



Policy – Health & Safety The Maker's Place CIC

Introduction

It is the policy of **The Makers Place**, the registered office at Hunters End, New Road, Norton Sub Hamdon, Stoke-Sub-Hamdon, TA14 6SF to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as reasonably practicable, establish procedures and systems necessary to implement such a policy. The Makers Place will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974 and any subsequent amendments or additions thereto.

Policy Statement

The Makers Place will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Makers Place also recognises its duty to protect the health and safety of all visitors, participants, volunteers, contractors and temporary workers, as well as members of the public who might be affected by The Makers Place work operations and activities. While the Directors of The Makers Place will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own and other people's welfare, to be aware how others can be affected by their own acts or omissions, and to report any situation which may pose a threat to the wellbeing to them or any other person. If any employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to the Site Manager/Health and Safety Officer. Effective health and safety programmes require continuous communication between workers at all levels.



Injuries, however small or slight, sustained by a person at work must be reported to their Site Manager or Health and Safety Officer. Accident records must be kept up to date to be effective in monitoring and revision of policy and procedures. These records must be accurate and comprehensive. The Accident Book is located in the craft cabin. The accident book will be reviewed by the Directors quarterly.

Organisation

The Directors have overall responsibility for health and safety at The Maker's Place. The Maker's Place has appointed a designated safety officer to have day-to-day responsibility for overseeing, implementing and monitoring the policy. This is JOHN HUNT, *Health and Safety Officer*. In this policy, they will be referred to as the Health and Safety Officer; TIMOTHY CRACKNELL *or Director* will be responsible as deputy in case of absence.

Communication

The Maker's Place will endeavor to communicate to employees their commitment to health and safety and to ensure that employees are familiar with the contents of this policy. All employees are expected to cooperate with the Health and Safety Officer and to accept their duties under this policy. It is the responsibility of all employees to ensure their own and the health and safety of others affected by their own acts or omissions and the operations at The Makers Place.

Training

SAFETY training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and formulation of emergency contingency plans. Training sessions will be held as often as deemed necessary and will provide another opportunity for employees to express any concerns that they might have. All Health and Safety training is recorded by the Health and Safety Officer and kept with the relevant staff record. All training records are kept up to date by the Health and Safety Officer.



Inspections

The Makers Place believes that regular systematic inspections of the workplace are an important method of ensuring it demonstrates compliance with the law. Inspections of the workplace will be carried out by the Health and Safety Officer on a regular basis or when the need arises after an incident or any significant changes in nature or scale takes place. All employees are encouraged to assist the Health and Safety Officer to ensure effectiveness of the policy and identify areas where revision of the policy may be necessary. Records of all statutory and mandatory inspections are kept by the Health and Safety Officer.

Equipment

The Makers Place will take all reasonable steps to ensure the safety of all employees using work equipment provided by The Makers Place, as well as ensure the safety of others who may be affected by the equipment. The Makers Place will ensure that any new equipment/machinery is designed and supplied to work in a safe manner, suitable for use, and inform and train employees to use such equipment/machinery in a safe manner.

Should employees have any problems operating or working with a piece of equipment/machinery they should immediately inform the Health and Safety Officer, so that steps can be taken to remedy the situation promptly. Any equipment/machinery deemed unsafe should immediately be taken out of use and the Health and Safety Officer informed. Any equipment procured, hired or used by The Makers Place will comply with statutory requirements and is to be maintained in good working order and repair. (*see appendices*)

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment/machinery will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons only. Equipment/machinery should only be used by personnel properly trained and authorised.



Personal Protective Equipment (PPE)

The Makers Place recognises the duties and obligations established by legislation and will provide PPE where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE. All employees required to use PPE will be provided with adequate information and training to enable a more complete understanding of the issues associated with its use. The Makers Place will:

- Carry out an assessment of proposed PPE to determine whether it is suitable.
- Take appropriate action following assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are effective
- Provide correct storage of PPE
- Ensure maintenance, cleaning and repair of PPE (including training)
- Replace any PPE as necessary at no cost to the employee*
- Provide adequate information to all employees as to any risk that may exist

Re-assess as necessary if substances used/work processes/equipment change. *

Should an employee leave and take PPE with them The Makers Place reserves the right to keep the cost of replacement from their final salary payment.

Manual Handling

The Makers Place objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. Where it is not possible to avoid manual handling operations, an assessment will be undertaken taking into account the nature of the activity and capability of the individual concerned. With reference to Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) The Makers Place will introduce measures to minimise the risk of accident or injury to the lowest extent reasonably practicable. Assessment will be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The numbers/abilities of personnel
- The nature of the loads to be handled



Reassessment may be required where accident/injury show that the original control measures were not sufficiently effective.

Substances Hazardous to Health

Within the working environment at The Makers Place, many substances are routinely used that could potentially cause a risk to health if not properly stored, handled or used in the correct manner. The Makers Place is required by law, (Control of Substances Hazardous to Health (COSHH)), to assess the risks from the use of such substances. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturers and suppliers health and safety guidance and The Makers Place's own knowledge of the work process, and utilising relevant information and guidance made available by the Health and Safety Executive and COSHH assessments. The Makers Place will ensure that exposure of employees and participants to such substances is minimised and adequately controlled. All employees and participants who come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a significant substance or process change. A list of all chemicals, animal medications and other substances e.g. combustibles is maintained by the Health and Safety Officer and regular checks carried out to ensure correct use, storage and date of use.

