Lady Margaret Hall Settlement (LMHS) Health & Safety Policy

1. Purpose

The Trustees of Lady Margaret Hall Settlement (LMHS) are committed to providing a safe and welcoming environment for staff, tutors, volunteers, workshop participants and visitors. This policy sets out the measures taken to reduce risks and promote safe working practices during activities at LMHS.

2. Responsibilities

The Trustees have overall responsibility for health and safety. LMHS staff and tutors are responsible for promoting safe practices during activities under their supervision. All participants and visitors are expected to take reasonable care of their own safety and that of others, and to follow instructions given by LMHS staff or tutors.

3. Supervision and Use of Equipment

Sewing machines and other workshop equipment must not be used unsupervised. A member of LMHS staff or a tutor must be present whenever such equipment is in use.

- Participants must receive appropriate instruction before using any equipment and must follow the guidance of the staff member or tutor present.
- Equipment must be used only for its intended purpose. Guards and safety features must not be removed or bypassed.
- Any damaged, faulty or potentially unsafe equipment must not be used and must be reported immediately to the member of LMHS staff or tutor present.
- Equipment must be switched off and left in a safe condition after use.

4. Reporting Concerns and Incidents

All health and safety concerns, hazards, accidents, injuries and near misses must be brought promptly to the attention of the member of LMHS staff or tutor present. Participants should not attempt to deal with potentially dangerous situations themselves.

LMHS staff or tutors will take appropriate immediate action, arrange assistance where necessary and ensure significant incidents are recorded and brought to the attention of the Trustees.

5. Premises and General Safety

- Walkways, doors and emergency exits must be kept clear at all times.
- Workspaces must be kept tidy, and materials, cables and sharp tools stored safely.

- Participants must follow any fire safety instructions and evacuation directions given by LMHS staff or tutors.
- Children and anyone requiring additional assistance must be appropriately supervised during activities.

6. Risk Assessment and First Aid

LMHS will consider the risks associated with its premises, workshops and equipment and take reasonable steps to control them. Activities and arrangements will be reviewed when circumstances change or concerns are identified.

In the event of an accident or illness, the member of LMHS staff or tutor present must be informed immediately. Appropriate first aid or emergency assistance will be sought as required.

7. Review

This policy will be reviewed annually by the Trustees and updated as necessary to reflect changes in activities, equipment, premises or relevant health and safety requirements.

Approved by the Trustees of Lady Margaret Hall Settlement

Danielle Arnaud, Chair

Date adopted: _____

Date for review: _____