

## Health and safety

### 1. Our commitment

We have responsibilities for the health and safety of our staff while they are at work. We also have responsibilities for the health and safety of others who could be affected by our work. This includes our Harmony Maidstone members, volunteers, our paid team, self-employed people, visitors, contractors and members of the public. We make sure we have safe and healthy working environments as far as is reasonably practicable.

We do this by:

- identifying and controlling health and safety risks
- consulting with our staff, paid team and volunteers about health and safety matters
- making sure equipment is safe to use
- making sure substances are handled and used safely
- giving our staff, paid team and volunteers information, instruction and training
- making sure our staff, paid team and volunteers are competent to do their work
- preventing accidents and cases of work-related ill health
- actively managing and supervising health and safety at work
- giving our staff, paid team and volunteers the resources they need to implement our policy and procedures
- learning from accidents and incidents
- getting competent, professional advice.

We work with other employers to protect everyone at while carrying out our business and activities. This can be when we work at premises controlled by other employers or when other people come onto our premises.

### 2. Scope

This document sets out our general health and safety policy statement and procedures. It applies to all of our activities.

### 3. Main responsibilities

#### Board of trustees

- Make sure we meet our health and safety obligations and follow the law.
- Approve and monitor the arrangements for the management of health and safety.
- Make sure we have procedures and training in place to meet our needs.
- Makes sure there are resources in place to meet our policy and procedures.

#### Health & Safety Coordinator

- Oversee health and safety issues on a day-to-day basis.

- Communicate the health and safety policy and procedure to all relevant people
- Keep updated on legislation, codes of practice and other health and safety matters.
- Review accident and incident records.
- Identify health and safety training needs.
- Make sure effective systems are in place including the necessary first aid equipment.

#### **First aiders**

- Give first aid to injured employees, volunteers, members, participants and others.
- Make sure all accidents are recorded.

#### **Staff, paid team, self-employed people and volunteers**

- Do all they can, within reason, to look after the health, safety and welfare of their workplace. This includes for themselves, colleagues and anyone else likely to be affected by our work.
- Follow all safety rules at all times.
- Wear appropriate safety equipment when needed.
- Report all accidents, damage and dangerous occurrences to either the artistic director or a member of Harmony Maidstone staff.
- Report all health and safety concerns to the artistic director or a member of Harmony Maidstone staff.
- Take reasonable care of themselves and others who may be affected by their actions.

### **4. Accessible information**

We will help people with different communication needs understand and follow our health and safety procedures. This includes people who have English as a second language and people who need information in an easy read format.

### **5. Data protection**

We meet data protection law and rules including the UK General Data Protection Regulation. We make sure we follow these rules when looking after people's health and safety.

### **6. Relevant legislation**

- The Health and Safety at Work Act and all related legislation
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 (Regulations 15 and 16)

### **7. Review**

We will review this policy as legislation changes and at least every 2 years.

|               |                                                   |
|---------------|---------------------------------------------------|
| Approved by   | Health & Safety Coordinator and Board of Trustees |
| Approval date | April 2022                                        |

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| Signature | Zoe Sparkle, Director |
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## Procedures

### Arrangements for maintaining a safe and healthy working environment

We put in place arrangements to maintain the health and safety of employees, volunteers, participants and other visitors.

#### 1. Accident and incident reporting

We aim to reduce continuously the number of accidents and incidents across the charity. We encourage and support staff to report accidents, incidents and near misses. We use this information to reduce harm and the number of accidents and incidents that happen.

We support our teams to report all adverse events or near misses without any negative consequence to them. We report and investigate accidents and incidents consistently across the charity. This helps us more easily identify potential risk areas and liabilities. This includes the reporting of circumstances where untoward, unusual, unexpected incidents or near misses happen or could happen. We will submit a RIDDOR report when required to do so by the regulations.

Our paid team must:

- make sure all people at the location are safe
- give emergency first aid if needed
- tell the senior person on duty
- record what has happened straight away.

Managers must:

- make sure appropriate immediate action has been taken.
- inform the artistic director who will make sure the accident or incident is investigated..
- make sure details have been properly recorded.

The artistic director will contact the Incident Contact Centre (ICC) to report the incident if it is reportable under RIDDOR.

#### 2. Activities with young people

- Session leaders are responsible for leaving the workshop space clear of furniture at the end of every session. Chairs should be safely stacked and fire exits must be left clear of any obstructions.
- Leaders must make sure fire exits remain clear during sessions when furniture may be moved around
- While we recognise the nature of performing arts involves physical activity, young people must be given the option to sit out of activities where they feel unsafe.
- Leaders should consider the appropriateness of the activities to the age, ability and

experience of the young people they are working with in relation to health and safety issues.

- Young people should be properly instructed in the use of technical equipment and supervised where appropriate.
- Young people should be regularly reminded of their contribution to the health and safety of themselves and others.
- Leaders must always consider health and safety issues in the design, construction and use of a set for performance projects.
- Leaders should familiarise themselves with fire procedures and consider all health and safety issues when working at outreach venues.

### **3. Control of substances hazardous to health (COSHH)**

We recognise our duty to make sure we eliminate exposure to substances with a potential to cause ill health or reduce it to the lowest level reasonably practicable. We follow the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). We make sure there are suitable arrangements and resources to identify hazardous substances, assess risks, implement control measures and monitor their effectiveness. We make sure we dispose of waste materials effectively and safely. We control the way we dispose of materials so our workforce and any others who might be affected are not at risk. All workers including volunteers must work with their managers to make sure risks are reduced to the lowest level reasonably practicable.

