



Health and Safety Policy



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POLICY

1. General Health and Safety Policy Statement of Intent

- 1.1. ART SHAPE recognises that Health and Safety is of at least equal importance to any other function and further recognises its responsibility to provide adequate control of the Health and Safety risks for employees, learners, participants, visitors, members of the public and others who may be affected by its operation. With this in mind, we will promote effective standards of health, safety and welfare to realise this aim.

- 1.2. Overall responsibility for Health and Safety within ART SHAPE, and all its associated sites, is vested in me, by virtue of my appointment as the **Chairperson**, and the appointed Health & Safety competent advisor for the Company, **Prospect Training**. This Health and Safety Policy Statement, which is to be observed throughout the organisation, reflects the importance which I attach to the health, safety and welfare of all members of staff, learners, participants and visitors.

- 1.3. My Management Team is fully committed to excellence in the management of health & safety risks. However, the achievement of safe working practices and safe environment cannot be achieved by the management team alone and requires all staff and learners to play their part in implementing this policy. We are all responsible for taking practical and reasonable steps to secure these objectives.

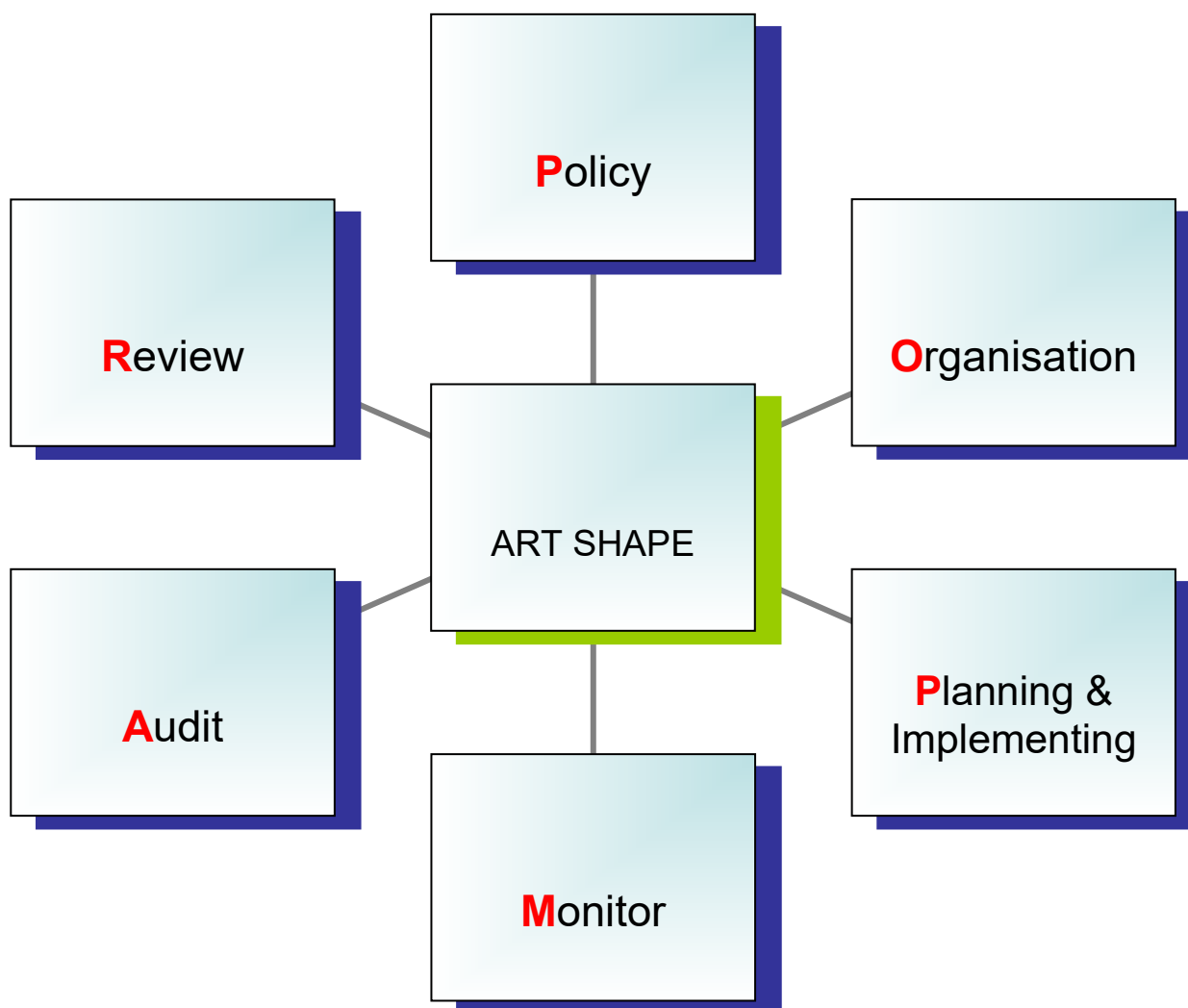
- 1.4. The nature of our activities puts the majority of our work in the '**low risk**' category but this should not lead to complacency in adherence to the policy. Other people affected by our activities include vulnerable groups. These are considered particularly vulnerable and managers must carefully consider risk controls when contracting with organisations to deliver programmes on our behalf and ensure providers are competent to manage the risks involved with the particular programmes.

