



Health & Safety Policy

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Introduction

Prism LGBTQ has a legal responsibility to provide suitable Public Liability Insurance to cover its members, mentors and volunteers.

Prism LGBTQ has a duty to provide safe and healthy working and recreational conditions for all its Members, Mentors and also any visitors or other persons affected by its activities - and not to expose anyone to unnecessary risks.

Every Member & Mentor as well as any other volunteer directly involved in the day-to-day running of sessions organised by Prism LGBTQ, has an individual responsibility to take reasonable care for their own health & safety and for that of those around them.

This Policy and its implementation will be reviewed as required to keep in line with changing legislation and at least every three years.

If any training needs are identified relating to this policy or its implementation then these will be met as appropriate.



All Prism LGBTQ Mentors must abide by this Policy. Any breach of this Policy will be investigated and may result in disciplinary action.

Section 1 - Public Liability Insurance

Public Liability Insurance is currently supplied by:
Arthur J. Gallagher Insurance Brokers Limited
Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT.
Registered in Scotland. Company Number: SC108909
(Authorised and regulated by the Financial Conduct Authority)

Section 2 - Emergency Escape Access

All buildings that Prism LGBTQ use for whatever purpose should have appropriate emergency access or means of escape as defined by current legislation. These should be clearly labelled and unobstructed at all times and all persons should be informed of their locations.

It is the responsibility of all Mentors present at a Prism LGBTQ+ session or Prism LGBTQ-organised indoor activity, to be aware of the location of the venue's emergency escape access points.

Escape access points should not be blocked at any time by persons or objects, and pathways towards all access points should be kept clear.

Section 3 - Evacuation Procedure

Upon hearing the fire alarm, all persons should immediately exit the building by the nearest safe exit and congregate at the designated assembly point. They should not stop to look for other people or collect belongings. They should follow instructions from fire wardens or emergency services, and they may not re-enter the building until advised by such persons that it is safe to do so.

Upon discovering a fire, any person should activate the nearest fire alarm immediately and then exit as above. No-one should attempt to fight the fire unless they have received specific training.

Fire Warden responsibility lies with the following Mentors in this sequence:

- Duncan Brightside (Chair)
- Joey Atwill (Treasurer)

Fire drills should be held twice a year - during the months of July and January - and should be completed by the senior Mentor during the session.



Section 4 - Registration into the Premises

All Members, Mentors & visitors must follow the fire safety procedures set by the premises staff. This includes signing in and out of the building.

Section 5 - First Aid

At any Prism LGBTQ session or activity, at least one Mentor will be first aid trained. In the event of an accident or injury they should be contacted.

The premises used by Prism LGBTQ+ will hold at least one First Aid Box. The exact location of the First Aid Box should be known by all Mentors at all times.

If any item from the First Aid Box is used the premises staff must be informed

Prism LGBTQ+ should keep written records of all accidents, incidents and near misses. This information should be recorded by the person who witnessed the incident or carried out the first aid, and shall be stored securely.

Section 6 - Electrical Devices

The premises owners will have carried out PAT Safety Tests on their electrical devices.

Any devices owned by Prism LGBTQ+ shall be PAT tested by our organisation and these tests shall be reviewed as often as is required by legislation.

Section 7 - Smoking

Prism LGBTQ+ operates a no smoking policy inside all buildings. This is in line with current legislation.

Any persons who wish to smoke must go to the designated area outside. All Mentors, Members and visitors should be aware of this area.

If Prism LGBTQ+ is holding an event outdoors then smoking is not permitted in the immediate vicinity of the activity. An appropriate area away from the rest of the group shall be designated by the Mentors present.



Alcohol and drug use is not permitted at Prism LGBTQ+ sessions or activities. Anyone found to have brought alcohol or drugs - legal or illegal - with them will be asked to leave the venue. Anyone deemed by the Mentors to be under the influence of alcohol or drugs - legal or illegal - will be asked to leave the venue

Anyone contravening these rules may be subject to further disciplinary action including temporary or permanent exclusion from Prism LGBTQ+ sessions and activities.

Section 8 - Risk Assessments

Each activity, whether internal or external, must be fully risk assessed by a Mentor. The purpose of a risk assessment is:

- To identify potential hazards
- To assess the risk they pose based upon likelihood and severity
- To impose a safeguard to eliminate, reduce, or isolate the risk.

Each risk assessment shall be read and followed by all Mentors.