

We Are Pyxis CIC Health and Safety Policy

Date of Last Policy Review	17/5/21
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WE ARE PYXIS CIC

We Are Pyxis CIC is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, beneficiaries and visitors. To ensure this, We Are Pyxis CIC is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

DIRECTORS RESPONSIBILITY

The Directors are ultimately responsible for the Health and Safety policy and practice of We Are Pyxis CIC. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

EMPLOYEES AND VOLUNTEERS

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with We Are Pyxis CIC with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.

- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into We Are Pyxis CIC services, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits of all venues utilised by We Are Pyxis CIC.

ACCIDENT REPORTING

It is the responsibility of the Health and Safety Officer (Mr P. Reed) to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are to be recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept with the First Aid Kit and the Accident Book is kept in a confidential secure place. Accident forms must be completed the same day as the accident (or the next day if treatment is necessary or if the outcome is unknown).
- All accidents are to be reported to a supervisor or line manager.
- All accidents will be investigated by The Health and Safety Officer and a note of the investigation will be made on the relevant Accident form.
- If the accident is serious, The Health and Safety Officer will report it to RIDDOR and the HSE.
- Where appropriate, corrective action must be taken to prevent a recurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.
- All accidents and emergency situations will be reported accordingly to the premises owner for further investigation and reporting.

INCIDENT REPORTING

We do not need to keep a record of every small thing that happens during a day. People will fall out with each other, argue, debate and bicker. However, sometimes an event happens that seems out of the ordinary or out of character and may be prolonged or require us to respond sensitively. We call this an 'incident' and this should be reported.

- In the first instance, verbally report the incident to your line manager.
- Complete an incident form and file it on the person's individual file as soon as is practical but within 3 working days.
- In the case of a serious incident, such as threatening behaviour, violence or self-harming, report it immediately verbally to your supervisor or line manager. Avoid delay and report any issue that concerns you as soon as possible.
- The incident form should be completed with the people involved and consent should be gained wherever possible before forwarding the incident report to others. When consent cannot be gained ensure that the people concerned with the incident know that their information is being shared.
- Discuss with your supervisor/line manager who should know about the incident on a 'need to know' basis.

Ask yourself:

- Will it be helpful for other people to know about this incident so that we can support (X) better?
- Is it necessary to complete a risk assessment because of this incident?
- Who does the person want to tell about this incident?
- How should we tell other people? Is it OK to email about it or should we have a conversation?

Remember:

- If in doubt, report it.
- Stick to the facts when writing reports. Avoid flowery language and pondering the 'what ifs'.
- Get someone to check that your report makes sense if that gives you more confidence.
- Be timely - write down what happened as soon as possible and get the information out quickly

PROCEDURES AND GUIDELINES

Whilst the We Are Pyxis CIC Directors have overall responsibility for Health and Safety, the Health and Safety Officer is responsible for coordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Directors
- Ensuring that Health and Safety information is included in new volunteer inductions

FIRE SAFETY

- The Fire Safety Officer is Mr P. Reed
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are located differently within each venue used.
- The Fire Extinguishers are located differently within each venue used. Locations of each will be made clear to all workers and service users during induction to that venue.
- Fire Drills will be held at the beginning of each new term at the beginning of the first session.
- The Fire Exits are located differently within each venue used. Locations of each will be made clear to all workers and service users during induction to that venue.
- The Emergency assembly point is different in each venue used. The Assembly point will be made clear to all workers and service users during induction to that venue.

INSURANCE

The group has appropriate insurance for its needs. This is:

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| <ul style="list-style-type: none">• Public Liability Insurance provided by Hiscox Insurance Company Ltd• Employers Liability Insurance provided by Hiscox Insurance Company Ltd |
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RISK ASSESSMENT

All We Are Pyxis CIC's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by Mr P. Reed and regularly reviewed and updated.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people
- Information and emergency contact details for workers
- Continuous implementation of We Are Pyxis CIC Safeguarding Policy
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities

FIRST AID

- The First Aid Officer and Appointed Person for First Aid is Mr P. Reed
- The First Aid kit will be regularly checked and restocked by the Appointed Person
- The First Aid kit is kept with the portable Pyxis equipment which will be taken to every venue and stored safely within the main working space.
- The Accident Book is (in a confidential secure place) and Accident Forms are available from Mr P. Reed.