- 1.5. Planning is essential for the implementation of Health and Safety policies supported by adequate control of risks which can only be achieved through co-ordinated action by all members of the organisation. This statement sets out the manner in which they are to be achieved and follows the key messages of the Health & Safety Executive publication HSG65 to control risks and react to changing demands for an effective, sustained and positive health and safety culture throughout ART SHAPE.

- 1.6. Our management of Health and Safety arrangements comply with the Health & Safety at Work Act 1974, The Management of H & S at Work regulations 1999, all associated legislation, regulations, ACOPs and follows the guidelines set out in the Health & Safety Executive publication HSG65 "POPMAR" process to plan, control, monitor and design the implementation of our risk control systems.

- 1.7. Health & Safety Management Model**

1.7.1. ART SHAPE follows the Health and Safety Executive (HSE) Successful Health and Safety Management guidance document (HSG65) and the application of POPMAR principles.



1.8. We (all ART SHAPE employees) accept our duty and commitment to achieving the following aims:

1.9. We accept the absolute responsibilities and mandatory duties placed on us by the Health and Safety at Work Act 1974 (HASWA), the Management of H & S at Work regulations 1999, all associated legislation, regulations, Approved Codes of Practices (ACOP) and, so far as reasonably practicable we will:

1.10. Ensure the management of learner and staff health and safety will be operated in line with the guidelines set out in the Health and Safety Executive (HSE) publication HSG65, "Successful Health and Safety Management".

1.11. Identify the health and safety risks prior to purchasing goods, services, awarding contracts or implementing changes. Ensure all significant risks posed to people through activities of our organisation are risk assessed and that effective risk control strategies are employed to prevent harm to people affected by our activities.

- 1.12. Ensure that a safe place of work, equipment, tools, methods of working are provided for staff and other persons on our premises.
- 1.13. Provide safe storage, transport, handling, use and disposal for any articles & substances.
- 1.14. Provide safe access and egress from all premises.
- 1.15. Ensure the provision and maintenance of safe equipment and plant.
- 1.16. Promote health & safety and develop safety awareness among employees and learners to create a climate of individual responsibility for health and safety.
- 1.17. Provide the necessary instruction, supervision and training to achieve the standards of competence that will enable staff and other persons on our premises to work safely and not put others at risk from ill health and injury owing to our work activities.
- 1.18. Provide and maintain a safe working environment and adequate welfare facilities.
- 1.19. Review the health and safety performance of our organisation.
- 1.20. Monitor systems are in place to provide feedback for the Management Review of performance.
- 1.21. Ensure prompt action is taken where risks are considered significant.
- 1.22. Provide suitable and sufficient physical, financial and human resources to enable objectives to be achieved.
- 1.23. Wherever possible, adapt the workplace, tasks and equipment to meet the individual's needs and abilities.
- 1.24. Encourage consultation and involvement by employees and learners on matters affecting health, safety and welfare or identifying improvements that can be made to Health & Safety performance.
- 1.25. Ensure all employees and learners are aware of the consequences of their own actions to themselves and others.
- 1.26. Ensure contractual requirements are complied with in relation to funding provider Contractual Health and Safety Specifications.
- 1.27. Provide all employees and visitors with a safe, healthy working environment.
- 1.28. Achieve all learners' entitlement for learning to take place in a safe, healthy and supportive environment in line with the Learning Skills Council (LSC) "Safe Learner Blueprint".

- 1.29. Conduct our undertaking in such a way as to ensure that persons not in our employment (who may be affected by such undertaking) are not exposed to risks to their health and safety.
- 1.30. Provide people who are not employed by ART SHAPE with sufficient information regarding their health and safety through the provision of information on potential hazards (this could include the general public in some circumstances)
- 1.31. Apart from the Company Policy, all employees and Learners as part of their health and safety responsibilities to me, are required to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.
- 1.32. Further, they are required to obey all policies and directives issued by ART SHAPE or any additional relevant statutory provision.
- 1.33. All employees are required to follow instructions and co-operate positively in respect of any duty or requirement imposed by me, or my Health & Safety **Management team**, or on them as individuals by or under any other relevant statutory provision. In particular, statutory provision includes that all employees have a legal duty to:
- 1.33.1. Take care of their own health and safety;
 - 1.33.2. Take care of the health and safety of others;
 - 1.33.3. Co-operate with your employer on health & safety;
 - 1.33.4. Not to miss-use or interfere with anything provided for health and safety purposes;
 - 1.33.5. Be aware of the consequences of their own actions to themselves and others.
- 1.34. It is the responsibility of all staff to assist the Chairperson/Managing **Director** and Health & Safety Management Team/Advisor to maintain and constantly raise the established high standards of our health and safety provision.
- 1.35. Whilst Health and Safety is a particular line management responsibility, I expect all employees and course tutors to acknowledge their legal responsibilities and contribute towards achieving our high health and safety objectives in their areas as well as throughout the company generally. I also require that they ensure all Learners, and others, entering the ART SHAPE premises and other training venues are adequately briefed on Health and Safety and their responsibilities.
- 1.36. Further policy will be issued indicating the procedures for monitoring the effectiveness of these arrangements in identifying and controlling potential hazards. I will ensure that such policies and directives are revised as often as may be appropriate and that the latest revision is brought to the notice of all employees and learners. Employees will be expected to assist in implementing this policy.
- 1.37. I, as **Chair Person/Managing Director** will ensure that the **Management Team/advisor** monitors the application of these arrangements within all areas of the Company and issue accordingly any further measures to meet legislative or other requirements as required.

