

Health and safety policy

This is the statement of general policy and arrangements for: Geeks Room CIC		
Donald Faluyi has overall and final responsibility for health and safety		
Rebecca Wetherill has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	All members of staff / volunteers	Regular Health and Safety training for staff / volunteers and re-appraisal meetings.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Rebecca Wetherill	Regular training and evaluation meetings amongst staff / volunteers.
Engage and consult with employees on day-to-day health and safety conditions	Rebecca Wetherill	Health and Safety brief at the beginning of every session and debrief / evaluation at the end.
Implement emergency procedures – evacuation in case of fire or other significant incident	Rebecca Wetherill	Regular fire drills during class time and fire safety training for staff / volunteers.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	Donald Faluyi	Carry out regular maintenance on all repair equipment, computers and furniture. Safely store all repair equipment and substances after technical classes.

Signed: Donald Faluyi	c/o Board of Directors	Date:	04/01/2022
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed:	Staff Office
First-aid box is located:	Education Area
Accident book is located:	Staff Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

Company name: **Geeks Room CIC**

Date of risk assessment: **04/01/2022**

Severity of Harm	Description
High (3)	Major injury or death; loss of limb or life-threatening conditions. Hospitalisation for longer than 3 days. Prolonged/expensive medical treatment and support needed.
Medium (2)	Serious injury leading to hospitalisation for less than 2 days. Rehabilitation could last for several months
Low (1)	Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days

Likelihood	Description
High (3)	Will probably occur in most circumstances
Medium (2)	Might occur, but uncommon
Low (1)	Rare, only occurs in exceptional circumstances

Severity of Harm	Likelihood of Harm		
	Low	Med	High
Minor	1	2	3
Serious	2	4	6
Fatal	3	6	9

What are the hazards?	Who might be harmed and how?	What are you already doing?	Severity	Likelihood	Risk Score	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips and falls	All Broken bones, concussion	Reasonable control taken by all persons. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	2	2	4	Check rooms for any visual signs of trip hazards, wet floors or dangerous looking equipment	Directors, Staff	December 2021	January 2022
Fire	All Burns, suffocation	Bramley Shopping Centre has a comprehensive fire evacuation plan, to ensure the safe evacuation of participants.	3	1	3	No			
Electrical Hazard	Staff, Students Electrocution	All electrical equipment to be PAT tested and visually inspected before use. No student to be left unattended with equipment. Sockets and computers raised above desks to prevent tampering.	2	1	2	No			
Eyestrain	Staff, Students Use of computer screens for long periods	Maximum of 2 hour sessions for students. Breaks before further sessions. Staff take regular breaks from screens.	1	2	2	No			

Virtual Reality	Students Collision with walls, disorientation, dizziness	Supervision of students on the Virtual Reality to ensure safe use. Maximum time in a single session on the Virtual Reality 15 mins. Interior walls of the Virtual Reality room lined with padding.	1	2	2	No.			
High sound volume during games	Students Hearing damage	Educating students about the risks of hearing damage through using high volume.	1	1	1	No.			
Gaming chairs	Staff, students Tipping, collisions	Raised ridge between carpet and laminated floor to prevent rolling across room.	1	1	1	No.			
Heaters	All Burns, explosion	Placing heaters behind barriers to prevent accidental contact. Strictly only operated by staff with prior briefing. All areas well-ventilated regularly. Warning notices.	3	1	3	No.			
Technical repair equipment and substances	Staff, students Electrocution, burns	All equipment to be stored appropriately between classes. Access to equipment restricted to students and staff. Supervision of students at all times during repairs classes, with equipment and substances strictly only used under instruction.	2	1	2	No.			

We will review this risk assessment if we deem it to be no longer valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

Review Date: 04/01/2022