

Health and Safety Policy

Policy Information	
Organisation	Underground Lights
Scope of policy	The policy covers the procedures necessary to comply with the Health and Safety at Work etc. Act (1974)
Policy operational date	August 2018
Date of approval	August 2018
Date of previous review	October 2019 - no changes, October 2020 - no changes
Date of review	October 2023, March 2025
Date of next review	March 2026

Background and scope

This policy applies to all individuals who use our services, as well as our staff. In this document, “staff” refers to paid employees, seconded individuals, volunteers, trustees and others working directly for Underground Lights.

Policy statement

It is the aim of Underground Lights to protect and safeguard the health, safety and welfare of our staff and our members in accordance with the Health and Safety at Work etc. Act (1974) so far as is reasonably practicable.

Underground Lights commits to:

- providing adequate control of the health and safety risks arising from our activities
- consulting with all members and staff on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring safe handling and use of substances
- providing information, instruction and supervision for members and staff
- ensuring all staff are competent to do their tasks, and providing adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions

This policy will be reviewed regularly and whenever legislation requires it.

Responsibilities

Overall and final responsibility for health and safety is that of the Board of Trustees or a person nominated by the Board of Trustees.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager.

To ensure health and safety standards are maintained/improved, all staff and members are expected to:

- co-operate with the person named above on health and safety matters
- not interfere with any equipment provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

Risk assessments will be undertaken by the Manager, and the findings of the risk assessments will be reported to the Board of Trustees. Actions required to remove or control risks will be approved by the Board of Trustees, and the Manager will be responsible for ensuring these actions are implemented. In the event of a risk needing immediate attention before a meeting can approve any actions required, the Board of Trustees will delegate their responsibility to the Manager to implement any necessary actions without delay. The Board of Trustees will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

Consultation with staff and members

Underground Lights will consult with staff and members on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws

- the information we give to staff and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training
- the health and safety consequences for them of any new technology we plan to introduce

The information provided to staff and volunteers will be in a form that can be easily understood.

Underground Lights will consult directly with staff and members in the most efficient way possible, and will allow enough time for staff and members to consider the issues and give informed responses. Staff and members are encouraged to ask questions, raise concerns and make recommendations.

Underground Lights will take staff and members' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safety equipment

The Manager will be responsible for

- identifying all equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented

Any problems found with equipment should be reported to the Manager immediately.

The Board of Trustees will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The management committee will check that new substances can be used safely before they are purchased. Underground Lights does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

The location of the Health and Safety Law poster for each workshop will be identified in Risk Assessment completed prior to each workshop we run.



Health and Safety advice is available from the Manager or on the [HSE website](#).

Underground Lights does not work with staff or members under the age of 18, therefore no specific supervision arrangements for young people are specified here. This will be reviewed should our working practices change.

Competency for tasks and training

Induction training will be provided for all staff and members, and training records are kept in the [HR & Staff files folder](#) of the Underground Lights files by the Manager.

Training will be identified, arranged and monitored by the Manager.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Underground Lights.

The location of the first aid box for each workshop will be identified in Risk Assessment completed prior to each workshop we run. These may be held by the venue where the workshop is taking place.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book of the host venue. The location of this book will be identified in the Risk Assessment.

The Manager is responsible for reporting accidents, diseases and dangerous occurrences to the management committee.

Monitoring

To check safe working conditions, and ensure safe working practices are being followed, the Board of Trustees will carry out regular site inspections and investigate any accidents and near misses that occur.

The Board of Trustees is responsible for investigating accidents.

The Manager and the Board of Trustees are responsible for investigating work-related causes of sickness, and the Board of Trustees are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation



The Manager is responsible for ensuring the fire Risk Assessment is undertaken and implemented. Escape routes should be checked prior to each workshop session by anyone on site for obstructions and cleared if blocked.

The location and suitability of fire extinguishers and fire alarms for each venue we operate in will be identified in the Risk Assessment completed prior to each workshop we run.

Emergency Evacuation Procedure

The emergency evacuation procedure of each venue we operate in will be identified in the Risk Assessment completed prior to each workshop we run. The Workshop Leader will be responsible for informing all staff and members present of this procedure prior to each workshop taking place.

The Board of Trustees will be made available to support the Manager with all tasks due to the legal obligation of the organisation's day to day running of Underground Lights.

Further information

Further information about health and safety can be found at:

<http://www.hse.gov.uk>

Information about regulations related to reporting Injuries, Diseases and Dangerous Occurrences can be found at:

<http://www.hse.gov.uk/riddor/>

A Display Screen Equipment Work Station Assessment form can be found here:

<http://www.hse.gov.uk/pubns/ck1.pdf>

A [Risk Assessment Form](#) can be found in the Workshops & Training Resources folder of the Underground Lights files.