1.38. To realise these aims, this policy will be actively communicated to all employees and it will be reviewed at least annually (or if there is any significant change to take account of new equipment, processes or to the work carried out within the organisation which affects health and safety) by me and my **Management Team/Advisor**

Signed: Lucy Garrett

Name – Managing Director/Chair Person

Review Date: August annually

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ORGANISATION

2.0 RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

- 2.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. learners, volunteers, members of the public.
- 2.2 **Board of Trustees.** The Chairperson of the Board of Trustees has overall and final responsibility for health and safety matters at ART SHAPE, and for ensuring that health and safety legislation is complied with. The **Chair of the Committee/nominated board champion for H&S matters** will periodically review the operation of its health and safety policy, and will ensure:
- 2.2.1 Employees, volunteers and learners as appropriate receive sufficient information, training and supervision on health and safety matters;
 - 2.2.2 Risk assessment is undertaken and the results written up and made available to all employees;
 - 2.2.3 Accidents are investigated and reported to **Board of Trustees;**
 - 2.2.4 There are arrangements in place to monitor the maintenance of the premises and equipment;
 - 2.2.5 There are adequate arrangements to liaise and co-operate on health and safety matters with other employers at other premises used by ART SHAPE.
 - 2.2.6 The organisation is supported by an internal (or external competent source of H&S advice).
- 2.3 **Health and Safety Officer.** Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Managing Director**. His/her duties are as follows:
- 2.3.1 Implement, manage and monitor a perpetual annual program of set proactive and reactive health and safety measures including risk assessment, surveys and inspection;
 - 2.3.2 Periodically report the results of H&S monitoring to the Board of trustees;
 - 2.3.3 Chair H&S/Management team meetings;
 - 2.3.4 Investigate accidents/incidents and report to the Board of Trustees plus other bodies/organisations as required by legislative and contractual requirements.
 - 2.3.5 The H&S Officer should ideally hold a level 3 H&S qualification or at the very least a minimum of level 2.
- 2.4 **All Employees/Volunteers.** All employees have to:
- 2.4.1 Co-operate with supervisors and managers on health and safety matters;
 - 2.4.2 Not interfere with anything provided to safeguard their health and safety;
 - 2.4.3 Take reasonable care of their own health and safety;
 - 2.4.4 Look after the H&S of others who may be effected by their acts or omissions;

- 2.4.5 Report all health and safety concerns to their line manager.
- 2.5 **Fire Officer.** The Chair of the Committee will appoint a Fire Officer who shall receive appropriate training. At the time of issue of this policy this is **the Finance Manager**. He/she will ensure that ART SHAPE meets the full requirements of the Regulatory Reform (Fire Safety) Regulations 2005.
The responsibilities of the Fire Officer are as follows:
- 2.5.1 Ensure that fire risk assessments are completed on all ART SHAPE premises and off site activities;
 - 2.5.2 Be instructed on potential fire hazards and the use of fire fighting equipment;
 - 2.5.3 Ensure the testing of fire alarms and fire drills at all premises used by the organisation;
 - 2.5.4 Assist with the efficient evacuation of staff, visitors and learners;
 - 2.5.5 Liaise other neighbouring organisations on multi-tenancy sites, on emergency evacuation policy and procedures;
 - 2.5.6 Ensure staff, volunteers and learners are aware of the fire alarm and fire drills at all sites used by ART SHAPE.
- 2.6 **First Aid Person/s.** As far as is reasonably practicable, ART SHAPE will ensure that the requirements of the Health & Safety (First Aid) Regulations 1981 are adhered to.
- 2.6.1 At the time of issuing this policy, **the Managing Director** has undertaken a recognised training course approved by the Health and Safety Executive (HSE) and is the first aid person for ART SHAPE. A full H&S review will be completed on external venue's to establish the first aid arrangements in place; if none exist ART SHAPE will provide the required cover as a result of risk assessment.
 - 2.6.2 The trained first aid person's named above will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

