

Health and Safety Policy

THE SEWING TABLE

THE SEWING TABLE is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our young people and visitors. To ensure this, THE SEWING TABLE is committed to:

providing adequate control of the health and safety risks arising from our activities through a risk assessment process

providing and maintaining safe premises and equipment

ensuring information, support and guidance is provided on the safe handling and use of equipment

preventing accidents

maintaining safe and healthy working conditions

reviewing and revising this policy as necessary at regular intervals.

THE SEWING TABLE Management

Employees

Sara Hill and any additional volunteers or employees have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with THE SEWING TABLE with respect to health and safety matters. Workers are requested to:

Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to Sara Hill.

Conform to all instructions, written or verbally given to promote personal safety and the safety of others.

Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.

Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)

Not bring into THE SEWING TABLE, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.

Report to Sara Hill all accidents, whether injury was sustained or not, including any incidents of violence and aggression.

Attend and participate in training as required.

Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of Sara Hill to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

All accidents (and 'near misses') are logged in the Accident Book; The accident book is kept in THE SEWING ROOM, Peebles business and Arts Hub, Old Church Road, EH45 8LH

All accidents are investigated by Sara Hill and a note of the investigation will be made in the accident book.

Corrective action is taken to prevent a reoccurrence

Procedures and Guidelines

Sara Hill is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

Carrying out necessary Risk Assessments

First Aid training

The First Aid kit will be regularly checked and restocked by Sara Hill

The First Aid box is kept in THE SEWING ROOM

The Accident Book is kept in THE SEWING ROOM and is available from Sara Hill

Fire Safety

The Fire Alarms are IN THE HALL

The Fire Extinguishers are IN THE HALL

Fire Drills will be held: TUESDAY MORNINGS

The Fire Exits are MAIN DOOR

The Emergency assembly point is IN THE COURTYARD

Insurance

THE SEWING TABLE has appropriate insurance for its needs. This is: PENDING

Risk Assessment

All THE SEWING TABLE's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by Sara Hill and are regularly reviewed and updated.

Hazard	Risk (how serious x how likely) 1 = low (not serious/unlikely) 5 = high (serious/likely)	Who is likely to be harmed	Control Measures	Risk after control measures
Burning by iron or steam	2 x 4	Visitors Young people Instructor	Instruct visitors and young people in the safe use of iron Instruct that steam should always be used pointing away from ones self or any other person Iron to be kept in one area away from other activities First aid kit kept in THE SEWING TABLE studio and Sara Hill trained in workplace first aid	2 x 1
Cutting with scissors	2 x 2	Visitors Young people Instructor	Instruction in safe use of scissors Instruction that scissors should always be held with blades closed and pointing downwards when moving around Instruction that scissors should always be closed when put down on a surface	2 x 1

			First aid kit kept in THE SEWING TABLE studio and Sara Hill trained in workplace first aid	
Puncturing or grazing with pins and needles	1 x 5	Visitors and Young people	Warning and instruction in safe use of pins and needles Instruction in use of thimbles Instruction in the use of pin cushions and tins Instruction in the safe disposal of sharps in the sharps bin First aid kit kept in THE SEWING TABLE studio and Sara Hill trained in workplace first aid	1 x 3
Falling or tripping	2 x 3	Visitors Young People Instructor	All cables to be secured down with gaffa tape Bags and coats to be hung in cloakroom Instruction to be given in keeping floor spaces clear First aid kit kept in THE SEWING TABLE studio and Sara Hill trained in workplace first aid	2 x 1
Electric shock	5 x 1	Visitors Young People	Regular checking and PAT testing of all equipment First aid kit kept in THE SEWING TABLE studio and Sara Hill trained in workplace first aid	5 x 1