



ARCHIPELAGO FOLKSCHOOL

Health and Safety Policy

Written by: Ben Wilde

Written on: 17th February 2020

Last revised on:

To be revised no later than: 17th February 2021

Statement of Intent

This is the Health and Safety Policy of Archipelago Folkschool. Our primary policy is to ensure the health, safety and well being of all members of staff, participants and members of the public we come into contact with. This policy will allow us to:

1. Manage risks at work as relating to both staff and non-staff through a consistent framework for risk assessment and control
2. Identify, provide and maintain adequate training for all staff
3. Ensure appropriate personal protective equipment is provided and used by all staff and participants
4. Ensure that proper procedures are followed in storage and use of hazardous substances
5. Ensure that all tools and machinery are in a safe working condition
6. Ensure that spaces used are safe and suitable for our use and that all remaining risks are managed
7. Ensure that any and all accidents are recorded properly
8. Encourage feedback on this policy by all staff and non-staff
9. Ensure the policy is up to date through revision at 12 month intervals or where material change in activity or situation makes it necessary

Individuals Responsible for Health and Safety

Overall and final responsibility for health and safety is with Ben Wilde, Director. Both Ben Wilde and Daisy Martinez are equally responsible for ensuring that this policy document is put into practice in day to day working, both share ongoing responsibility for item 9.



Ben Wilde is responsible for items 2,3,4 and 5 are upheld in all cases.

In most cases Ben Wilde or Daisy Martinez will be in attendance at all public facing activities, in which case whosoever is present shall be responsible for ensuring 1,6,7 and 8 are upheld. Where neither Ben Wilde nor Daisy Martinez are present a suitable experienced trusted individual will be charged with this responsibility.

All employees should cooperate on health and safety matters, take reasonable care for their own health and safety, and should raise any and all concerns with the team.

Arrangements for Health and Safety

Due to the changing nature of our activity our health and safety policy will carry enough detail to set out our working approach to all activity.

Risk Assessments

We will ensure that a general risk assessment is carried out for all activities. This will be carried to all locations and a project specific risk assessment carried out that covers working locations as well as where appropriate the participants. All risk assessments will be in standard format with all risk assessed against our risk matrix. Outside subcontractors will be required to provide their own risk assessments before work can begin, these will be assessed by our staff prior to work.

Training

All staff must be inducted into proper health and safety practice, a record shall be kept of these inductions. This will be refreshed at least every 12 months. All staff will have First Aid Qualifications as well as any other qualifications or training that is relevant to their role. Use of machinery and powered equipment will be limited to those who have sufficient experience and can demonstrate safe working practice in all cases.

All staff will have proper personal protective equipment and are responsible for ensuring it is in good condition and used correctly.



Remote and distant working is a frequent occurrence with our activity and as such all staff are expected to understand the risk associated with this.

Public Facing Work

Much of our activity is with members of the public. In which case all reasonable efforts shall be made to ensure their safety, specific approaches will vary with activity, location and client group. For this reason project specific risk assessments are an essential tool for identifying and managing risks in appropriate ways.

Consultation and Revision

We will consult with staff, directors and other relevant people on this policy in an ongoing way or at least at stated revision time. Any appropriate suggestions will be adopted and incorporated into the policy.