

Gympanzees Health and Safety Policy

Policy Statement:

Gympanzees fully accepts the obligations placed on it by various Acts of Parliament covering health and safety. Gympanzees requires its Chief Executive to ensure that the following policy is implemented and to report to the board annually on its effectiveness.

Aim:

The aim of this policy is to ensure the provision and maintenance of a safe and healthy environment for all those who work for or with Gympanzees.

In particular it will focus on the following issues:

1. To prevent accidents and cases of work-related ill health.
2. To manage health and safety risks in all workplaces.
3. To provide clear instructions, information and training to ensure all who work for Gympanzees are competent to do their work.
4. Consult with its employees on matters affecting their health and safety.
5. Provide and maintain safe places and equipment.
6. To ensure safe handling and use of substances.
7. To implement emergency procedures for all significant incidents.

Gympanzees' 'activities':

Gympanzees operates in the following workplaces:

1. Gympanzees HQ at Aust
2. Pop Up Storage Facility at Southwest Space program, South Liberty Lane
3. Ad hoc venues for meetings and workshops

Gympanzees maintains up to date Employer's and Public Liability Insurance covering all of these settings. Certificates are located in the main buildings.

Victor Insurance – Policy number: CC011471

Gympanzees has a small team of paid employees and an additional pool of volunteers who will be treated as if employees with regard to Health & Safety and all are referred to as staff/employees in this document.

Gympanzees Policy and procedures for safeguarding of children, young adults and adults at risk are addressed elsewhere.

Responsibilities for Health and Safety:

The CEO has final responsibility for the implementation of Gympanzee's health and safety policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored:

Steph When - CEO. 07773553112 steph@gympanzees.org

Day-to-Day responsibility for ensuring this policy is put into practice:

Lending Library / Offices: Fran Garland. 07795687806 fran@gympanzees.org

All employees should:

1. Co-operate with supervisors and managers on health and safety matters
2. Not interfere with anything provided to safeguard their health and safety
3. Take reasonable care of their own health and safety, and the health and safety of others affected by their actions or omissions
4. Report all health and safety concerns to the appropriate person (as detailed above)

Refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Gympanzees Disciplinary Procedure.

People working with Gympanzees but employed by 'others' are expected to follow the Gympanzees Health and Safety Policies with regard to the safety of Gympanzees' employees, their own personal safety and their method of work. This responsibility will be included in the contractual working arrangements.



Arrangements for Health and Safety

Risk assessments for all Gympanzees' activities will be completed. These will be in line with the Health and Safety Executive Guidelines and will follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risk and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Assessments will be communicated to all relevant persons.

Any near miss event will be recorded and scrutinized following the above steps. Resolution of these events is important in preventing accidents.

Each Gympanzees 'activity' will have health and safety issues unique to that setting.

Common Health & Safety issues:

1. Slips, trips and falls
2. Lifting and handling
3. Waste disposal
4. Fire safety and procedure
5. Faulty electrical equipment
6. Welfare, hygiene, comfort
7. Non-smoking at workplaces
8. Control of working time
9. Control of substances hazardous to health
10. First Aid, accidents and other emergencies
11. Accident reporting procedures
12. Employees who are young, vulnerable or new or expectant mothers

Additional areas for the Lending Library:

1. Lone working and personal safety
2. Driving and site transport



All staff will have health and safety training at induction. They will be asked to sign to confirm that they understand the training they have received and have no questions regarding it.

Risk Assessments will be reviewed with changes in key personnel, process or following incidents and also routinely - not normally less than annually. Any risk assessments/documents with a score over 10 will be discussed by the Board and action taken.

Health and safety training will take place for staff at least annually or in response to changes in legislation or events at Gympanzees.

All those working at the Pop Ups will have Health and Safety training prior to each event.

All staff training logs will be held securely at Gympanzees HQ, Aust. They will be retained as required by current GDPR regulations.

Gympanzees will provide personal protective equipment where it is required.

Gympanzees will make sure suitable arrangements are in place for staff who work remotely.

