



HEALTH AND SAFETY POLICY AND PROCEDURES

Reviewed March 2019. Next review date: March 2020.

PART 1 – GENERAL STATEMENT OF POLICY

1. The trustees of Arts 4 Dementia recognise our duty of care to our volunteers, staff and members of the public. We will strive to provide healthy and safe working conditions, which includes equipment and systems of work for all our employees, volunteers, trustees and visitors. We are also committed to promoting the health, safety and well-being of all staff while at work. We will aim to provide staff with all such training as is necessary.
2. Arts 4 Dementia is based at Phoenix Yard (65 King's Cross Road). It occupies a small part of Phoenix Yard under Licence from Shephard Epstein Hunter Plc. The Health and Safety Policy of Shephard Epstein Hunter requires all licensees to comply with its policy, which is accordingly attached to this policy and forms an integral part of this policy.

PART 2 – ORGANISATION OF HEALTH AND SAFETY

3. The Chief Executive has the prime responsibility for instituting and ensuring adherence to overall policy.
4. The Chief Executive is responsible for:
 - 4.1 The identification of hazards within the premises which may be a danger to the safety of employees and volunteers of Arts 4 Dementia and reporting on these to Shephard Epstein Hunter.
 - 4.2 The provision of information on particular aspects of Health and Safety.
 - 4.3 Training of the staff and volunteers in safety procedures.
 - 4.4 Monitoring accidents and reporting to Shephard Epstein Hunter to record them in their accident records.
5. All staff and volunteers working at Phoenix Yard must:
 - 5.1 Ensure that their working environment is safe and equipment is maintained in a safe condition.
 - 5.2 Ensure that staff and volunteers discuss Health and Safety at least once a year.
 - 5.3 Ensure that they work in a safe manner and in accordance with any safety instruction.

- 5.4 Report accidents to the Chief Executive immediately and any potential hazards that they are not able to put right.
- 5.5 Do not interfere with or misuse any materials which have been provided for their health, safety or welfare.
- 5.6 Report any injuries, strains or illnesses that they suffer as a result of conducting their work.
- 5.7 Inform Arts 4 Dementia of any circumstances which may affect their ability to work.
- 6. All staff and volunteers are responsible for spotting hazards or potential hazards, for example boxes obstructing a passage, insecure cabling or wires where they might work. If a hazard is seen it should be removed if possible or reported to the Chief Executive and to Shephard Epstein Hunter.

PART 3: HEALTH AND SAFETY AT OTHER LOCATIONS

- 7. While the overall supervision of third parties’ premises is outside the control of Arts 4 Dementia, it takes the following steps to protect the Health and Safety of its employees, volunteers, persons with Dementia and carers, by:-
 - 7.1 Visiting the premises before an event is held, to check that it is appropriate for holding the event for persons with dementia.
 - 7.2 Checking that the means of access of the premises, including escape routes, are appropriate.
 - 7.3 Where appropriate, asking to see the Risk Assessment of the premises.
 - 7.4 Asking that a first aider be available when the event is held.
 - 7.5 Discussing with the organisers of the event any potential concerns as to Health and Safety.
- 8. Smoking and vaping by employees, volunteers, persons with Dementia and carers is not permitted at Phoenix Yard nor at third parties’ premises.
- 9. This policy will be reviewed annually by the Trustees or as and when changes in legislation make this necessary.

Approved by the Trustees on

... / **APPENDIX A – Shephard Epstein Hunter General Statement of Health and Safety Policy**

... / **APPENDIX B – From Shephard Epstein Hunter Licence Regulations (Paragraph 22)**

APPENDIX A – Shepherd Epstein Hunter General Statement of Health and Safety Policy

Shepherd Epstein Hunter accepts that it has both a moral and legal responsibility for the Health, Safety and Welfare of its employees, other building occupants, Clients and members of the general public who may be affected by our activities. This Company believes that injury, damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations in delivering its services. The other building occupants are Licensees which form part of the design and business community that we operate. In addition to complying with their health & safety obligations as Licensees and (where appropriate), they are also required to comply with our arrangements.

In accordance with our duty as an employer under Section 2(3) of the Health and Safety at Work, etc., Act, 1974, and in fulfilling our obligations to both employees, clients, and the public who may be affected by company activities, the Principal has produced the following statement in respect of company policy on health and safety.

