



Patrons: Helen McCrory OBE and Damian Lewis CBE

Sponsors: OM SYSTEM

HEALTH & SAFETY POLICY

Review date: APRIL 2024 Signed by Chair of Trustees: Tal Lomnitzer

These requirements have been prepared to provide you with information about our Health & Safety Policy, procedures and arrangements. It also includes information about your duties as an employee, contractor or volunteer and will help you to understand health and safety issues that affect you at work.

As an employer this written health and safety policy reflects our commitment to the provision of a safe working environment.

As HvH ARTS' work is with children and young people, this handbook must be read alongside our Safeguarding Policy as keeping children safe in our care is a top priority.

General safety rules summary

Applicable to all Employees, Visitors, Contractors

- Be mindful of any rules, signs and instructions specific to the space you are working in;
- Do not enter any areas for which you are unauthorised;
- If you have not been trained to carry out a work activity do not attempt the work;
- Ensure that all equipment used is in a safe condition;
- Wear Personal Protective Equipment in accordance with current Government guidelines;
- All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident and incident book completed;
- Smoking - including e-cigarettes - is not permitted in the studio/workplace;
- Maintain good housekeeping at all times;

We also have a responsibility and duty to ensure that you are:

- Aware of and understand the health and safety rules relating to your work;
- Provided with adequate information, instruction, training and supervision;

- Made aware of the significant risks associated with your work activities and how they may affect others;
- Provided with safe systems of work; and
- Provided with a safe working environment.

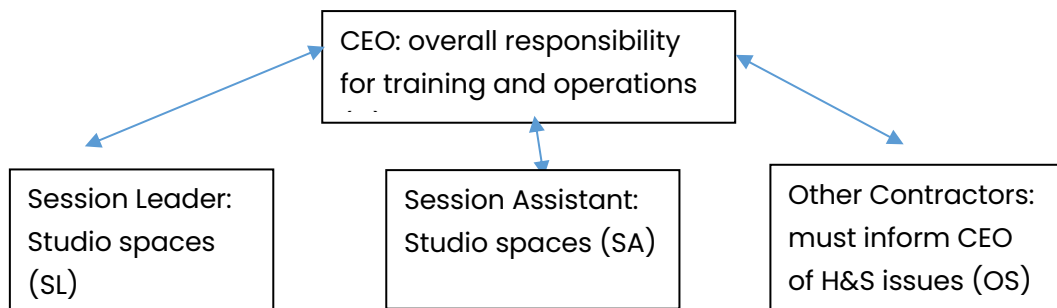
The policy is reviewed at regular intervals.

We ask that you have read and understood these rules, that you will obey them and any other rules drawn to your attention. We will provide updates, documents, training and instruction to help you carry out your work safely.

Our Managers are aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, students and volunteers. We will maintain a safe and healthy working environment so far as is reasonably practicable, by:

- Providing leadership and adequate control of identified health & safety risks;
- Consulting with employees and contractors of matters affecting health & safety
- Providing safe plant & equipment
- Ensuring safe handling and use of substances
- Providing information and training, taking account of where English is not a first language;
- Actively managing and supervising health & safety at work;
- Having access to competent advice;
- Aiming at continuous improvement and annual reviews

Health & Safety Organisation



Health & Safety Information provided for employees include:

- Official Health & Safety Law Poster
- Current Employers Liability Insurance Certificate
- Information about significant findings from Risk Assessments & Actions to be taken

