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HEALTH & SAFETY POLICY

PART 1 – STATEMENT OF INTENT

- 1.0** Marvellous History Ltd (The Company) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers, and contractors. It is the policy of the Company to promote the health and safety of the committee members, volunteers, staff and of all participants in Company activities/workshops, and to that intent to:
- 1.1** Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel engaged in Company activities
 - 1.2** Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
 - 1.3** Encourage persons engaged in Company activities to co-operate with the Company in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
 - 1.4** Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
 - 1.5** Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
 - 1.6** Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
 - 1.7** Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative).
 - 1.8** Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Company's activities.
 - 1.9** Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Company arising out of or in connection with the Company's activities.



- 4.13 Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
 - 4.14 Ensure that appropriate safety signs are provided and maintained.
 - 4.15 Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- 5.0 Employees also have legal duties, and the Company confidently requests non-employed (voluntary) workers and contractors also to observe these. They include the following:
- 5.1 To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
 - 5.2 To co-operate with the Company on health and safety.
 - 5.3 To use work items provided by the Company correctly, including personal protective equipment, in accordance with training or instructions.
 - 5.4 Not to interfere with or misuse anything provided for health, safety and welfare purposes.
 - 5.5 To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Company.
 - 5.6 Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

PART 2 – RESPONSIBILITIES FOR HEALTH AND SAFETY

- 1.0 The Company Management will appoint a Health and Safety representative:
 - 1.1 To have a broad overview of Health and Safety matters.
 - 1.2 To keep the Company's Health and Safety policy and procedures under review.
 - 1.3 To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
 - 1.4 To take such action as may be required to ensure that the Company's responsibilities for Health and Safety are fulfilled.
 - 1.5 To report to the Company Management on their performance of these responsibilities.
- 2.0 The named Health and Safety representatives are Domini Thorpe and Julia Kuivenhoven.

PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY

- 1.0 All workers and contractors must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Company may publish from time to time.

- 2.0** All workers and contractors must report any health and safety concerns to Domini Thorpe or Julia Kuivenhoven at info@marvelloushistory.com
- 2.1** In the event that a health and safety concern is noted on a Client's premises workers and contractors should also report this to the Client's representative/s on site and communicate to Domini Thorpe or Julia Kuivenhoven the name of the individual the concern was reported to.
- 3.0** Any injury suffered by a worker or visitor in the course of employment or otherwise, or a member of the public on the Company's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Company.
- 3.1** For ALL Accidents: Complete an Accident Form and give to Domini Thorpe or Julia Kuivenhoven. Accident forms can be obtained from the Domini Thorpe or Julia Kuivenhoven by emailing info@marvelloushistory.com.
- 3.2** If accident results in incapacity for work for more than 3 calendar days then complete the Health & Safety Executive online form F2508 with copies to Domini Thorpe or Julia Kuivenhoven
- 3.3** If accident results in fatality, fracture, amputation or other specified injury then immediately notify: Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055 and Domini Thorpe or Julia Kuivenhoven. Follow up within seven days with completed Health & Safety Executive online form F2508 with copies to Domini Thorpe or Julia Kuivenhoven.
- 3.3.1 A fracture is defined as any fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- 3.3.2 An amputation is defined as amputation of an arm, hand, leg or foot, a finger, thumb or toe, any part thereof if the joint or bone is completely severed
- 3.3.3 Other specified injuries are defined as:
- 3.3.3.1 The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
- 3.3.3.2 Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
- 3.3.3.3 Loss of consciousness resulting from lack of oxygen
- 3.3.3.4 Decompression sickness requiring medical treatment
- 3.3.3.5 Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
- 3.3.3.6 Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- 3.3.3.7 Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours
- 3.4** If a reportable accident occurs on the Client's premises, then the person in control of the premises is responsible for reporting the accident.

3.4.1 All accidents on client's premises should also be reported to Domini Thorpe or Julia Kuivenhoven at info@marvelloushistory.com

- 4.0** All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Company in relation to fire.
- 4.1** When engaged on contract at a Client's premises, they must follow the directions of the client's representative/s in relation to fire and evacuation procedures.
- 5.0** No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Company and any directions for the use of such must be followed precisely.
- 5.1** Defective equipment, furniture and structures must be reported as such without delay. In the case of a contractor's own property, defective property must not be used as part of a Client experience if it in any way poses a threat to the safety of those participating in the workshop.
- 5.2** All equipment must be regularly cleaned and maintained in a condition suitable to be handled by children.
- 6.0** Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.
- 7.0** When handling or preparing food there are specific hygiene requirements:
- 7.1** If food is to be provided or used during a Client experience, the contractor must follow the directions, policies and procedures of the client.
- 7.2** Contractors must not use food in any activities unless previously agreed with the client in writing, and then only in accordance with this prior agreement.
- 8.0** The Company recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Company's expense.
- 8.1** The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work. In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:
- 8.1.1** The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- 8.1.2** The individual has no discretion as to the use or non-use of the display screen equipment.
- 8.1.3** The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- 8.1.4** The individual uses display screen equipment in this way more or less daily.
- 8.1.5** Fast transfer of information between the user and the screen is an important requirement of the job.

- 8.1.6 The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.
- 8.2 Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager at the earliest possible.
- 8.3 A worker may request a test if he/she:
 - 8.3.1 Is already a user for a significant part of his/her work
 - 8.3.2 Is about to start using display screen equipment for a significant part of his/her work
 - 8.3.3 Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
 - 8.3.4 It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals
- 8.4 If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.
- 8.5 If as a result of the eye test spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.
- 8.6 The worker pays the optician and then obtains the reimbursement by emailing info@marvelloushistory.com and attaching the receipt(s) and any report or additional information. The management team will arrange reimbursement.
- 9.0 Smoking and the use of Drugs (except under medical supervision) on the premises, and the premises of clients, are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

Policy agreed Feb 2023. Last updated June 2026.