PLANNING AND IMPLEMENTATION

3 RISK ASSESSMENT.

- 3.1 ART SHAPE will ensure that relevant risk assessment will be carried out by a competent person in accordance with the Management of Health and Safety at Work Regulations 1999. The following risk assessments will be conducted, recorded and the results communicated to those who may be affected:
- 3.1.1 Fire;
 - 3.1.2 First aid;
 - 3.1.3 Care of Substances Hazardous to Health (COSHH);
 - 3.1.4 Manual handling;
 - 3.1.5 Lone working;
 - 3.1.6 External venues for training or events;
 - 3.1.7 Display screen equipment;

- 3.1.8 Violence and aggressive behaviour;
 - 3.1.9 Training areas and activities;
 - 3.1.10 Work related driving;
 - 3.1.11 The use of work equipment and machinery;
 - 3.1.12 Slips/trips and falls;
 - 3.1.13 Work at Height.
- 3.2 Written risk assessments will be reviewed and updated as per the risk rating e.g. high = 3 months, medium = 6 months and low = 12 months, or at least annually to ensure that employees are covered against all risks (as far as is reasonably practicable)
- 3.3 Risk assessments will also be updated when there is a major change in working practices, personnel, equipment, substances, machinery or in the event of an accident/incident.
- 3.4 Risk assessments will cover all employees of ART SHAPE, wherever they may be based, and will cover all aspects of their work. Risk assessment will also take any special needs into account for vulnerable groups (see guiding principles for vulnerable groups)

4 COMMUNICATION OF HEALTH & SAFETY

- 4.1 ART SHAPE is continually trying to improve H&S through clear visible leadership and a common appreciation of how improvements can be achieved by the involvement of all employees. The following channels of communication are used:
- 4.1.1 Information coming into ART SHAPE. The Managing Director will ensure that legal and contractual developments, technical developments relevant to risk control and developments in H&S management practice is communicated to all employees.
- 4.1.2 Information flow within ART SHAPE will be as follows:
- 4.1.2.1 A written H&S policy statement, organisational responsibilities for H&S, documented performance standards and risk control information, backed by other relevant policies and procedures;
 - 4.1.2.2 Health and safety will be an item on the agenda for all meetings;
 - 4.1.2.3 Employee participation will be encouraged by the recruitment of H&S representatives/Artists plus comments and ideas for improvement from staff, volunteers and learners;
 - 4.1.2.4 The results of risk assessment, inspections and surveys will be communicated to all concerned;
 - 4.1.2.5 Lessons learned from accidents and other incidents.
- 4.1.3 Information flow from ART SHAPE will be passed to others, including:
- 4.1.3.1 Accident or ill health information to lead contractors and the enforcing authorities;
 - 4.1.3.2 Emergency planning information;
 - 4.1.3.3 Information on the provision of healthy and safe working environments and practices to funding providers e.g. AdEd.

5 BUILDINGS AND FABRIC

- 5.1 ART SHAPE has a responsibility to provide a safe and healthy environment for staff and volunteers.
- 5.2 All the staff of ART SHAPE are responsible for spotting potential hazards e.g. damage/wear and tear. If a hazard is seen, it should be removed or dealt with as soon as possible and reported to their line manager.
- 5.3 All doors and windows will be maintained in good working and decorative order.
- 5.4 All floors, ceilings walls and stairs will be maintained in good condition and decorative order.
- 5.5 All work undertaken by ART SHAPE employees (includes volunteers) will be risk assessed and safety control measures applied.
- 5.6 All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people. Staff should not endanger themselves and others by carrying out such work.
- 5.7 Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets etc. A properly maintained, undamaged step ladder must be used.
- 5.8 Regular checks must be carried out on furniture and equipment for damage or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.
- 5.9 Asbestos precautions. ART SHAPE will comply with the Control of Asbestos Regulations 2002 (as amended) Our policy is as follows;
 - 5.9.1 ART SHAPE has a legal requirement to identify the presence of any asbestos in premises owned, leased or used by the organisation. It should be assumed that any non domestic structures built before the year 2000 may contain some form of asbestos containing materials (ACM)
 - 5.9.2 Where the premises are owned, ART SHAPE will commission a survey to identify the presence of asbestos containing materials (ACM's)
 - 5.9.3 Where the premises are leased, ART SHAPE will liaise with the landlord on the commissioning of a level survey to identify the presence of ACM's.
 - 5.9.4 Where other premises are used by ART SHAPE e.g. for training purposes or events, a competent person will conduct a HASPS style H&S inspection to identify whether the premises have been surveyed and if ACM's were found to be present, that they are being managed.

- 5.9.5 Any ACM's identified will be removed (depends on type) or left in place and managed as per the recommendations of the surveyors reports. For a guide to managing asbestos go the HSE website:

<http://www.hse.gov.uk/asbestos/campaign/duty.htm>
Or contact the HSE (details at foot of document)

- 5.9.6 A permit to work system will be implemented for anyone needing to work on ACM's, this will ensure their competencies.

