Health and Safety Policy

Policy aim:

To ensure our members of staff are able to create a safe working environment (in accordance with the health and Safety at work Act 1974) for both themselves and the clients that they work with including the ability to provide:

- The means for each individual to protect him/her self.
- For individuals to have concern and consideration for the safety of others
- Knowledge of what to do in certain situations.
- Alertness and control
- Cultivation of good habits.

The nature of the work that employees of Nurture Space carry out, requires staff to work at a variety of venues. These venues will often have their own Health and Safety policies and procedures. Nurture Space Ltd is committed to always working within these following discussion and agreement with the client and the venue.

Objectives:

The purpose of this policy is to help the employer achieve a safe and healthy workplace by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy only and does not form part of a contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The employer will review this policy annually or when policy changes.

Responsibilities:

Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, volunteers, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Commitments:

As a service provider:

- All employees of Nurture Space Ltd will co-operate fully and ensure high standard of health and Safety awareness and compliance when working on behalf of Nurture Space Ltd and at a client's venue.
- Will report directly to the venue / client, any concerns related to Health and Safety as well as record health and safety concerns internally within Nurture Space Ltd.

- Nurture Space Ltd will carry out risk assessments in relation to their activities and ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties. Please see the Nurture Space Ltd Risk Assessment Policy.
- Will ensure that all employees are aware of risk assessments produced and work within them.
- Will continually review the training needs of staff undertaking work on behalf of Nurture Space Ltd and provide adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
- Nurture Space Ltd will provide staff the opportunity to ask questions and advise who best to contact in respect of those questions, if a member of staff is unsure about how to safely carry out their role.
- if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection;

As an employer:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting premises that Nurture Space Ltd is working within.
- The Director of Nurture Space Ltd has overall responsibility for health and safety and has appointed a Health and Safety Officer with day-to-day responsibility for health and safety matters.
- Provide adequate training and information on Health and Safety related issues to all employees.
- Have provisions in place to guarantee that equipment is handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary.
- To regularly review Health and Safety policies and practices and record all reviews carried out with any actions taken.

As an employee:

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work. This includes making themselves aware of any risk assessments that are in place for the role and activities they are undertaking on behalf of Nurture Space Ltd.
- To report to the management of Nurture Space Ltd immediately, any concerns or worries they may have in relation to health and safety.
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.
- Employees also have a duty to assist and co-operate with Nurture Space Ltd and any other person (including venues where work is undertaken) to ensure all aspects of health and safety legislation are adhered to.

Emergency Evacuation and Fire

The vast majority of the work undertaken by staff will take place at a venue operated by a separate organisation. Upon arrival to a venue, staff must familiarise themselves with the instructions about what to do if there is a fire which are available from the Health and Safety Office for that venue.

In addition to this staff must:

- Ensure they are aware of the location of fire extinguishers; fire exits, evacuation/meeting point and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

On discovering a fire, all staff must:

- Immediately trigger the nearest fire alarm.
- On hearing the fire alarm, all staff must:
  a. Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
  b. Leave without stopping to collect personal belongings.
  c. Stay out of any lifts.
  d. Gather at the allocated evacuation point and await further instruction from the fire warden.
  d. Remain out of the building until notified by a fire warden that it is safe to re-enter.

- The Health and Safety Officer for the venue, is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Accidents and First Aid

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer for the venue so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Health and Safety Officer for the venue.
- If an accident occurs, dial 0770 695 1052 and speak to Nurture Space Director, giving name, location and brief details of the problem.

- The Director of Nurture Space is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required. All staff must co operate with the gathering of information for reporting purposes.

Non-Compliance With Health and Safety Rules

Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy, up to and including immediate dismissal.

Signed on behalf of Nurture Space Ltd:

(Ruth Moor)

Date: May 2024

Review Date: May 2025