

## **1.0 Introduction**

1.1 LCET takes extremely seriously its responsibility under the Health and Safety at Work Act, 1974, and other relevant legislation, to provide a safe environment for its staff and volunteers and the young people in its care.

## **2.0 Responsibilities**

2.1 Overall and final responsibility for health and safety is that of LCET's Health and Safety Officer, or a delegated senior member of staff if absent.

2.2 Responsibility for health and safety for an LCET activity is delegated to the activity leader.

2.3 Staff are responsible for cooperating with their line managers on health and safety matters, not interfering with anything provided to safeguard their health and safety, and reporting all health and safety concerns to the Health and Safety Officer, or where they concern an LCET activity, the activity leader. In addition staff must take reasonable care of their own health and safety.

## **3.0 Risk Assessments**

3.1 It is the responsibility of the Health and Safety Officer to carry out risk assessments for the b.1 cafe and the LCET offices.

3.2 For any LCET activity, it is the responsibility of the activity leader to carry out a risk assessment in advance of the activity, submit it for approval to their line manager and carry out any action required. It is the responsibility of the line manager to ensure that the actions required have been carried out.

3.3 Risk assessments of the b.1 cafe and arts centre and LCET office, ongoing or repeated activities will be reassessed every year.

## **4.0 Consultation and Information**

4.1 Staff will be consulted about the health and safety policy during staff meetings. In addition, staff may report any concerns or issues to the Health and Safety Officer.

4.2 The Health and Safety Law poster is displayed in the b.1 cafe kitchen and in the LCET staff kitchen. Health and safety advice is available from the Health and Safety Officer.

## **5.0 Supervision and Training**

5.1 Supervision of trainees will be undertaken by the staff member to whom they are responsible. Supervision of trainees and volunteers during an LCET activity will be undertaken by the activity leader.

5.2 Induction training and job-specific training for all employees will be provided by their line manager. Training records will be kept in each staff's personnel folder.

5.3 It is the responsibility of The Health and Safety Officer to ensure that all equipment needing maintenance is identified and that effective maintenance procedures are drawn up. Any problems found with equipment must be reported to The Health and Safety Officer.

## **6.0 Emergency Procedures**

6.1 The Health and Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented

for the b.1 cafe and arts centre and LCET office.

6.2 The Health and Safety Officer is responsible for checking the escape routes and fire alarms once each week and for organising a test emergency evacuation every 6 months. Fire extinguishers for the b.1 cafe and arts centre and LCET office are maintained and checked once every 12 months.

6.3 The first aid boxes are kept in the b.1 cafe kitchen, the LCET staff kitchen and as designated by the activity leader of any LCET activity.

6.4 All accidents and cases of work-related ill health are to be recorded in the accident book kept in the LCET office.

6.5 The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **7.0 Monitoring**

7.1 We will review this policy annually to confirm it is up to date with legislation, and to ensure that it is being applied consistently and correctly throughout our organisation.

**Last review of this policy: 04 09**