6 GOOD HOUSEKEEPING

- 6.1 Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.
- 6.2 Smoking is not allowed inside any premises or vehicles owned or leased by ART SHAPE; Smoking areas will be designated locally and a safe means of extinguishing burning ends will be provided. All premises and vehicles must have no smoking signs at entrances/exits.
- 6.3 Overcrowding. ART SHAPE will avoid unhealthy and overcrowded working conditions, and will consult staff on any changes in office layout.
- 6.4 Ventilation. ART SHAPE will endeavour to provide a well ventilated workplace.
- 6.5 Temperature. In workplaces the minimum temperature is as follows:
- 6.5.1 Non active environment e.g. office, a minimum of 16°C must be maintained;
 - 6.5.2 Active environment e.g. warehouse, a minimum of 13°C be maintained;
 - 6.5.3 Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level (World Health Organisation recommends 24°C as the upper limit)
- 6.6 Lighting. Access to natural lighting will be provided where ever possible. Where this is not possible adequate lighting will be provided e.g. category two in office environments.
- 6.7 Noise. ART SHAPE will endeavour to ensure that unwanted noise is eliminated. If this is not possible, noise will be reduced to as low a level as is possible but below the maximum recommended exposure limit. A guide to noise limits is as follows:
- 6.7.1 As a rule of thumb, if you have to raise your voice to be heard when you are 2 meters from someone, then it is over the acceptable lower level of 80 db and it is recommended that hearing protection should be provided;
 - 6.7.2 If your still have to raise your voice at one meter then it is over the upper level of 85 db then protection must be provided and enforced.

- 6.8 Equipment Storage and Usage. Equipment must not be left where it can cause a hazard, but must be suitably stored. No wires must be left trailing across floors.
- 6.9 Non flammable rubbish bins must be positioned at various points.

7 ELECTRICAL EQUIPMENT

- 7.1 Electrical testing; fixed wiring inspections will be conducted at five yearly intervals and the test reports held in the safety file.
- 7.2 Portable electrical appliance testing (PAT) will be conducted on regular basis according to risk assessment by a competent person/contractor; the results of testing will be held in the safety file.
- 7.3 Broken, ineffective or damaged electrical equipment must be put beyond use and reported to line managers. Staff should use electrical equipment in accordance with manufacturer's instructions and follow risk assessment control measures.

8 WORKING AT HEIGHT

- 8.1 ART SHAPE will, as far as reasonably practicable, ensure that The Working at Height Regulations 2005 are complied with as follows:
 - 8.1.1 Work at height should be avoided where possible and equipment should be used to prevent or minimise the consequences of falls where working at height is the only option.
 - 8.1.2 All work at height is properly planned;
 - 8.1.3 Those working at height are competent or supervised;
 - 8.1.4 The risks of working on or near fragile surfaces are properly controlled;
 - 8.1.5 Equipment for working at height is properly inspected and maintained.
- 8.2 Work at height equipment must be identifiable e.g. serial numbered and registered in a maintenance log. All work at height equipment must inspected pre-use by user and given a thorough inspection every three months by a competent person.
- 8.3 All work at height must be risk assessed and where it cannot be eliminated a safe system of work must be written and implemented. All those who work at height must receive appropriate training and authorisation to do so.

9 WELFARE AND HYGIENE ARRANGEMENTS

- 9.1 Toilet and Washing Facilities:
 - 9.1.1 ART SHAPE will ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Workplace (Health, Safety & Welfare) Regulations 1992;
 - 9.1.2 The toilet will be in a separate, lockable room;
 - 9.1.3 Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying;

- 9.1.4 Toilets must be kept clean;
- 9.1.5 Disposal bins for sanitary products should be provided. Bins should be emptied and sanitised regularly;
- 9.2 Drinking Water. An adequate supply of drinking water will be provided for all staff.
- 9.3 All areas must be kept clean and tidy
- 9.4 Rest Areas. So far as is reasonably practicable, ART SHAPE will provide staff and learners with a seating arrangement where, during rest periods, they may have a break away from their workstations.
- 9.5 Pregnant Women. Suitable working conditions and rest facilities will be provided for pregnant employees as a result of risk assessment.
- 9.6 Hours of Work. Employees of should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

10 PERSONAL SAFETY

- 10.1 Office Security. It is in the nature of the organisation's work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on business. The following policy is concerned to minimise the risk to people working for ART SHAPE.
- 10.2 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment; such callers should be encouraged to make an appointment.
- 10.3 Entrance to ART SHAPE premises or training venues will be controlled via lockable doors or a manned reception.
- 10.4 Working away from the Office. All work away from the office (lone working) must be risk assessed and the necessary control measures put in place e.g. a safe system of work. Staff who are going to be working away from the office should make it clear to their line manager where they will be, how long for and how they can be contacted. Outside of normal working hours staff must ring an agreed contact on reaching home safely.
- 10.5 If in the course of a trip away from the office plans change significantly, this should be communicated back to the office.
- 10.6 Holding or Carrying Money or Valuables for the Organisation. Staff that carry significant amounts of money for ART SHAPE have the right to be accompanied by another person.
- 10.7 Large amounts of cash, over and above petty cash should not be kept on the premises of ART SHAPE

