



HEALTH AND SAFETY POLICY

Last Review: June 2021 Date due for Review: 2022

Health & safety policy

General aims

It is the duty of all members of Seadream and representatives, whether paid staff or volunteers:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during Seadream activities;
- To be familiar with this health and safety policy by periodic reference to it;
- To look out for any revisions;
- To follow its provisions, and,
- To cooperate with other member of staff in promoting health and safety.

Responsibilities

The employer has the ultimate responsibility to ensure the health and safety of employees and participants of Seadream activities. Dr Juliette Jackson is the nominated safety officer and Dr Jeanette Sanders takes this responsibility in her absence.

The task of overseeing health and safety includes maintaining this policy document. The next major review of this policy will take place in August 2021, being reviewed at least annually, or in the event of new information to improve it.

Risk Assessments

All Seadream activities are subject to a risk assessment. This duty will be carried out by the Seadream staff preparing the session activities, with reference to CLEAPPs/ the Institute of Physics or similar professional body guidance where necessary. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity;
- The age and ability of the persons likely to do it;
- Details of the venue to be used, i.e. length, width and height, availability of services

- Any substance(s) possibly hazardous to health with concentrations of solutions;
- The quantities of substances hazardous to health likely to be used;
- Audience size; and
- Any other relevant details, e.g., high voltages, heavy masses etc.

Equipment and Resources

Electrical testing: Visual checks of electrical equipment will be made with each use, with any defected or faulty items not used and sent for professional electrical checks. PAT testing is carried out every 3 years.

Animals, plants and artefacts from nature (skulls, shells, seeds): Hand washing is encouraged after handling.

Personal protective equipment: Goggles are provided and encouraged to be worn whenever there is a risk to the eyes. Laboratory coats and protective gloves are available where necessary.

Chemicals: The safe storage of chemicals is carried out, ensuring labels are readable and that a spill kit is available and replenished when needed. Food grade chemicals are selected for most activities.

Manual handling: All regular operations involving lifting or carrying equipment will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992) by the Safety Coordinator. Manual-handling operations must also be assessed by the staff member(s) before attempting them. Problems will be reported to the Safety coordinator.

Outdoor activities: Seadream does not take responsibility for Health and Safety of the nature of being an outdoor activity; however, we will always operate in areas and at times deemed to be safe, with weather and tidal conditions taken into due consideration.

Injury: Seadream representatives, whether paid or voluntary will carry out immediate remedial measures in the event of injury during Seadream activity, while waiting for first aiders. Example remedial measures are given in the appendix of this document.

Dangerous occurrences, injuries or suspected injuries must be reported to the Safety Coordinator as soon as possible.

Appendix 1:

Seadream representatives should carry out remedial measures immediately while waiting for first aid or professional medical treatment. Example advice for immediate remedial measures.

Chemical splashes in the eye

Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye.)

Chemical splashes on the skin

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

Chemicals in the mouth, perhaps swallowed

Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

Burns

Cool under gently running water until first aid arrives.

Hair on fire

Smother with a cloth.

Clothing on fire

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.