We make sure:

- substances are not decanted into other containers.
- substances are stored under controlled conditions that are ventilated, in line with the manufacturers' instructions.
- care is taken when storing different types of substances which could cause fire or harmful toxic fumes if they come into contact with each other.

When possible, we use products which are not hazardous to health. We carry out risk assessments on all products identified as hazardous. Generally, risks are easily understood and we do not need the kind of technical expertise needed in other sectors such as pharmaceuticals or petrochemical industries. Following our assessment, we put safety or control measures in place and agree further action if needed. We record and review the assessment. We give clear information to people who may use or come into contact with potentially hazardous substances.

### **4. Display screen equipment and workstations**

We use computer technology to help us in our work. We are aware of the risks associated with this technology. We follow the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). We identify display screen equipment (DSE) users. We assess work stations and reduce risks. We tell DSE users about the assessment. We pay for eye tests and a contribution towards glasses for those who need them for DSE work.

### **5. Electrical safety**

We meet our responsibilities under the Health and Safety at Work etc Act 1974, the Electricity at Work Regulations 1989 and the Wiring Regulations (BS 7671:2018) as issued by the Institution of Engineering and Technology (IET).

We make sure all electrical risks are assessed and managed to keep people safe. We make sure portable appliances that are our responsibility are maintained and inspected in line with the law and best practice. We identify and manage all risks involved. We make sure installations and portable appliances that are the responsibility of the landlord are properly maintained by them.

All users of theatre lighting, sound equipment and other electrical items must receive comprehensive instruction before they can operate the equipment. Training will be given by Harmony Maidstone's own technician, or by another team member. Equipment operators must also demonstrate the ability to follow health and safety procedures before being able to operate equipment unsupervised.

### **Portable electrical equipment checks**

Our paid team and volunteers must carry out visual checks on equipment before using it. They may use our guide on visual checks for electrical equipment to help with this. Any concerns should be reported to the senior person on duty who will take appropriate action to make sure equipment is safe before it can be used. We will make sure portable appliance testing (PAT) is carried out by a competent person as determined by our risk assessments.

### **RCDs**

An RCD, or residual current device, is a sensitive safety device that switches off electricity automatically if there is a fault. We will assess to see if RCDs should be used and test them before every use. To do this we will hold the test button in for a long time if the RCD trips. If the RCD does not switch off the supply when using the test button, the senior person on duty should take appropriate action to make sure equipment is safe before it can be used.

## **6. Fire safety**

We will always call the Fire and Rescue service if there is a fire. We recognise the importance of fire safety within our office and the places we work and perform. We put in place procedures, arrangements, control, monitoring and review to make sure we manage fire safety effectively.

This includes making sure:

- our paid team and volunteers have fire safety awareness training and know the evacuation procedures and what they must do to reduce the risk of fire
- premises we use have a suitable and sufficient fire risk assessment and we have confirmation from landlords that they are servicing and testing fire equipment
- our fire safety procedures are reviewed and updated as needed.

For regular workshop sessions, fire drills will take place on the first session of each new term. Workshop leaders should ensure anyone who misses the first session, or joins later in the term, is given a safety briefing the first time they attend.

## **7. First aid**

First aid is emergency care given immediately to an injured person. We make sure we have appropriate first aid arrangements, competently trained first aiders and an adequate and

relevant supply of first aid equipment. We meet our responsibilities under the Health and Safety (First Aid) Regulations 1981. We carry out a risk assessment to decide what first aid arrangements are needed.

## **8. Infection control**

We meet our responsibilities in relation to infection control. We will do all we reasonably can to protect people from infection including wearing personal protective equipment and carrying out safety measures as needed.

## **9. Lone working**

We assess and manage risks for our team members who work alone. We will make sure, where reasonably practicable, we do whatever we can to remove or reduce these risks. We will make sure team members are trained, given guidance and supported to work safely and manage risks appropriately.

## **10. Manual handling**

We make sure team members work safely when doing manual handling, so they avoid accidents and injuries. We train staff who may do manual handling. We make sure suitable and sufficient risk assessments are carried out before manual handling tasks are done.

## **11. New and expectant mothers**

We recognise our responsibilities within the Management of Health and Safety Regulations (1999). We take account of the special needs of new and expectant mothers and make sure our work does not present a risk to them. We undertake and monitor risk assessments with support from the external health and safety consultants.

## **12. Risk assessment**

We will assess and manage risks related to people, premises and running or organising an event or other activity. We will make sure, where reasonably practicable, we do whatever we can to remove or reduce these risks. We will make sure team members are trained to work safely and manage risks appropriately.

## **13. Road risk at work**

We make sure all vehicles used for Harmony Maidstone's business have the correct insurance, are road legal and are driven in a safe way to minimise the risk of harm to its drivers, passengers and others.

## **14. Training and awareness**

All health and safety training will be provided, where appropriate, in areas of health and safety awareness, first aid, the use of protective equipment and safety devices and manual handling. All team members will be given the health and safety leaflet (pocket card) or easy read equivalent.

## **15. Review**

Our procedures will be reviewed as legislation changes and at least every 3 years.