Special Risks

The Makers Place recognises that from time to time employees may be at increased risk of injury or ill- health resulting in work activities. The Makers Place requires that all employees advise the Operations Manager/Health & Safety Officer if they become aware of any change in their personal circumstances, which could result in an increased risk. This could include:

- Medical conditions
- Permanent or temporary disability
- Taking of medication
- Pregnancy

Where employees at special risk are identified, a further risk assessment will be carried out. Any information given will be kept with individual staff records.



Fire Safety

FIRE is a significant risk within the workplace. The Makers Place Fire Safety Policy and Procedures identifies and takes into account the special fire hazards in specific areas of The Makers Place. Where practicable, all fire safety precautions have been taken to minimise risk and fire safety equipment installed in strategic areas throughout the site according to the level of risk. All hazardous and combustible materials are stored according to manufacturers and suppliers recommendations. All equipment is maintained in accordance with the manufacturers and suppliers recommendations and record of such maintenance is kept by the Health and Safety Officer.

All employees have a duty to conduct their operations in such a way as to minimise risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding accumulation of combustible materials. Any use of electric or other heaters must be undertaken with caution and kept away from flammable materials. Employees must report any faulty electrical equipment, loose cable, loose sockets or loose connection to the Health and Safety Officer or Site Manager immediately on discovery. All electrical equipment not in immediate use should be switched off and disconnected from sockets. Employees must never attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets unless these have been authorised by the Health and Safety Officer. The fire pits should only be lit by a trained member of staff or volunteer and members of the public supervised and given advice about keeping safe. The Makers Place will ensure that all employees have been trained in proper fire prevention and emergency procedures. In the event of a fire, or in any other emergency situation, all employees must leave any building by the nearest available exit and assemble at the designated assembly point. The Health and Safety Officer/Duty Manager will initiate emergency procedures. Training records are kept by the Health and Safety Officer.

Fire safety drills will be conducted on a regular basis (6 monthly) to ensure employee familiarity with emergency procedures and a record of such drill kept by the Health and Safety Officer.

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Smoking

SMOKING is prohibited in all areas of the workplace at all times. Exception – due to the nature of The Makers Place work with participants – a designated smoking area has been established in an outside area away, as far as practicable, from the centre of operations.

Accidents, Diseases and Dangerous Occurrences

LEGISLATION requires that certain prescribed events, injuries and diseases be formally reported.

Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR).

Notwithstanding our legal obligations, The Makers Place views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be written by the Duty Manager or Health and Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams where possible
- The nature and severity of the injury sustained
- The identity of eye witnesses
- The time, date and location of the incident
- The date of the report
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All eye witness accounts should be taken as near to the time of the incident as possible. The completed report must be submitted to the Health and Safety Officer who will attempt to ascertain why the incident occurred and what action should be taken to avoid a recurrence of such incident. Any measures deemed necessary to avoid recurrence will be put into effect as soon as possible thereafter and measured after a suitable period of time to ensure effective.

The Health and Safety Officer is responsible for reporting all cases of accident and disease to the relevant enforcing authority e.g. Control of Substances Hazardous to Health (COSHH), Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR), Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).



First Aid

The Makers Place ensures that there is always a person qualified in administering first aid on site at all times during working hours. First aid boxes are located in areas where personnel are concentrated around the workplace. All first aid boxes are clearly marked and accessible by all employees during working hours. All employees are given training in first aid procedures and training records are kept with staff records. First aid boxes must be up to date and fully stocked and these are checked regularly (6 monthly) by the Health and Safety Officer. Any items used must be reported to the Health and Safety Officer or designated other person responsible for re-stocking first aid. (*see appendices*)

General Rules

- Employees should be aware of, respect and adhere to the rules and procedures contained within this policy.
- All unsafe practices or conditions must immediately be reported to TIMOTHY CRACKNELL, Director
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or other items not within the scope of their duties unless instructed to do so by one of The Makers Place Directors.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others, using receptacles provided.
- No employee should undertake a task that appears unsafe.
- No employee should undertake a task until they have received adequate safety instructions and is authorised to do so.
- All injuries/incidents must be reported.
- All employees should wear suitable clothing at all times and wear PPE where appropriate.
- All employees should take care that all safety/protective guards and other devices are properly fitted and in good working order. All deficiencies/defects to be reported immediately to a Makers Place Director.
- No employee should use chemicals without the knowledge required to work with such chemicals safely.
- All employees should take care when handling or use of heavy equipment/materials to minimise the risk of injury.
- Work sites must be kept tidy and, where practicable, clean.



- All spillages to be cleaned immediately
- Cables and trailing materials should not be left in any walkway.
- Changes in internal floor elevation are clearly marked.
- Be aware that, due to the nature of operations, the outside environment can be hazardous, especially when wet and suitable footwear should be worn at all times.
- Sharp objects are stored carefully and safely.
- All employees must be aware of any moving vehicle at all times. ● No tools or equipment to be used without manufacturers recommended shields, guards and attachments.
- All tools must be securely and properly stored when not in use; all tools and equipment to be well maintained. Any defects reported to the Director. ● Persons using machine tools must not wear clothing, jewellery or hair in such a way as might pose a risk to themselves or others safety.
- No tools should be used other than for its specific use as designed by the manufacturer.
- Lifting and moving of heavy objects should always be done by mechanical devices wherever practicable. All equipment used should be appropriate for the task.
- When lifting an object off the ground, employees should assume the squatting position, keeping the back straight as recommended by LOLER.
- Every activity needs to be risk assessed and a written risk assessment must be completed
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Signed:

Name: Sarah Dunning

Date 6/04/2023

This policy will be reviewed annually, or as and when there are any changes in the law, procedures or processes within the organisation.