

Magnetic Ideals Health and Safety Policy

Magnetic Ideals has a legal responsibility to ensure that the project is compliant with Health and Safety law to ensure the safety of its stakeholders, namely: members, project participants, volunteers, interns, facilitators, consultants, sub-contractors, and consultants.

We aim to:

- To provide adequate control of the health and safety risks in person and online.
- To consult with our stakeholders on matters affecting their health and safety
- To provide and maintain safe equipment as requires
- To provide information, instruction and supervision for all project work
- To ensure facilitators, consultants and contractors are competent to do their tasks, and to give them adequate training
- To prevent accidents
- To maintain safe and healthy creative activity conditions
- To review and revise this policy as necessary at regular intervals

Responsibility for ensuring this policy is put into practice by the designated project manager for each project, it is their responsibility:

- To communicate all relevant Health and Safety information to members and steering committee
- To ensure health and safety standards are maintained and improved overall
- To ensure that when we hire venues Fire Safety is maintained and all beneficiaries are made aware of what to do in an event of a fire or an emergency
- To record and report Accidents & Incidents to both the steering committee via info@magneticideals.org and to the partner organisations we are working with and hiring space from
- To coordinate training of members and management committee so that they become safety representatives of the Magnetic Ideals project
- To fully administrate correct insurance: Professional indemnity and public liability as well as volunteer liability
- To train a qualified first aider, and ideally run courses for all members in first aid
- To administer first aid where required
- To complete risk assessments for each group activity
- To regularly monitor health and safety rules are followed

All volunteers, facilitators, contractors and sub-contractors have the legal duty to:

- Cooperate with the project manager on health and safety matters
- To take care and co-operate with facilitators and staff on points of Health and Safety
- Compliance with emergency arrangements that are communicated to all facilitators and staff
- Not to interfere with anything provided to safeguard their health and safety

Magnetic Ideals

- Carrying out tasks in a safe manner and following the Health and Safety rules
- Take reasonable care of their own health and safety
- To inform all health and safety concerns to an appropriate person
- Reporting any situations that may involve hazards
- To assist Project Manger in completion of risk assessments
- To assist Project Manager in logging of accidents or incidents
- To obey the drugs and alcohol policy of the organisation
- To not smoke within any building or enclosed space

Health and safety activity guidance applicable to all stakeholders:

- Do not operate equipment unless you have been trained how to use it.
- Use work equipment in the safe way that you have been trained.
- Report any equipment problems to the project manager as soon as possible
- Do not make repairs to any work equipment unless you have been trained to do so
- Wearing, storing and maintaining any personal protective equipment/clothing in the correct manner
- Hazardous substances must be used as instructed
- All hazardous substances that are not in use must be stored correctly
- Observe the instructions provided whilst handling glassware
- Use the correct tools provided at work
- Clear up any spillage within the work area
- Waste hazardous substances must be disposed of in the prescribed manner
- Do not allow hazardous substances to enter drains or sewers
- Make proper use of all equipment and facilities provided
- Keep all areas clean and tidy
- Dispose of all rubbish and waste materials using the facilities provided
- Report any hazardous conditions

Facilities

Magnetic Ideals will ensure that volunteer activities work space is maintained to an acceptable standard and that adequate welfare facilities are properly maintained, including ventilation, heating, lighting, décor, cleanliness and the provision of drinking water.

Magnetic Ideals will also ensuring that all volunteers receive adequate Health and Safety training to enable them to carry out volunteer opportunities, including suitable and sufficient training as part of the induction process

Magnetic Ideals will have:

- an up to date first aid kit
- Identify volunteers who are prepared to act as first aiders
- Cost and source appropriate training
- Ensure that first aiders have valid certificates of qualification
- All equipment used by volunteers and staff will be PATs Tested

Magnetic Ideals Health and Safety Consultation with Participants and Members

Magnetic Ideals

- To enable all beneficiaries to raise issue of concern relating to health and safety issues in the consultation has to occur
- Magnetic Ideals will do this via consultation sessions with volunteers and with the steering committee.
- Magnetic Ideals will also consult with project participants on a one-to-one basis on matters of concern regarding Health and Safety as appropriate

Updated - March 2022