EMERGENCY FIRST AID

Due to the low risk nature of the activities carried out by We Are Pyxis CIC we do not foresee a high risk of emergencies occurring. However we do recognise our responsibility to provide emergency first aid to a high standard, should the need arise. We therefore require at least one member of staff to be Emergency First Aid at Work certified, through the British Red Cross. We also recognise that from time to time we may work with a service user who has a known medical condition which could require emergency treatment. For this reason we have put in place the following emergency first aid policy.

- In the event of any emergency, the emergency services will be contacted prior to the parents/carers of the affected service user. The

parents/carers/Emergency contact will then be contacted. It is the judgment of the Appointed Person as to what constitutes an emergency.

- Should treatment and/or care be required prior to the attendance of the emergency services, the Appointed Person will adhere to the stipulations made within the Individual Medical Care Plan, which has been written and agreed by both the Appointed Person and the Parents/Carers/Emergency Contact of the service user.
- A log of any emergency medical treatment and/or care will be made after the event and logged within the Accident Book.
- All Individual Medical Care Plans will be kept securely on site during all sessions.
- Should the identified medical condition of the young person be so severe that, even with thorough risk assessments and safeguards in place, it is felt that a service user is at risk by attending a Pyxis project, We Are Pyxis CIC reserve the right to refuse admittance to the sessions until such time as the risks can be adequately mitigated. Whilst this decision will be made by the We Are Pyxis CIC Directors, we acknowledge that it requires a collaborative approach with the service user and any appropriate third parties, to ensure that no service user is excluded unfairly because of their medical need.

FIRST AID NEEDS ASSESSMENT

- We Are Pyxis CIC runs activities and projects for a small number of service users (Max 15 at any one time) - which are carried out in premises owned by third parties.
- We Are Pyxis CIC employs two members of staff.
- In activities conducted in premises owned by third parties (i.e. Schools, Village Halls, Youth Centres, places of work etc.), good access for emergency services will be checked prior to entering into an agreement with the premise. All RIDDOR and COSHH reporting will be carried out by the premises or business owner. We Are Pyxis CIC will provide a risk assessment of the activities to be carried out to the premises owner to supplement any formal report.
- The activities/games/tasks undertaken by staff and service users will all be low physical intensity.
- There is the potential that some service users and staff will suffer from medical conditions that may require an emergency response.

- The potential hazards in these locations are predominantly slips, trips, fall and manual handling incidents, however emergencies relating to medical conditions need to be taken into account.

The first aid needs-assessment indicates that the minimum requirements are:

- Information for all employees about what they need to do in case of an emergency
- At least one employee maintaining an Emergency First Aid at Work Qualification.

First Aid Personnel	Required Yes/No	Number Needed/Other Considerations
First Aider with first aid at work (FAW) Certificate	No	N/A
First Aider with emergency first aid at work (EFAW) certificate	Yes	At least one member of staff on site must have EFAW certification.
First aider with additional training	No	Individual medical plans will be implemented for all young people with known medical conditions requiring an emergency response.
Appointed Person	Yes	One member of staff available at all .Social events.
First Aid Equipment and Facilities	Required Yes/No	Number Needed/Other Considerations
First Aid Container	Yes	Stationary equipment on site provided by the premises owner.
Additional Equipment (specify), e.g. automated external defibrillator (AED)	No	N/A
Travelling First Aid Kit	Yes	A small "General Medi" first aid kit will be kept with all travelling documents and accident reporting book.
First Aid Room	No	N/A