



Kandu Arts for Sustainable Development Ltd and Kandu Arts
Community Projects CIC.
Health and Safety Policy.

Introduction

Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC has overall responsibility for health and safety in Kandu Arts for Sustainable Developments Ltd and Kandu Arts Community Projects CIC and ensuring that it fulfills all its legal responsibilities.

Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC will work in a way that tries to ensure that risk to employees, service users, contractors, volunteers and visitors are adequately managed at all times.

We recognize our responsibilities under the Health and Safety at Work Act 1974 (HASAWA-1974), as well as its associated regulations, and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a Director(s) responsibility. It is their duty to uphold this policy and to provide the necessary funds, resources and training to implement it.

Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC will provide and maintain safe and healthy working conditions and environment for all employees, service users, contractors and volunteers, plus any other persons who are directly affected by our activities – such as members of the public at our events.

This responsibility will be delegated to a named person for specific events or activities, who will ensure this policy is upheld. They will be named in advance and noted on all relevant risk assessments. All persons involved in such activities will be made aware of who is responsible for health and safety.

Responsibilities

1. The Director(s) of Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC are responsible for the monitoring, implementing and recording of health and safety policies/procedures and making changes where necessary.
2. All accidents or unsafe incidents will be investigated and recorded by the Director(s) as soon as possible.
3. Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC is responsible for:
 - Assessing the risk to health and safety of employees, service users, contractors and visitors and identifying what measures are needed to comply with its health and safety obligations.
 - Providing and maintaining equipment and systems of work that are safe and without risk to health.
 - Ensuring equipment is maintained and maintenance recorded sufficiently.

- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing a full induction to new members of staff, service users, contractors and volunteers and storing all collected data in accordance with UK GDPR and Data Protection Act 2018.
- Providing and maintaining a safe and healthy place of work, including safe access and egress.
- Encouraging employees, service users, contractors and volunteers to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing and adhering to emergency procedures as required.

Employee, Service User, Contractor and Volunteers Responsibilities

Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC employees, service users, contractors and volunteers will ensure that:

- They are aware of the contents of this Health and Safety Policy.
- They comply with the Health and Safety Policy.
- They undertake an induction upon first entry in to Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC, knowing that all data provided by the inductee will be stored in accordance with UK GDPR and Data Protection Act 2018.
- They take care of themselves and others who may be affected by their actions or omissions.
- They report all accidents, unsafe situations, or anything which could lead/have led to a dangerous occurrence. This will be reported to the Director(s) of Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC.
- They report and record all accidents at work in the accident book which is located in the main office, where it can be made available for inspection. (All data collected in the accident book will be stored in accordance with UK GDPR and Data protection Act 2018.)
- If the Director(s) is not present, they should report this incident to the most senior member of on site staff, who will report it to the Director(s) as soon as possible.
- They are aware of all fire procedures and evacuation plans for the environment in which they are working in.
- They will identify anything in which they think could be unsafe. They will report this to the Director(s) of Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC or their manager.
- Contractors and volunteers own equipment and the use of, is sole responsibility of themselves, not Kandu Arts for Sustainable Development Ltd and Kandu Arts Community Projects CIC.

All Risk Assessments

The Director(s) will ensure that all potential hazards present in the environments in which the operations take place and any potential hazards associated with delivering the defined scope of operations are assessed, recorded and implemented in line with the relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard.
2. Identify who might be harmed if exposed to the hazard and how they might be harmed.
3. The likelihood of harm and how significant that harm will be to a specific individuals and others generally.
4. What suitable and sufficient control measures are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation, regulation and guidance.
5. Regular reviews and updates accordingly.

Assessments will be reviewed when there is:

- A change in legislation.
- A change of premises, or change to the environment in which the operations take place.
- A significant change in the scope of operations and associated tasks are carried out.
- The introduction of new equipment or any other reason which makes the assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of employees, service users, contractors and volunteers – health and safety training will be provided as follows:

- At induction.
- On transfer or promotion to new duties.
- On the introduction of new equipment.
- When the changes are made to systems of work.
- When training needs are identified during the risk assessment.
- When the training allows that person to perform the job more effectively.

Resolving Health and Safety Issues

1. Any employee, service user, contractor or volunteer with a health and safety concern must first raise it with their manager or the Director(s) of Kandou Arts for Sustainable Development Ltd and Kandou Arts Community Projects CIC.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager/Director of Kandou Arts for Sustainable Development Ltd and Kandou Arts Community Projects CIC decides that no action is required but the employee, service user, contractor, volunteer is not satisfied with this – the employee, service user, contractor, or volunteer may refer the matter to the Council and/or the Health and Safety Executive (HSE).

Monitoring and Evaluation

This policy will be monitored and reviewed annually by the Director(s) of Kandou Arts for Sustainable Development Ltd and Kandou Arts Community Projects CIC to ensure that the risks and general well-being of employees, service users, contractors and volunteers are adhered to at all times.

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