It is the policy of Shepherd Epstein Hunter to take all reasonably practicable steps to ensure the safety, health and welfare of our employees, other building occupants, contractors, clients, visitors and any others affected by the activities carried out is in a safe and reasonable manor.

The management fully recognises and understands its responsibilities in providing safe and healthy working conditions and we will ensure that our statutory duties are met in full at all times.

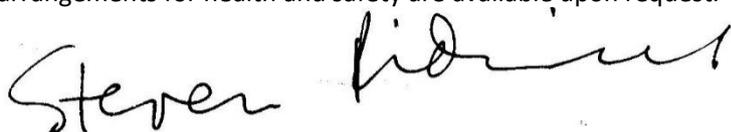
It is our intention to promote and maintain high standards of safety by providing a safe workplace, safe equipment, safe materials, and safe systems of work in order to minimise the risk of injuries or damage to health. We recognise that proper and adequate training in the use of tools, machinery and chemicals is critical to maintaining a safe workplace, either in the office or on site.

Every employee & licensee is given such information, instruction and training as is necessary to enable the safe performance of their duties. Adequate facilities and arrangements are maintained to enable them to raise issues of health and safety with management should they feel it necessary. They receive all communications regarding health and safety that may affect their health or wellbeing. We also consult with them on health, safety and welfare matters and ensure that they receive all communications regarding health and safety that may affect their health or wellbeing.

Shepherd Epstein Hunter have appointed external, competent Health & Safety advisors to assist in meeting our statutory duties including. They also periodically audit our health and safety arrangements.

Adequate resources are allocated to ensure the objectives of this Policy are achieved in full. This policy is reviewed annually or as legislation demands and re-issued. Where appropriate any amendments incorporated into this Policy will be brought to the attention of employees as those revised changes are implemented.

Whilst the responsibility for compliance with Health and Safety legislation will always remain with management each individual has a legal obligation to take reasonable care for his or her own safety, and for the safety of those affected by his or her activities. The successful promotion and implementation of this policy relies on the full commitment and co-operation of all employees enabling Integrity to comply with its statutory duties and to maintain a safe working environment. Full details of the organisation and arrangements for health and safety are available upon request.



Steven Pidwill Chairman

Date last reviewed: 14 August 2017

APPENDIX B – From Shephard Epstein Hunter Licence Regulations

22. Health and Safety / First Aiders

- 22.1 Overall and final responsibility for Health and Safety at the premises:
Steven Pidwill, Director (Chairman) 020 7841 7500 or StevenPidwill@seh.co.uk
- 22.2 Responsibility for day to day general Health and Safety operations:
Licensor's House Group:
Nick Hufton, Director 020 7841 7500 or NickHufton@seh.co.uk
George Georgiou 020 7841 7500 or Georgegeorgiou@seh.co.uk
Licensor and Licensee fire marshals
Licensor and Licensee First aiders
- 22.3 It is the responsibility of **ALL** building occupants to assist the above in avoiding hazards, keeping the office tidy and keeping desktops, passageways and exits clear.
Anything that anyone observes or that they become aware of, that they consider to be unsafe, or if they have any comments or suggestions, they should contact George Georgiou or (in his absence) Steven Pidwill or (in his absence) Nick Hufton.
- 22.4 Please note regarding portable heaters.
Because they are a potential fire hazard Licensees should not bring warm air heaters onto the premises. Oil filled radiators are permitted.
- 22.5 The Licensor's health and safety consultants have advised that as we are a low risk workplace three 'Emergency First Aiders at Work' would be sufficient. This is based on providing i.e. 1 for every 50 people or parts thereof. The Emergency First Aiders at Work course is a one day course and one day refresher training each year. The current first aiders are shown on the Phoenix Yard contact list.
- 22.6 As an employer or a self-employed person Licensees are responsible for health and safety in their business.
- 22.7 The current fist aiders are shown on the Phoenix Yard contact list which George Georgiou periodically revises and issues to all building occupants plus Principle Cleaning (see section 6).
- 22.8 Emails that may affect their health or wellbeing are sent by the Licensor to his staff and Licensees and where appropriate others.

ORGANISATION CHART SHOWING MAJOR HEALTH AND SAFETY RESPONSIBILITIES