- 10.8 Visits to the bank should vary e.g. a random pattern or replaced by electronic means e.g. Bacs.
- 10.9 Under no circumstances should staff put themselves at risk on account of the property of **ART SHAPE** e.g. if money is demanded with threats it should be handed over.
- 10.10 Reporting and Recording:
- 10.10.1 All incidents of aggression or violence should be reported to management and recorded in the accident book;
- 10.10.2 Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice;
- 10.10.3 A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The **Chair of the Committee/Managing Director** of ART SHAPE recognises this and will, as far as is reasonably practical, provide whatever support is appropriate.

11 HOMEWORKING

- 11.1 When employees are carrying out work for ART SHAPE at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.
- 11.2 It is the responsibility of the employee to ensure that their home working environment and equipment used in the home is safe. A risk assessment in accordance with the guidance given in this policy should be carried out.
- 11.3 The employee will be asked to indemnify the organisation from damages caused by accidents in the home.

12 DISPLAY SCREEN EQUIPMENT

- 12.1 General. It is the policy of ART SHAPE to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE)
- 12.2 ART SHAPE will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.
- 12.3 Nature and Organisation of Work. Appropriate seating must be available to all users e.g. with 5 supporting feet, swivel horizontally, adjustable height and back rest.
- 12.4 Staff will take regular breaks from input/interaction with DSE (at least 10 minutes of non interaction with the screen). Short frequent breaks are more satisfactory than

occasional longer breaks. A longer break of 30 minutes should be taken after 4 hours of input/interaction.

12.5 Equipment. Resources will be sought by ART SHAPE to:

- 12.5.1 Provide VDUs with a detachable and adjustable screen, i.e. in height, swivel, etc, to allow for the individual preference of the operator;
- 12.5.2 Provide computer cleaning supplies;
- 12.5.3 Provide a wrist and foot rest at each workstation where required (as a result of risk assessment);
- 12.5.4 Provide keyboards which are separate from screens (for laptops);
- 12.5.5 Provide a mouse which is separate from the screen (for laptops);
- 12.5.6 Provide anti glare screens, where direct light cannot be prevented from falling on the screen;
- 12.5.7 Provide adequate workstation space.

12.6 Maintenance. All DSE equipment will be tested for electrical safety.

12.7 Eye and Eyesight Tests. All staff are entitled to have eyesight tests paid for by ART SHAPE where their job role involves daily prolonged use of DSE equipment.

12.8 WRULDS/RSI. Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of ART SHAPE, by following best advice, to provide training, DSE equipment and furniture which help prevent the development of these musculoskeletal disorders. Staff should contribute to their own safety and welfare by:

- 12.8.1 Direct involvement in the risk assessment process for DSE;
- 12.8.2 Avoiding sitting in the same position for long periods adjusting equipment and furniture to appropriate and comfortable positions.
- 12.8.3 Taking regular rest breaks from DSE work (at least 10 minutes away from the screen in every hour) by doing some other work.

13 FIRE SAFETY

13.1 General. ART SHAPE will ensure full compliance with the Regulatory Reform (Fire) Order 2005.

13.2 It is not only the responsibility of the Fire Officer, but of all staff and members working at ART SHAPE premises to be aware of fire hazards; to know the location of fire exits and the assembly point; fire alarm and fire fighting equipment points. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff, volunteers and learners.

13.3 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed.

13.4 Fire Drills. ART SHAPE's Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals (every 6 months minimum), reviewing the success or otherwise of the evacuation, recording the event and

making recommendations for improved practices. He/she is responsible for ensuring that staff, volunteers and learners are aware of the evacuation procedures.

- 13.5 The fire alarms shall be tested weekly by ART SHAPE's Fire Officer/landlord (Tim Wiltshire) and staff will be notified of any testing taking place during office hours.
- 13.6 Visitors, staff, volunteers and learners must be made fully familiar with the escape routes and the assembly points at all premises used by the organisation.
- 13.7 Hot working must be risk assessed and a safe system of work provided e.g. hot work to cease one hour prior to end of working day, heat pads to be used etc. A hot work permit must be issued for all work by the H&S Officer.
- 13.8 Annual fire training will be provided for all staff and volunteers.
- 13.9 Fire Drill Procedure, if The Fire Alarm Sounds:
 - 13.9.1 If safe to do so, close all windows and doors;
 - 13.9.2 Evacuate the building immediately by the nearest safe exit;
 - 13.9.3 Fire wardens (nominated persons) will sweep the building and ensure all staff, learners and visitors have left the building;
 - 13.9.4 Do not put yourself at risk;
 - 13.9.5 Proceed to the assembly point;
 - 13.9.6 Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.
 - 13.9.7 The senior management team member is responsible for taking the booking in/out register to the assembly point (must include a building fire emergency site plan), taking a nominal roll and liaising with the fire and rescue services.
- 13.10 If You Discover A Fire:
 - 13.10.1 Raise the alarm by operating the break glass switch at the nearest fire alarm call point.
 - 13.10.2 Evacuate the building immediately as above.

