



Hebden Bridge Arts

Health and Safety Policy

February 2024

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1. INTRODUCTION

Hebden Bridge Arts ("the charity") recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all our staff (including freelance contractors) board members, volunteers and those involved in our activities under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations (2006 Amendment & 1999 Regulations), other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid workers (whether working under a contract of employment or freelancer workers working under a contract for services) and volunteer workers.

It is the policy of the charity to promote the health and safety of the staff and intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel
- In so far as staff are not engaged to work from their home office spaces, provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Encourage persons to co-operate with the charity in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative)
- Make, as far as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the charity's activities

- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the charity arising out of or in connection with the charity's activities
- Make specific assessment of risks in respect of new or expectant mothers

This policy statement and/or the procedures for its implementation may be altered at any time by the charity's Board of Trustees ("the Board").

Statutory Duty of the Charity

The charity will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers, to:

- Make workplaces safe and without risks to health
- Ensure machinery are safe and that safe systems of work are set and followed
- Ensure articles and substances are moved, stored and used safely
- Give volunteers / workers the information, instruction, training and supervision necessary for their health and safety

In particular, the charity will:

- Assess the risks to health and safety of its volunteers/workers
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- In so far as staff are not engaged to work from their home office spaces, make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities
- In so far as staff are not engaged to work from their home office spaces using their own equipment, make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health

- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide health surveillance as appropriate
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority

Health & Safety Officer:

Lisa Graham, Company Secretary, Hebden Bridge Arts.

Postal Address: Hebden Bridge Arts, c/o The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Email: contactus@hebdenbridgearts.co.uk

Statutory Duty of the Charity's Workers

Employees also have legal duties, and the charity confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To co-operate with the charity on health and safety
- To use work items provided by the charity correctly, including personal protective equipment, in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety and welfare purposes
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the charity
- Health and Safety law applies not only to employees in the workplace; it also applies to organisations and people who occupy or use community buildings to which members of the public have access

Policy for Visitors and Contractors

On arrival to any workspace operated by the charity, all visitors should be directed to the person who has invited them or requested their presence. This person is to take responsibility for the

visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident. Visitors and Contractors should report any concerns relating to their own safety or suspected unsafe working practices to the Health & Safety Officer who will investigate and report to the Board if required.

Organisation of Health and Safety

The Health & Safety Officer will:

- Have a broad overview of Health and Safety matters
- Keep the charity's Health and Safety policy and procedures under review
- Conduct safety inspections of the premises
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations)
- Take such action as may be required to ensure that the charity's responsibilities for Health and Safety are fulfilled
- Report to the Board on their performance of these responsibilities

Health and Safety Rules

Individual employees (including freelancers) owe the charity a duty, and have a legal responsibility, to ensure that they keep accidents to a minimum and do not put themselves or others at risk by their acts or omissions. Individuals vary in their personal attitudes to risk. However, whilst at work, or providing professional services for the charity, it is important, not only to anticipate and respect those who are risk averse, but also to ensure for the purposes of the charity's policies of insurance that every sensible precaution is taken to avoid harm to another person or to the charity's property. You must therefore ensure at all times that your behaviour will not have a real or perceived impact on another worker or on a piece of equipment. All staff must co-operate with the charity to ensure compliance with statutory health and safety duties. Any member of staff who intentionally or recklessly misuses or interferes with anything provided for health or safety under any statutory duty is liable to disciplinary action and/or prosecution.

The list of safety rules set out below is not exhaustive and is intended as general guidance only:

DO

- look where you are going
- avoid running or rushing about – better to be safe than sorry
- make sure that you really understand what to do before operating any piece of equipment

- make sure you use proper methods for lifting and handling. Keep your back straight. If something is too heavy for you to lift on your own, wait until someone can help you. Do not lift or handle heavier items without having been shown how to do so safely
- wear suitable footwear when lifting heavier items. Suitable footwear means a shoe with a closed toe, fitted around the heel, and a flat sole or very slight heel
- clean up after yourself – your untidiness or carelessness may cause injury to someone else. In particular keep all walkways around your working area free of obstacles
- report any health and safety concerns to your manager immediately, this could include defective equipment, furniture or building structures etc.
- report any hazards and any injury, however slight, to your manager as soon as they come to your attention

DON'T

- tamper with any electrical wiring, safety equipment or machine guards
- leave things lying around
- obstruct fire exits

2. ACCIDENT PROCEDURES

Procedure in the Event of an Accident

Each individual member of staff is responsible for reporting any accident involving personal injury, however slight. Every accident or “near miss” must be reported immediately to the Health & Safety Officer. A “near miss” means an incident where nobody was injured, but where there was potential for injury.

If you are absent from work because of an accident at work, you must complete a self-certification form, clearly stating:

- the date and time of the accident
- the events leading up to it
- what you think caused the accident
- the names of any witnesses
- the injuries received and treatment given

If you have an accident at work which results in you being unable to do your normal work for three days or more (including weekends and holidays), the charity will need to inform the Health

and Safety Executive ("HSE") so it is important that you let your manager know as soon as possible so that the appropriate HSE forms are completed.

