

# Health and Safety Policy

## Health & Safety Policy

### 1. Introduction

Health and safety is the concern of everyone within Escape Community Arts (Escape). This policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK and EU health and safety legislation. This policy demonstrates our duty of care to employees and non-employees (participants, customers, contracted staff, volunteers) by ensuring that Escapes activities and services are provided in such a way as to not put them at risk.

### 2. Aim of the Policy

The aim of our policy is to prevent accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce.

#### To achieve this we have the following objectives:

1. Compliance with relevant health and safety legislation
2. Implement adequate measures to prevent, reduce, or protect against the health and safety risks arising from our work activities;
3. Promoting the principles of sensible risk management;
4. Provide information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters;
5. Provide safe equipment and maintain safe and healthy working conditions;
6. Provide professional health and safety advice, guidance and support;
7. Ensure resources are available to ensure the successful management and implementation of health, safety and wellbeing.

### 1.1 Definitions

The key definitions of this Policy are as follows:

1. **Health** – The wellbeing of employees. This encompasses conditions of body and mind, which could affect the health and safety of employees and others.
2. **Safety** – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.
3. **Welfare** – The provision and maintenance of facilities to ensure good hygiene, a comfortable working environment and appropriate support for the wellbeing of the individual.

## **Health and Safety Policy**

4. **Wellbeing** –The subjective state of being healthy, happy, contented, comfortable and satisfied with one’s quality of life. It includes physical, material, social, and emotional (‘happiness’) dimensions.

### **1.2 Health and safety management system**

Health, safety welfare and wellbeing is managed by **our Business Manager** enabling Escape to be tackle quickly however, although we do this for practical purposes, the Chair of Trustees has overall responsibility for health and safety.

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities.

The Business Manager will provide clear leadership on health and safety and set a personal example of good practise. And, consult and seek professional health and safety advice where and when necessary

### **Communication and Culture**

- Ensure that adequate health and safety communication channels exist within the charity.
- Work proactively to promote a positive safety culture.
- Seek to proactively develop and improve Health and Safety within the charity where necessary.

### **Procedures**

- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety
- Ensure that when developing new projects/programmes, health, safety, welfare and wellbeing issues are considered and dealt with fully.

### **Resources**

- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources to risk priorities.

### **Reporting & Investigation**

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near-miss investigation and taking appropriate action to prevent recurrence within the statutory time scales.

## **Health and Safety Policy**

- Review and monitor accidents and incident statistics to identify trends and hotspots. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement.
- Ensure that the Chair of Trustees, Managers are informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;

### **Delegation of Duties**

The Manager with responsibilities for health & safety may choose to delegate duties to specific contracted staff however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Manager will remain accountable for activities.

- Ensure that Escape contracted staff understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities and are confident in advising contracted artists they work with in health and safety issues and are pro-active in informing Business Manager of any concerns.

### **Monitoring and Review**

- Monitor and review with Chair of Trustees and Project Managers and priorities in line with the charity's key objectives on an annual basis.
- Ensure that staff with delegated responsibilities on Health and Safety Staff are consulted, along with employees' representatives, prior to changes in accommodation and working practices through;
  - Review of performance
  - Training
  - Making recommendations
  - Implementing
  - Keeping up to date with legislation

### **Work Place Assessments**

Ensure that tours of new workplace are carried out to proactively identify good and poor health and safety performance, identify hazards and to take appropriate action, recording on risk assessment documentation.

### **Work Place & Contractors/Contracted Staff**

Ensure that contractors receive an induction to the premise. This will provide the contractors with information/ awareness of the hazards within the area of work,

## **Health and Safety Policy**

action to be taken, and the monitoring of their activities. Ensure that contractors inform the project manager responsible for their contract of any changes to use of premises which may affect the present Risk Assessment and also identify any equipment or materials that may cause risk to staff or participants.

All contracted staff, including those with managerial responsibilities, have an important role to play in effective health and safety management. All staff have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- Not misuse or interfere with any safety equipment and/or protective clothing as may be provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.

## **Health and Safety Policy**

- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- Be appropriately dressed for their working environment and activity.
- Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Make suggestions to improve health and safety.
- Set a good personal example in respect of health and safety.

The Escape Business Manager will lead on Escape Health and Safety Policy development, including to:

- discuss, consult, cooperate and communicate on the corporate health and safety issues and initiatives with the staff team and Board of trustees;
- promote cooperation between the employer and employees in instigating, developing and carrying out measures to ensure the health and safety of all employees;
- monitor changes to health and safety legislation which is likely to have an impact on the organisation.
- as necessary seek consultation with safety representatives, managers, occupational health, and service areas where technical advice/assistance/implementation is required (for example, managing asbestos).

### **MEASURING PERFORMANCE**

The content of this policy and its effectiveness in terms of health and safety performance will be the subject of a yearly review unless significant changes occur to review measures.

# Health and Safety Policy

## Communicating a safe and healthy organisation

1. Nominated manager to lead on H&S open door policy for asking advice and requesting support and information.
2. Some of the nominated persons' activities are delegated to other staff (but nominated person remains responsible for Health & safety).
3. Relevant information distributed as relevant to Trustees, staff and customers.
4. Induction includes H&S for all contracted staff and volunteers to help instil the duty of care ethos.

## Risk Assessment

5. Training in H&S for key staff, cascaded (as relevant) to other staff.
6. Risk Assessments for all programmes and projects undertaken and each new venue. Risk Assessments also required on contractors using additional equipment or materials and liquids that could have a risk.
7. Contractors supervised at all times by contracted staff (Managers and Link Coordinators).
8. Ensure that recommendations to reduce risks are undertaken before projects commence or by next session.

## Resources

9. Resources financial and material are provided to maintain health and safety these resources are used to reduce risk priorities and include H&S Induction Pack, training funds, basic first aid kits, protective clothing and equipment, H&S posters, other signage and accident report books.

## Record keeping

10. Escape maintains confidential records to be used in an emergency on personnel and general public customers: contact, emergency, medication and doctors details which are updated yearly.
11. All accidents are recorded in Accident Report Books.

## Reporting & Investigation

12. All accidents, incidents, and near-misses are reported to the nominated manager for H&S and investigation and appropriate action is taken to prevent recurrence within the statutory time scales.
13. Support and resources are used to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health and safety improvement.
14. Ensure that the Chair of Trustees, Managers are informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement.
15. The Health & safety Policy is reviewed annually by Trustees and managers.

## **Health and Safety Policy**

### **Monitoring**

16. Accidents are reviewed and monitored and incident statistics to identify trends and hotspots.
17. Health and safety is monitored by staff and reviewed with the Chair of Trustees.

### **Auditing**

Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. These two year audits will review and establish whether there are:

- Appropriate management arrangements in place
- Adequate risk control systems/strategies in place for the hazards associated with the organisations undertaking
- Legal compliance is being achieved
- Escape best practice is being achieved
- Health and safety responsibilities are being properly identified and discharged correctly
- Management and staff teams are accepting and dealing effectively with their devolved health and safety obligations
- Health and safety arrangements, procedures and policies are being applied and adhered to
- Risk assessments are being developed, monitored and reviewed
- Employees are aware of, and comply with, health and safety requirements, and carry out their duties safely in line with best practice
- Accident trends are showing a continuous improvement
- All staff and supervisors receive appropriate health and safety training and development
- All staff receives health and safety induction.