14 WORK RELATED DRIVING

- 14.1 General statement. It is our policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but also details what we expect from our employees, both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation confirmation from own-car drivers, as well as basic guidelines on driver health. See ART SHAPE work related driving policy.

15 FIRST AID AND ACCIDENT REPORTING

- 15.1 First Aid. ART SHAPE will, as far as is reasonably practicable, fulfil the requirements of the Health & Safety (First Aid) Regulations 1981. First Aid provision will be available at all times including an appropriate and accessible First Aid Box, and a Data Protection Act compliant accident book.
- 15.2 The First Aid Box and accident book is kept located in the main office by the entrance door.
- 15.3 First aid training will be provided as appropriate, based on an assessment of organisational hazard and risk.
- 15.4 All new employees will be told as part of their induction of the location of first aid equipment and the employee (s) who have received first aid training.
- 15.5 A record of all accidents or near miss incidents will be kept by ART SHAPE for a minimum period of three years; all records must be kept in a locked cabinet/drawer away from public view e.g. management eyes only.
- 15.6 Accidents and Emergencies. Employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Management Team and make sure the accident/incident is recorded in the Accident Book.
- 15.7 It is the responsibility of the Management Team to investigate all accidents or near misses and report the findings to the Board of Trustees. Investigations will follow the Health & Safety Executive (HSE) guidance “investigating accidents and incidents” HSG245 ISBN 071762827.
- 15.8 Statutory reporting. The Managing Director is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) Regulations 1995. RIDDOR covers the following incidents:
- 15.8.1 fatal accidents;
 - 15.8.2 major injury accidents/conditions;
 - 15.8.3 dangerous occurrences;
 - 15.8.4 accidents causing more than 3 days incapacity from work;
 - 15.8.5 certain work-related diseases.
- 15.9 Contractual reporting. The Management Team is responsible for reporting accident or incidents under the Adult Education contract. The process is as follows:
- 15.9.1 Send Learner Incident reporting Form (LIRF) and a copy of the F2508 (RIDDOR report) to AdEd H&S within three working days;
 - 15.9.2 AdEd H&S Officer sends F2508 to LSC within three working days;
 - 15.9.3 Fatal accidents and major injuries must be communicated by telephone or fax immediately.
 - 15.9.4 Forms and guidance:
HSE - Reporting can be done via telephone on 0845 300 99 23 or via the web at www.hse.gov.uk/riddor.
AdEd – go to www.safelearner.info/funded/index.aspx and click on accidents and incidents.

15.10 Note. All incidents where a participant is taken from the scene to hospital are reportable under RIDDOR legislation even if no serious injury is found to have occurred. This does not apply to learners in the workplace.

16 HAZARDOUS SUBSTANCES (COSHH)

16.1 Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) ART SHAPE will make an assessment of the risks related to hazardous substances, the assessment process will apply in all cases:

- 16.1.1 In the first instance take action to remove any hazardous substances;
- 16.1.2 If this is not possible, action shall be taken to find a less hazardous substitute for the substance;
- 16.1.3 If this is not possible, such substances shall be enclosed within a safe environment, supported by a safe system of work.
- 16.1.4 If none of the above is possible, suitable protective equipment will be issued to ensure the safety of staff.
- 16.1.5 In all cases, manufacturer's safety data sheets will be used to assist in the completion of each risk assessment and training provided.

16.2 Monitoring of exposure hazardous substances will be conducted proactively via health screening and monitoring of work exposure limits (WEL's), where risk assessment identifies a requirement.

17 LIFTING AND HANDLING

17.1 ART SHAPE ensures that it follows the requirements of the Manual Handling Operations Regulations 1992.

17.2 Where at all possible manual lifting will be avoided, where it is not possible ART SHAPE will conduct full written risk assessment and reduce the level of risk as low as is possible.

17.3 Full manual handling training will be provided for those who conduct manual handling operations. Aids to reduce the risk of injury (e.g. trolleys) will also be provided and must always be used to reduce the risk of injury.

17.4 Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other employees should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

18 MENTAL HEALTH MANAGEMENT

18.1 Stress, anxiety and depression at work are serious issues. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation. The responsibility for reducing stress at work lies both with employer and employee.