Responsibilities

Safety arrangements	C	SL	SA	OS
Managing Safety and Health at work	✓	✓	✓	✓
Conducting risk assessments	✓	✓	✓	✓
Accident, Incident, Health Reporting and Investigation	✓	✓	✓	✓
Workplace H&S Consultation – One- to One	✓	✓	✓	✓
Risk assessment and hazard reporting	✓	✓	✓	✓
Occupational health and health surveillance	✓	✓		
Substance & Alcohol Abuse	✓	✓	✓	✓
Purchasing	✓	✓		
New and Expectant mothers	✓	✓	✓	✓
Working with children and young people	✓	✓	✓	✓
Lone working	✓	✓	✓	✓
Health and Safety Training	✓	✓	✓	
Health and Safety if Visitors	✓	✓	✓	✓
Personal Protective Equipment	✓	✓	✓	
Safe Systems of Work	✓	✓	✓	✓
Actions on Enforcing Authority Reports	✓			
Equality and Disability Discrimination Compliance	✓	✓	✓	✓
H&S Information for Employees	✓	✓		
Fire Safety Arrangement and Procedures	✓	✓	✓	✓
Staff Amenities, Rest Rooms & the Working Environment	✓	✓	✓	✓
Housekeeping and Cleaning	✓	✓	✓	✓
Pest Control	✓			
Building Services	✓			
Control of Hazardous & Non Hazardous Waste	✓	✓	✓	✓
Access, Floors, Dust control	✓	✓	✓	
Workplace signs	✓			
Electrical Safety	✓			
Provision, Use and Maintenance of Workshop Equipment	✓	✓	✓	
Office, IT	✓			✓
Manual Handling	✓	✓	✓	✓
Legionella Control	✓	✓		
Asbestos at work or offsite work	✓	✓	✓	✓

Employees Legal Responsibilities

All employees have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must cooperate with and follow all emergency arrangements. You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must cooperate and assist with accident and incident investigations when asked.

You must refrain from deliberate acts of interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions or procedures given to you by managers. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report it, to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

These are statutory duties. Authorities can prosecute individual employees who fail to comply.

Employees Legal responsibilities:

- Report all accidents, near misses or damage to equipment
- Ensure all equipment is switched off unless someone is in control
- Use all hazardous substances in accordance with written instructions
- Wear suitable footwear
- Do not obstruct any fire exit route
- Do not attend work under the influence of alcohol or drugs

Hazard Reporting and risk assessments

We encourage you to report hazards, so that defects can be identified and remedied. Please raise any matter of concern with the Session Leader or the CEO. It is our policy to only use substances hazardous to health where there is no alternative safe substance.

By signing your contract you agree with the H&S requirements.

Health and Safety practices

Working conditions and working environment

- Use the correct tools provided at work
- Clear up any spillage within your work area as soon as possible and report any hazardous conditions that exist
- Waste hazardous substances must be disposed of in a safe and approved manager
- Keep all areas clean and tidy
- Put all tools back where you found them – ask a member of staff if unsure where tools go
- Report any hazardous conditions to the CEO or session leader

Fire Precautions

- Any use of firefighting equipment must be reported to management
- Do not attempt to fight fires unless you have been trained how to
- Comply with all established emergency procedures
- You must not obstruct any fire escape route, fire equipment or fire doors at any time. Any locked or obstructed fire escape routes must be reported immediately to management
- Fire doors must be kept closed at all times, unless fitted with an automatic release device

Health

- You must report to the CEO and to the other session staff any medical conditions or use of medication which could effect your safety or the safety of others
- you must inform the CEO as soon as possible if you are pregnant
- you must inform the CEO of any illness or infections immediately
- you must not attend work under the influence of either alcohol or illegal drugs

Hygiene

- maintain high standards of personal hygiene at all times at work
- make sure you protect all open wounds with suitable dressing whilst at work
- you must not consume food or drinks in a place where it may become contaminated
- make sure you leave our communal spaces clean and tidy, in particular clean after yourself when using our kitchen and toilets

Hazard warning signs, signals and notices

- you must comply with all workplace warning signs and notices

Protective clothing and equipment

- You are required to use all personal protective equipment as instructed
- You must ensure that you wear clothing and footwear appropriate for your task

Gross misconduct

- You will be liable to summary dismissal if you are found to have acted in either of the following ways:
 - Serious breaches of the health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person
 - Inference of misuse of any equipment for use at work, such that it may cause harm

Complaints Procedure:

If for any reason you feel unsafe, vulnerable or at risk you may make a formal complaint to our CEO at any time by email: debby@hvharts.org or if you feel it is a matter of urgency you should call Debbi Clark on 07792 951104 to arrange a meeting to make a formal complaint.

If your complaint is about the CEO – Debbi Clark you may contact our Chairman on the board of Trustees who will handle your complaint personally and take it to the board of trustees.

E: chairman@hvharts.org

At all times as one of our employees, members of staff, volunteers, youth ambassadors, young people, parents and guardians are a valued part of our charitable organisation.

www.hvharts.org

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