

# **Wotton Arts Project**

## **HEALTH AND SAFETY STATEMENT**

Under the Edge Arts (UTEA) is committed to do all that is reasonably practicable to provide, and maintain, safe and healthy working conditions, equipment and systems of work for all users (tutors, volunteers, performers and audiences), and to provide such information, training and supervision as they need for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities.

When working away from our premises; on an outreach basis, or at other organisations' premises, we will discuss health and safety matters with project partners and responsibilities will be clarified.

The allocation of duties for safety matters and the particular arrangements that we will make to implement health and safety matters are set out in our Health & Safety Policy.

The policy will be kept up to date, particularly if the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

Signed

23rd July 2017

# HEALTH AND SAFETY POLICY

## 1.0 Responsibilities

The Under the Edge Arts (UTEA) Board of Directors has overall responsibility for Health and Safety. The Health and Safety Representative on the board is responsible for implementation of the policy.

All personnel (tutors, performers, volunteers, contracted consultants) are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
- Making proper use of all safety devices and equipment provided for their health and safety, in accordance with training and/or instructions given
- Not interfering with or misusing anything provided in the interests of health, safety and welfare
- Reporting all accidents, no matter how minor and record them in the accident book in the kitchen
- Co-operating with UTEA to enable the requirements of the law to be observed
- Working in accordance with the safety rules and procedures established for UTEA

A list of duties and responsibilities can be found at Annex A.

## 2.0 Procedures and Administration

UTEA aims to provide a healthy and safe working environment for tutors, volunteers, groups and individuals using the premises and when we run outreach workshops with partner organisations.

In order to ensure that this is achieved, UTEA requires the full co-operation of all Board Members, volunteers and tutors to have a general duty of care to themselves, clients, members of the public or other visitors to UTEA's premises (the Chipping Hall), and when running workshops in the community.

The UTEA Health and Safety Statement and Policy should be read in conjunction with all other policies, in particular, Lone Worker Policy and Safeguarding Policy.

UTEA will pay particular regard to:

1. Providing information and instruction to enable everyone to contribute positively to their health and safety and to ensure the health and safety of groups and individuals using/hiring the Chipping Hall premises.
2. Keeping the Chipping Hall in a safe and clean condition, via regular cleaning, maintenance and repair, and through tutors, volunteers and event hosts looking for and removing hazards which may cause risk of accident to all users of the building.
3. Maintaining all equipment and in particular electrical equipment in a safe and clean condition, via regular cleaning, maintenance (PAT testing) and repair.
4. Proper use of all equipment will be ensured via appropriate training.
5. Ensuring that at all times fire exits are clearly marked, unlocked and free from obstruction, and ensuring the regular maintenance and testing of all fire-fighting equipment.

6. When working away from the premises, with client groups, to ensure the health and safety of project participants, through adequate supervision and correct and safe use of equipment and materials.
7. Working to other organisations' health and safety guidelines when running projects at their premises and ensuring that health and safety and risk assessments for the activities we provide will be adequately supervised.

### **Fire procedures at the Chipping Hall**

A full Fire Risk Assessment has been conducted of the hall<sup>1</sup> which details the maximum number of people who can occupy the building, dependent on the seating arrangements (i.e. with or without tables). Hosts of all events are to ensure that these numbers are not exceeded and that if there are more than 20 people in the hall the external 'back' door is secured in the open position.

Fire exits are to be kept clear of obstructions at all times and the evacuation procedure is to be notified to all hall users prior to the start of any activity. Details are contained in the Emergency Plan.

Use of a fire extinguisher to tackle the fire should only be attempted if life is threatened and if the user has had the necessary training.

### **Accidents**

All accidents, however minor, should be recorded in the Accident Book, located in the kitchen, and reported to the event host.

Any 'near miss' should also be reported to the event host and/or UTEA administration.

All accidents will be investigated and any necessary action will be taken to prevent recurrence. All accident and investigation records will be filed by UTEA Administrator (Sam Carlton).

### **First Aid**

The first aid box is located in the kitchen. If any first aid items are used ensure that:

- All information is filled out in the Accident Book, and
- The Project Administrator is informed so that items can be replaced.

The Accident Book should still be filled out in even if no items are used, e.g. a bump to the head.

### **Use of Substances Hazardous to Health**

Any substances considered hazardous to health should be used only when necessary, by suitably trained personnel and following the precautions given by the manufacturer.

All hazardous substances should be stored in the locked cupboard in the back room.

### **Risk Assessment**

Users of the hall will be encouraged to look out for and report hazards within the hall which may cause risk of accident, as a matter of daily routine.

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<sup>1</sup> Chipping Hall Fire Risk Assessment dated April 2010

Risk assessments for the Chipping Hall will be authorised by the UTEA Board.

Any action from assessment will be reviewed and acted upon by the board of directors and will be reviewed annually or when there is a change in circumstances/legislation.

All new projects will be risk assessed by project coordinators and reported to the board who will take any necessary action.

### **Electrical Equipment**

All portable electrical equipment provided by UTEA will be subject to a regime of inspection and testing as follows:

- Portable Appliance Testing every 3 years
- Visual inspection at intervals dependent on the frequency of use of the equipment and its location (i.e. risk of damage)

Emergency lighting check of operation is to be undertaken every 6 months with a full-discharge test every 12 months. Operation test of the disabled alarm is to be undertaken every 6 months.

It is the responsibility of the tutor or event coordinator to ensure that any portable appliances brought into the Chipping Hall are safe to use.

### **Contractors**

Contractors who are employed to undertake work in the Chipping Hall cannot be accompanied at all times. The satisfactory conduct of contractors on site is the responsibility of the board. They should ensure that contractors are aware of the hazardous areas in the Hall and should also ensure that contractors have appropriate Personal Protective Equipment and other relevant safety equipment, available for their use.

Contractors are required to advise the board or administrator of any accidents and injuries to their employees on UTEA premises. Contractors found to be disobeying UTEA safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others may be dismissed from site.

### **Monitoring and Auditing**

Safety standards for all activities undertaken at the Chipping Hall have been established. Appropriate Risk Assessments have been undertaken, as required by the Management of Health and Safety at Work Regulations 1992 and other legislation.

To ensure that satisfactory standards of Health and Safety continue to be achieved routine safety checks and inspections will be undertaken.

Prepared by: R Carpenter  
Date: 18 June 2012

Reviewed by: R Watt  
Date: 23 July 2017

Approved by Board (date):

Annual Review:

	2017	2018	2019	2020	2021	2022
Reviewed by	R Watt					
Date	23.07.17					

## DUTIES AND RESPONSIBILITIES

### Board of Directors

- Ensure that UTEA fulfils its legal obligations and that the policy is positively implemented.
- To be fully aware of UTEA's health and safety policy and ensure its implementation.
- Advise board and users on health and safety issues.
- Regularly inspect all areas of the building for health and safety issues, and ensure that any hazards and health risks are identified and dealt with as soon as possible.
- Maintain records of all accidents, ensure all accidents are investigated and any operational changes necessary are introduced.
- Regularly carry out visual checks on electrical equipment (including emergency lighting and disabled alarm) and carry out PAT testing at designated intervals.
- Ensure fire extinguishers are regularly checked and accessible.
- Ensure all new users are aware of emergency and evacuation procedures.

### Volunteers, tutors and event coordinators

- To be fully aware of the company's health and safety policy and ensure its implementation.
- Ensure all participants are aware of relevant health and safety issues.
- Report back to directors any health and safety issues that arise.