- 18.2 ART SHAPE will do all it can to eradicate problems relating to mental health issues at work. In particular it will:
- 18.2.1 ensure close employee involvement, particularly during periods of change;
 - 18.2.2 give opportunities for staff to contribute in the planning and organisation of their own jobs;
 - 18.2.3 ensure staff have work targets that are stretching but reasonable and achievable;
 - 18.2.4 implement effective policies and procedures for dealing with bullying and any form of harassment;
 - 18.2.5 encourage good communications between staff and management;
 - 18.2.6 promote the maintenance of a supportive culture in the workplace;
 - 18.2.7 where appropriate take into consideration employees' personal situation/problems at home;
 - 18.2.8 Ensure employees avoid working long and unsocial hours.
- 18.3 ART SHAPE will ensure as far as practicable that its policies, working practices and conditions of employment support its commitment to the above.
- 18.4 Employees should ensure that they do not work in a way which could cause them to suffer an increase of stress, nor cause an increase of stress on others.
- 18.5 Employees must respect other members of staff, and ensure that interpersonal conflict is avoided or dealt with sensibly.
- 18.6 Employees must not make unrealistic demands on other workers by increasing others' workload.
- 18.7 Employees should participate with the organisation's intention to maintain a supportive workplace environment.
- 18.8 If an employee is suffering from stress, anxiety or depression at work, they should discuss this with their line manager at the first opportunity. Where practicable and reasonable, ART SHAPE will seek to provide assistance to the employee.

19 TRAINING

- 19.1 Initial training. All staff, learners and volunteers will receive an induction immediately upon starting with ART SHAPE. Generally, employees/learners training will cover the following:
- 19.1.1 Premises tour (who's who)
 - 19.1.2 fire arrangements;
 - 19.1.3 hazardous substances;
 - 19.1.4 safe use of equipment (including display screen equipment where appropriate);
 - 19.1.5 explanation of employee/learner/volunteer responsibilities;
 - 19.1.6 use of personal protective equipment;
 - 19.1.7 health and safety arrangements;
 - 19.1.8 risk assessments and control measures;
 - 19.1.9 accident and first-aid arrangements;
 - 19.1.10 electrical safety e.g. fault reporting;
 - 19.1.11 manual handling;

- 19.1.12 welfare (facilities, toilets etc);
- 19.1.13 prohibited areas and machinery;
- 19.1.14 sickness reporting;
- 19.1.15 attendance and time keeping, breaks etc;
- 19.1.16 vulnerable groups;
- 19.1.17 disciplinary and grievance procedure;
- 19.1.18 equal opportunities.

19.2 Specific training will be provided as appropriate to the employees/learners/volunteers work as identified by their role within ART SHAPE and following a risk assessment.

20 VISITORS AND SUBCONTRACTORS

- 20.1 Visitors and sub-contractors will be given information on emergency procedures and the health and safety requirements whilst on our premises and must sign in/out of the visitors book.
- 20.2 All visitors and subcontractors will be hosted by a member of staff, where this is not possible they will be inducted by the Management Team prior to commencement of any works.
- 20.3 Subcontractors will be asked to submit risk assessments and safe systems of work for approval by the Managing Director prior to engagement.

21 PERSONAL PROTECTIVE EQUIPMENT

- 21.1 ART SHAPE aims to comply with the Personal Protective Equipment at Work Regulations 1992. This will be achieved in the following way:
 - 21.1.1 As far as is reasonable practicable, the need for PPE/C will be eliminated by substitution, enclosure etc.
 - 21.1.2 PPE/C will be to European and British Standards and provided free of charge as a result of the risk assessment.
 - 21.1.3 Employees/learners/visitors will be trained in the correct wearing of PPE/C as per the manufacturer's instructions.
 - 21.1.4 Where there is a requirement to wear PPE/C safety signs will be posted.
 - 21.1.5 The Company will treat the misuse or non-use of PPE as a breach of contract and employees will be subject to disciplinary procedures.

MONITORING AUDIT AND REVIEW OF H&S

22 MONITORING OF H&S

- 22.1 ART SHAPE will monitor H&S through a perpetual annual proactive, scheduled programme of risk assessments, surveys and inspections managed by the nominated person responsible for H&S.

23 AUDITING OF H&S ARRANGEMENTS

- 23.1 ART SHAPE will audit its H&S policy and arrangements by the following means:

- 23.1.1 Annual Board of Trustees H&S audit which will consist of a full H&S inspection of the organisation headed by the Chair Person or H&S Board Champion. This will form part of the annual report to the Board of Trustees.

24 REVIEW OF H&S POLICY AND ARRANGEMENTS

- 24.1 The Managing Director will review the results of H&S risk assessment, surveys and inspections, and report to the board of trustees/governor annually. The H&S policy will be updated annually by the H&S Officer, reviewed by the Board of Trustees for adoption and signature by the Chairperson.

25 CONTACTS

Local health and safety inspector's office and telephone number:

HSE Bristol: Tel: 01179 886000 Fax: 01179 262998

Local Authority inspector's office telephone number:

Gloucestershire Environmental Health: 01452 425000

Gloucester County Council Adult Education office telephone number: 01452 583858

Free phone: 0800 5421655

Health & Safety Matters project source of external competent Health & Safety advice:

Prospect Training & recruitment: 01452 886888