**Invisible Army Health and Safety Policy**

General Statement of policy

The policy of Invisible Army is to provide and maintain safe and healthy working conditions, equipment and work methods for us and participants of the project. In particular we seek to ensure that the project is both accessible and safe for disabled people.

We shall provide all necessary information to ourselves and participants to maintain the project to foster the awareness of health, safety, and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed as and when necessary by us. There are currently only two members of paid self-employed staff running this project: Carina Andrews and Tina Gue.

Responsibilities

Responsibility for health and safety with the project - Invisible Army, needs to be considered by all.

We will ensure that any health and safety issues are addressed within an appropriate timescale and may call a special meeting to address any health and safety matter that require urgent attention.

Carina Andrews and Tina Gue are covered by adequate Public Liability insurance.

Invisible Army do not own, or use buildings for the project, however do go into people's homes.

We are responsible for arranging the following when using properties for exhibitions: buildings health and safety policy and risk assessment – these may be altered to collaborate both our needs in accordance with HSE Risk Assessment guidelines.

We, Volunteers and Participants

We, volunteers and participants have the responsibility to measure and achieve a healthy and safe workplace and to take reasonable care of ourselves and others.

We, volunteers and participants are responsible for health and safety. We will put right a hazard or unsafe work practice as soon as we notice it or have it reported to the property owner. If a serious hazard cannot or has not been put right, it should be reported using contacts stated on Invisible Army’s Safeguarding Policies or to the building owner.

We and volunteers should be aware of the particular needs of disabled participants.

Covid-19

**Procedures**

While restrictions are in place due to the Covid 19 pandemic, we will follow the Government Covid 19 Safety procedures. Where there is a conflict between the Covid 19 Safety procedures and the procedures to be followed under normal circumstances, the Covid Safety procedures take precedence.

A Covid-19 risk assessment has been completed by Invisible Army and will be reviewed regularly.

General Arrangements

**Accidents and incidents**

We are responsible for ourselves in the case of an emergency or if we need any medical assistance.

Our participants are responsible for their own health and safety.

**General Fire Safety**

We are all responsible for ourselves in case of a fire within the homes of our participants.

We are responsible to be aware of the Fire Safety arrangements, when exhibiting in a building; these include ensuring that they and others are aware of the escape routes from the building.

**General safety during exhibitions**

We will adhere to each buildings’ (we are exhibiting in) health and safety policies and risk assessments.

**Personal Safety**

We are responsible for developing procedures and sharing information to ensure the personal safety of all involved in Invisible Army while involved in the project.

**Need further advice and information:**

Bristol City Council Health and Safety (City Hall)

Tel: 0117 922 2500

Email: health.safety@bristol.gov.uk

Health & Safety Executive (for technical advice or interpretation of guidance):

[www.hse.gov.uk/contact/information-advice.htm](http://www.hse.gov.uk/contact/information-advice.htm)

Reportable incidents advice : [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

We are also committed to reviewing our policy and good practice annually.

**This has been confirmed by:**

Tina Gue

Carina Andrews

Date: 30/07/2021

Reviewed when required