

Health & Safety Policy

1. Introduction

Health and safety is the concern of everyone within Creative Hub at Artiday. 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 participants and volunteers) by ensuring that Artiday 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: 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 and participants. This encompasses Health 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 Safety or property affected by a work activity through the development of suitable and sufficient working practices.
3. Welfare – The provision and maintenance of facilities Welfare to ensure good hygiene, a comfortable working environment and appropriate support for the wellbeing of the individual.
4. Wellbeing –The subjective state of being healthy, Wellbeing apply, 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 Artiday to be tackle quickly however, although we do this for practical purposes, the Director 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 Communication and Culture

- Ensure that adequate health and safety communication channels exist within the Hub.
- Work proactively to promote a positive safety culture.
- Seek to proactively develop and improve Health and Safety within the Hub 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.
- 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 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 Artiday 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 Director and Project Managers and priorities in line with the organisations 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 /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, 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 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.
- 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.

MEASURING PERFORMANCE 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.

