



Health and Safety Policy

Interpretations

“Staff” are all members including directors, freelancers, volunteers or anyone working on behalf of deep:black.

“Directors” are those deep:black members that hold a company share of deep:black london.

Introduction

deep:black is committed to the highest standards of health and safety in all aspects of our work. We make the safety of participants and staff a priority.

The day-to-day responsibility for ensuring this policy is put into practice is the responsibility of all deep:black staff including freelance workers contracted by deep:black to deliver our work.

The overall and final responsibility for health and safety is with the Board of Directors of deep:black. The designated Health and Safety Officer is Katharine Yates.

deep:black's Board of Directors will ensure that all staff including freelance staff and volunteers are given relevant information and advice on safe working.

Policy

deep:black does not own any office space or facilities that are used for training courses and events. We work in a wide variety of settings including schools, community centres, arts organisations.

It is our policy to provide and maintain safe and healthy working conditions and equipment in our workplace (including home office space and public venues). We are committed to assessing and mitigating the health and safety risks that arises from our work in public venues.

We will always consult with the staff (including freelance staff and volunteers) on anything that can affect our health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities i.e. participants or visitors of training courses and events.

Procedures

1. deep:black will complete a risk assessment for each project undertaken using the deep:black risk assessment form and integrating the information from any previous incidents or accidents.

2. deep:black will ensure that our staff are aware of the Health & Safety Policy and the Risk Assessments and procedures specific to their work, and that they adhere to them;
3. deep:black will make our staff aware that they have a particular duty to safeguard the health and safety of themselves and all others who may be affected by their work e.g. participants, audiences, staff from partner organisations etc.
4. deep:black is committed to maintaining and promoting emotional safety and well-being of both our staff and participants in all the work we do. We have designated steps to ensure this including team check-ins/check-outs, working with ground rules in group work, holding regular team meetings and team debriefs.
5. All safety notices and instructions on client premises will be observed. This includes ensuring proper security measures are in place;
6. All injuries sustained to self or others whilst at work will be reported to the local supervisor/manager, entered in the accident log of the premises, and the deep:black accident log;
7. deep:black will maintain the relevant business insurances that are necessary to cover our legal liability in respect of personal injury, death, loss or damage to property, real or personal, arising out of, or in the course of, or caused by, the carrying out of our work. The amount of the insurance cover will be for a minimum of £2,000,000 for Public Liability and £10,000,000 for Employers Liability in respect of any one incident.

***This policy was approved on 23 April 2011
This policy was last reviewed on 18 October 2017
This policy will next be reviewed in: October 2019***

