

## Portland Works Little Sheffield Ltd

### Health, Safety and Welfare Policy

#### Background

1. PORTLAND WORKS LITTLE SHEFFIELD LIMITED (PWLS) is an Industrial and Provident Society registered under the number 31143R as a society for the benefit of the community. The registered office, and location of all activities is Portland Works, Randall Street, Sheffield, S2 4SJ.
2. Work space is let to tenants who undertake a range of metalworking and other crafts as well as artistic and creative activities. The number of tenants renting workshops at Portland Works will vary as workspace develops and there is tenant turnover. Tenants are able to undertake their activities at any time of the day or night. Tenants are responsible for making their own health and safety arrangements within their rented units. Tenants also need to access common areas of the yard and parts of the building. Whilst so doing, tenants are required to observe all PWLS health and safety policies and practices.
3. PWLS employs a building manager who coordinates activities at the Works, providing an important link between tenants, volunteers, visitors, The Friends of Portland Works and the Board of PWLS. The Board of PWLS is supported and advised by a Health and Safety Committee, whose membership is drawn from Board Directors, tenants, volunteers and the Building Manager. It meets monthly and reports quarterly to the PWLS Board.
4. The Friends of Portland Works is a registered charity which aims to raise funds for use in the restoration and repair of Portland Works.
5. PWLS has a room for hire which it hires out to external organisations and individuals from time to time. For the purposes of this document, hirers are regarded as visitors.
6. As a society for the benefit of the community, PWLS relies heavily on volunteers who undertake a variety of tasks at Portland Works including work on the fabric of the building. Volunteers carry out tasks on behalf of PWLS and at any one time there could be up to 15 volunteers attending the Works. Volunteers may from time to time work alongside contractors, requiring careful coordination and oversight to ensure that the health and safety policy is effectively implemented.

The Portland Works building is a grade 2\* listed building, so there are limits on changes that can be made and the degree of improvement involving the fabric of the site.

7. Contractors are employed by PWLS from time to time, where external expertise is required to carry out repairs and restoration at Portland Works. PWLS through its contracting process will ensure that contractors and subcontractors conform with the relevant health and safety legislation.
8. PWLS recognises its responsibility and is committed to the health, safety and welfare of employees, volunteers, visitors and tenants. This will be achieved by directing, co-ordinating, and promoting efforts to ensure a safe working environment, safe working practice, and active monitoring by the Board of PWLS.

## Policy Statement

9. PWLS will always, as far as reasonably practicable, conduct its affairs such as to:
  - **promote** the safety, health and welfare of employees, volunteers, tenants, visitors and clients at its premises
  - **prevent** harm and loss to all employees, volunteers, tenants, visitors and clients at its premises
  - **comply** with all relevant legislation
  - This will be achieved by creating a culture where everyone accepts and acts upon their health and safety responsibilities.

## Implementation

10. In order to implement its policy PWLS will so far as is reasonably practicable, undertake to provide and maintain:
  - **a working environment** which does not endanger the health and safety of its employees and any others affected by PWLS
  - **equipment** which is safe
  - **systems of work** which promote the health and safety of employees, volunteers, visitors, and tenants
  - **sufficient information**, instruction, training and supervision to ensure that all employees, volunteers, contractors and tenants know, accept and act upon their health and safety responsibilities.
11. It is the responsibility of all employees, volunteers, tenants and contractors to work safely and to co-operate with each other to enable PWLS to fulfil its statutory obligations.
12. Any health, safety or welfare concerns related to common areas should be reported directly to the building manager. The manager in liaison with volunteers, contractors and/or tenants as appropriate, are to address urgent matters immediately; non-urgent matters will be referred by the manager to the Health and Safety Committee.

13. Health and safety risk assessments are carried out periodically. These will be consolidated and held centrally in the office of the Manager. An Action Plan will be developed to address any risks found. This Action Plan will be discussed, and implementation over-viewed, by the Health and Safety Committee.
14. Employees, volunteers and tenants are to be made familiar with fire arrangements, particularly the actions in the event of an alarm and location of assembly areas. Visitors to the building will be briefed by their host - whether it be a tenant, an employee, a Director or a volunteer.
15. Accidents, dangerous occurrences, or sudden illness should be reported to the manager, who will arrange for any necessary first aid, subsequent treatment, and reporting requirements. Accidents, dangerous occurrences and sudden illnesses will be reviewed by the Health and Safety Committee and reported to the PWLS Board. The Board has a nominated Director with lead responsibility for Health and Safety, who will be on call should the manager need urgent assistance with any health and safety incidents. Where the nominated Director does not have specific qualifications, the Board may from time to time seek professional advice in relation to individual incidents and the overall implementation of the policy.

## **Organisation**

16. Annex 1 is illustrative of the connections between the Board, The Health and Safety committee, and the stakeholders who are essential to the success of the Health and Safety Policy in meeting its aims.
17. Health and Safety will be a standard heading in the monthly report from the manager to the Board of PWLS. The Health and Safety Committee will provide a quarterly report to the Board through the Director with responsibility for Health and Safety.
18. It will be the job of the Health and Safety Committee to review, refine and develop health and safety procedures, and to analyse any accidents or other incidents falling within their area of responsibility.

## **Co-Operation**

19. PWLS is committed to engaging and cooperating with staff, volunteers, tenants, contractors and visitors to develop and maintain high standards of Health and Safety. The Board of PWLS in accepting overall responsibility to ensure that it fulfils its policy statement, requires that all parties cooperate fully with the aims and objectives of the Policy. Where shortfalls are identified, these are to be reported to the manager so that the Policy can be continuously improved: everyone involved at Portland has the responsibility to raise such concerns promptly.

20. PWLS will support employees and volunteers to carry out their duties in accordance with this policy, in keeping with the principle of vicarious liability.

Signed:



PWLS  
Chair  
March 2018



PWLS  
Nominated Director  
March 2018

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**Annex 1:**

