 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".

Organisation And Responsibilities

Trustee Board/Committee of Lost Cause

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

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and members any health and safety matters that need to be discussed and/or acted upon.

Delegated responsibilities

The delegated person will be Lost Cause as Health and Safety Officer is Jack Hughes. They have been given delegated responsibility for ensuring that the Health and Safety Policy is carried out within the organisation.

In particular, the Health and Safety Officer will be given delegated responsibility for:

- Conducting regular safety inspections in the premises used by Lost Cause.
 - 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 Lost Cause 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 Trustees on any new legislation on health and safety relevant to the work of Lost Cause.

Staff, Volunteers & Members

All staff and volunteers have a responsibility to:

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- Read and fully understand Lost Cause Policy statement and the procedures to be conducted in the event of an emergency in line with those of the Kindle centre and any other premises used by Lost Cause. If there is any doubt about the meaning, staff and volunteers must seek clarification from the designated Health and Safety office.
- Co-operate with the Trustee Board of Lost Cause, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Report to Lost Cause 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 Lost Cause
- Bring to the notice of Lost Cause Committee any potentially dangerous circumstances.

Review

Lost Cause 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.

General Arrangements

Accidents, Near-Miss Occurrences & Hazardous Situations.

Lost Cause 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 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 Lost Cause Trustees to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

Lost Cause Committee is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations

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(RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- Fatal accidents.
- Major injury accidents/conditions.
- Dangerous occurrences.
- Accidents causing more than 7 days incapacity for work.
- Certain work-related diseases.

A portable First Aid Kit will be carried by a staff member at all Lost Cause events.

Personal Safety

- Staff or volunteers should not put themselves at risk on account of the CSC.
- All incidents of aggression or violence and any threat to personal safety should be reported to the Health and Safety Officer/ Designated Safeguard Lead and recorded in the accident/incident book.
- Staff and volunteers should be vigilant with regards to terrorist incident warnings – e.g., unattended bags.

Health and Safety Officer

Name of contact person: Jack Hughes

Mobile number: 07981 787018