First Aid and Accident Forms

The charity has several first aid trained employees and maintains a mobile First Aid box.

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly.
To call an ambulance – dial 999 and ask for "ambulance"
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable
- All accidents must be entered on an accident form, available from the Health & Safety Officer, who will be responsible for following the procedures for "notifiable" accidents as shown <http://www.hse.gov.uk/riddor/index.htm>
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the charity's Board of Trustees to consider the actions necessary to prevent recurrence
- Completed Accident Forms are kept with the Health & Safety to comply with GDPR rules

3. PRECAUTIONS

Fire Safety

You should follow these steps to help prevent fires:

- before you use any electrical appliances, check that cables and plugs are not damaged
- do not use electrical equipment that shows signs of damage even if you think it is only minor
- report any faults to your manager straight away
- ensure that you place any rubbish in proper waste or recycling bins and that bins are not over-filled

Personal Safety

If your job requires you to work alone, it is important that you develop an awareness of the risks and how to minimise them.

- Prior to meeting somebody you do not know, find out as much information about them as possible
- Arrange to meet them on the charity's premises where possible, or at other commercial premises
- Ring back the telephone number you have been given to ensure that it is legitimate

- If visiting, let your colleagues know where you are going, with whom, and what time you expect to return. Let them know if your original timescales change
- If you are at all concerned that you are being placed in a dangerous situation, you should let your manager know straight away

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the charity and any directions for the use of such must be followed precisely. Where a worker is engaged on a freelance basis and works from their own office, they remain responsible for the equipment and appliances used to deliver the services they are contracted for.

Display Screen Equipment

The charity recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour.

Alcohol and Drugs

The use of intoxicants (alcohol) is prohibited during working hours, and no worker may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

Driving Safety

It is estimated that almost one third of road traffic accidents involve somebody who is at work at the time. Employers are therefore under a legal duty, not only to ensure that their drivers and vehicles comply with road traffic law requirements, but also to take additional steps to ensure the safety of their employees when they are on the road and to ensure that passengers and other road users are not put at risk by work-related driving activities. Employers are also under a duty to ensure that employees feel safe to report work-related traffic incidents without fear that punitive action will be taken against them.

This policy covers all staff members who drive as part of their job, whether they drive often or infrequently, and regardless of whether distances are long or short.

Where a staff member uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured for business use, taxed and MOTd and that the driver is covered by breakdown assistance and has an appropriate licence to drive the vehicle.

Licensing, Penalties and Disqualification

All members of staff who drive a private vehicle during working hours and in connection with charity business must hold a full valid driving licence for the category of vehicle they are driving. The charity reserves the right to request you to submit your driving licence for inspection at any time

Members of staff who drive as an essential part of their duties must notify the charity of any fines, penalties or endorsements which are imposed for traffic offences. Failure to do so will be considered as misconduct for the purposes of disciplinary action.

Insurance

Staff members who are required to drive a private vehicle must have a valid insurance policy which covers "business use". The charity reserves the right to request you to submit your insurance documents for inspection at any time if you are using your own vehicle for business use.

Driving Safety Requirements

Regardless of private driving habits, drivers must comply with the following health and safety requirements when driving on the charity's business:

- Seatbelts must be worn by both driver and passenger(s) when the car is moving
- Traffic signs and speed limits must be observed and complied with at all times
- The driver must remain in full control of the vehicle at all times and should not perform any act which could be perceived as causing a loss of concentration. This includes using a mobile phone or other communications device, eating or drinking. This rule applies when the vehicle engine is running, not just when it is in motion
- The charity's smoke-free policy must be observed and complied with
- Drivers should allow plenty of time for the journey so as to avoid the temptation to speed or hurry. Travel time, adverse weather conditions, road works and volume of traffic must all be factored into travel time when taking a long journey
- Drivers should not be in control of a vehicle when tired. Breaks from driving must be taken as soon as the driver starts to feel sleepy, even if that means that schedules will become

delayed. If a driver becomes excessively tired, an alternative mode of transport should be considered if there is no second driver

- Drivers must be able to satisfy the eyesight requirements for safe driving and must not be taking any medication which affects their ability to drive
- Under no circumstance must you drive whilst under the influence of alcohol or drugs

Before embarking on a journey, drivers should ensure that they are familiar with the vehicle they are driving. This includes, but is not limited to the following matters:

- knowledge of routine safety checks such as lights, tyres and wheel fixings
- how to adjust safety equipment, such as seat belts and head rests to compensate for the effects of whiplash
- how to check washer fluid levels and tyre pressure
- how to ensure safe load distribution
- the process to follow for their own safety in the event of a breakdown or accident

Use of Mobile Phones Whilst Driving

Hand-held mobile phones and similar devices must not be used whilst driving, whether to make or receive calls, send or receive texts, or surf the internet. Good communication can be maintained while driving by:

- allowing the phone to go onto voicemail and stopping periodically in a safe place to check for messages
- allowing a passenger to use the phone

It is acceptable to use a mobile or in-vehicle device for satellite navigation purposes, but drivers must pull into a safe place and stop the vehicle before inputting location details to the device. The charity does not expect its staff to make or receive phone calls on a hands-free mobile phone while driving.