

UniBrass Foundation Health and Safety Policy

Change History

Date	Issue Number	Changes
21st April 2018	1.0	Policy approved by board on 21st April 2018
20th March 2022	1.1	Policy updated to clarify risk assessment approval by trustees
1st October 2023	1.2	Policy updated to further clarify risk assessment approval procedure

Last Reviewed: 1/10/2023

UniBrass Foundation Health & Safety Policy

This is the Health and Safety Policy Statement of the UniBrass Foundation, in accordance with Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our volunteers on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for volunteers;
- to ensure all volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents;
- to maintain safe and healthy volunteering conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the trustees of the UniBrass Foundation. Day-to-day responsibility for ensuring this policy is put into practice lies with the trustees, members of committees appointed to run events for the UniBrass Foundation, and volunteers for the charity.

All volunteers have the responsibility to:

- cooperate with trustees and other volunteers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a trustee.

Health and safety risks arising from our work activities

Risk assessments will be undertaken by the trustees, or a nominated individual. The findings of the risk assessments will be reported to, and approved by trustees. Action required to remove/control risks will be approved by trustees, who will be responsible for ensuring the action required is implemented. Trustees will evaluate that the implemented actions have removed/reduced the risks. Assessments will be reviewed when the activity changes.

Consultation with employees/volunteers

The UniBrass Foundation will consult with volunteers on the following:

- any new measure which may substantially affect their health and safety, 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 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 and the health and safety consequences for them of any new technology we plan to introduce.

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

The UniBrass Foundation will consult directly with volunteers through team meetings and face-to-face discussions. The UniBrass Foundation will allow enough time for volunteers to consider the issues and give informed responses. Volunteers are encouraged to ask questions, raise concerns and make recommendations. The UniBrass Foundation will take volunteers' 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. Regardless of any prior risk assessments conducted by the Foundation and any mitigations that have been put in place, any trustee or volunteer is empowered to remove themselves from any situation in which they consider to still be unsafe.

Safe equipment

Trustees will be responsible for identifying all equipment needing maintenance that the UniBrass Foundation own. Trustees will be responsible for ensuring effective maintenance procedures are drawn up. Trustees will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the trustees immediately. The trustees will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Trustees will check that new substances can be used safely before they are purchased. The UniBrass Foundation does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

Supervision of volunteers will be arranged/undertaken/monitored by trustees. The trustees are responsible for ensuring that our employees/volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all volunteers by the trustees. Job specific training is not currently required for any jobs within the UniBrass Foundation, and when new jobs are identified, this will be reassessed. Training will be identified, arranged and monitored by the trustees.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at the UniBrass Foundation.

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.

The trustees are responsible for investigating accidents. The trustees are responsible for acting on investigation findings to prevent a recurrence.

Event specific risk assessments

Risk assessments will be carried out by a competent individual for all events. The contents of this report, plus measures that have been put in place to minimise risk, must be shared with trustees sufficiently in advance of the event for comments or concerns to be raised and resolved. The chair (or trustee the chair has delegated the task to) should be asked to confirm this has occurred, and provide final approval.

Review

This policy will be reviewed annually. This policy will need significant additions if the UniBrass Foundation takes on any members of staff, or purchases any property.