



## **E2M (Escape2Make) Health and Safety Policy**

### **For the attention of:**

Trustees  
CEO  
COO  
Youth Board  
Freelancers  
Consultants  
Advisors  
Facilitators  
Volunteers  
Partners  
Stakeholders

This is the Health and Safety Policy for Escape2Make, a registered charity which aims to be an incubator of creativity to inspire confidence, resilience, and positive wellbeing in 11-18-year-olds through a calendar of creative workshop programmes feeding into community events.

### **Responsibilities for Health and Safety**

Escape2Make have the following two responsible officers for health and safety.

Production Executive – Kyle McKenzie

Chief Operating Officer – Saul Argent.

The production team consists of freelancers who conduct their own independent risk assessments before each project commencement. These risk assessments are monitored for quality by the Production Executive.

The responsible officers are responsible for receiving or reports of risk/ accident/ near misses in the spaces that E2M utilise. These are dealt with effectively and appropriately in accordance with the Health and Safety at Work etc Act (1974).

E2M is committed to being a safe working environment for all who support and attend E2M events. The below policy sets out the responsibilities and regulations in place to ensure a safe working space, in accordance with the Health and Safety at Work etc Act (1974).

Being a small start-up organisation E2M acknowledges that it is not legally obligated to record a Health and Safety policy, but feels it is good governance to have a simple one in place for the safety of its current team of self-employed and volunteer people.

### **Commitments of the responsible officers**

- Ensuring systems of work that are, as far as reasonably practicable, void of health and safety risks to trustees, facilitators, freelancers, volunteers, and participants in our events/programs.
- Final says on arrangements ensuring that transport, storage, and handling are, as far as reasonably practicable, void of health and safety risks to trustees, facilitators, freelancers, volunteers, and participants in our events/programs.
- Final says on any information or training packs produced designed to inform trustees, facilitators, freelancers, volunteers, and participants in our events/programs on health and safety.
- Updating trustees, facilitators, freelancers, volunteers and participants in our events/programs on any emergency procedures (fire and evacuation procedures)
- Implementing emergency procedures such as fire evacuation (see <https://www.gov.uk/workplace-fire-safety-your-responsibilities> fire safety)
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### **Commitments of all E2M team members and participants;**

- It is also the general responsibility, in accordance with the Health and Safety at Work etc Act (1974), for all in our events/programs to take care for the health and safety of themselves and for others in spaces that E2M utilise, and to cooperate reasonably with E2M to enable practicable health and safety measures to be implemented.
- Trustees, facilitators, freelancers, volunteers and participants in our events/programs generally must also take the responsibility of reporting any health and safety concerns they may have in the spaces that E2M utilise to the appropriate designated Health and Safety Officer Kyle McKenzie or Saul Argent.

**Policies**

Acknowledging the size and development stage of Escape2Make, the policies in place for facilitators, freelancers, volunteers and participants for health and safety are:

Policy	Responsibility	Action(s) Needed
Provision of safe passageways	Kyle/Saul	Clear paths in and out of the E2M space and around tables; making sure the surface is not slippery or blocked by objects
Staff facilities (toilets, washing facilities, drinking water access)	Kyle/Saul	Securement of a working/facilitation space which can provide these necessities
Adequate lighting	Kyle /Saul	As above
Adequate heating/ventilation	Kyle/Saul	As above
Clean working space	Kyle / Saul	Ensure the designated workspace is regularly tidied and any spills cleaned up immediately
Emergency evacuation procedure in place	Saul/ Kyle	Ensure up-to-date knowledge of the E2M space nearest fire exits and establish an evacuation point
Minor emergency relief access (first-aid kit) installed and kept stocked in the office	Saul/ Kyle	Kyle: ensure provision of a first-aid kit : ensure kit is fully stocked and all contents are in date for every E2M facilitated session. All sessions have a first aid trained person.
Accident/near miss book provided	Saul/ Kyle	

**Equality Impact Assessment (EIA)**

EIA: August 2023

	Positive	Neutral	Negative	Comments
Age		x		

Disability/ illness		x		
Gender assignment.		x		
Marriage		x		
Pregnancy /maternity		x		
Race		x		
Religion		x		
Sex		x		
Sexual Orientation		x		

**Policy Responsibility and Review**

Approval of this policy is the responsibility of the E2M Board of Trustees and will be reviewed annually.

This policy has been subject to an Equality Impact Review. No negative impact has been identified for the above protected characteristics. This policy will be monitored in terms of protected characteristics where appropriate for specific referrals and will also be subject to an EIR annually.

**Policy reviewed by:** Kyle McKenzie and Jane Samson

**Date ratified:** 27<sup>th</sup> September 2023

**Date for next review:** 1<sup>st</sup> October 2024

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