

## Creative Alliance Health & Safety Policy (Organisation)

### Overview

This Policy statement is issued in accordance with our obligations under Section 2(3) Health and Safety at Work Act 1974 to prepare a written policy statement and under Regulation 5(2) of the Management of Health and Safety at Work Regulations 1999 to record our arrangements for the effective planning, organisation, control monitoring and review of health and safety preventative and protective measures.

### Statement of Intent

1. Creative Alliance takes its obligations and responsibilities for health and safety very seriously. Our objective is to provide everyone who works for the organisation, so far as is reasonably practicable, with a healthy and safe working environment and safe systems of work.
2. We aim to protect, as far as is reasonably practicable, employees and everyone who comes into contact with the organisation from risks to health and safety arising from our work activities.
3. We are committed to achieving high standards of health and safety in respect to our employees, contractors, clients, visitors, members of the public and any others who may be affected by our activities.
4. We recognise our responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation and regulations and give a commitment to complying with these obligations.
5. We will regularly review working practices and the general working environment to ensure best practices and appropriate standards are adopted and safety hazards identified.
6. The successful management of health and safety is a key management objective.
7. Health and safety guidance is provided to all new employees upon joining and regular refresher sessions will be provided for all existing employees.
8. We support the concept of consultation with staff and the provision of information, training and operational procedures on health and safety matters. This Policy will be distributed to all staff and reviewed on an annual basis.

So far as is reasonably practicable Creative Alliance aims to ensure that:

- safe equipment and systems are in place
- safe methods of handling, storage and transport of articles or goods are in place
- employees are provided with information, instruction and training
- the place of work is safe with means of access and egress
- a safe working environment exists

- premises and equipment are kept clean and in good repair
- all workplaces comply with legal requirements as to access, space to work, temperature, ventilation, noise control and safety from hazardous substances
- compliance with all health and safety legislation and regulations is met

### **Organisation Responsibilities**

Creative Alliance recognises that it is critical to the successful implementation of this Policy to have a sound organisation and arrangements in place and to operate all preventative measures necessary to remove or reduce risks to health and safety as far as is reasonably practicable.

The successful implementation of this Policy therefore requires:

- a shared responsibility necessitating the co-operation of all employees, managers, contractors, and clients
- an acceptance by everyone of the responsibility to take care of the health and safety of themselves and of any persons affected by their actions
- the guiding rule is that everyone has a “duty of care” to act thoughtfully and responsibly, anticipating problems and therefore preventing them occurring

The following is an outline of the key responsibilities for health and safety in the organisation.

The Director with responsibility for Health & Safety has:

- overall responsibility for health and safety and in particular for ensuring that adequate resources are available to implement the health and safety policy
- responsibility for ensuring health and safety performance is regularly reviewed at board level
- responsibility for monitoring the effectiveness of health and safety policy, procedures and measures

Directors and Managers are responsible for:

- the effective implementation and management of the policy
- ensuring that all health and safety legal requirements in their area of responsibility are fully complied with and proper procedures are in place including, fire-fighting equipment and emergency procedures, health and safety audits, accident investigation and reporting, environmental safety, safe use of electrical equipment, statutory inspections of plant and equipment, first aid provision, inspection and maintenance of equipment, maintenance of health and safety records
- monitoring the actions and performance of staff in relation to health and safety practice
- identifying hazards, assessing and recording risks and ensuring safe systems of work are installed
- ensuring that the premises and equipment are regularly inspected and adequately maintained and in a safe state of repair
- ensuring that adequate health and safety information and training is provided
- ensuring that all necessary testing of equipment and procedures, e.g. fire alarms and drills is regularly carried out
- liaising with contractors and clients on health and safety matters
- bringing the policy and any future revisions to the attention of all employees

- ensuring that the induction process for all new employees includes all relevant health and safety precautions and procedures
- ensuring appropriate consultation with staff and their representatives is carried out

Line Managers are responsible for:

- the effective management of health and safety within their own area or function
- ensuring that no person is permitted to use or work on any kind of machinery or hazardous task unless properly and fully instructed
- ensuring safe systems of work are implemented and monitored
- enforcing PPE requirements
- ensuring that staff are adequately trained for the tasks they perform
- monitoring premises and equipment, reporting faults where necessary
- identifying and reporting health and safety related problems and issues
- identifying training needs
- reporting and investigating accidents and dangerous occurrences
- participating in hazard identification and risk assessment
- ensuring that all employees are aware of all fire precautions, equipment and emergency procedures
- setting a good example on health and safety matters

Employees have a legal obligation to take reasonable care for their own health and safety and for that of others who might be affected by their actions.

Employees are particularly responsible for:

- complying with the employer's policies and procedures, and health and safety rules
- complying with PPE requirements
- behaving in a responsible manner and not misusing health and safety or other equipment
- not undertaking any unauthorised task or one for which they are not properly trained
- identifying and reporting defects and other health and safety concerns
- reporting accidents and near misses to their Line Manager
- suggesting improvements to procedures or systems of work
- declaring when they may be unfit to undertake hazardous activities
- co-operating with the company on health and safety matters

Competent Person: John Parker, Operations Manager

The Competent Person will be responsible for:

- coordinating and implementing the risk assessment programme
- coordinating the consultative process
- monitoring the accident/incident reports
- liaising with the enforcement agencies, external contractors/clients, and the employer's insurers
- identifying any health and safety training needs
- delivering health and safety training when appropriate
- identifying the implications of changes to health and safety and related legislation
- preparing and submitting reports on health and safety concerns and issues
- providing advice and guidance on health and safety

- ensuring the policy is implemented

### Safety Representatives

- to investigate potential hazards and causes of accidents
- investigate employee complaints concerning health and safety at work
- to make representations to the employer on health and safety matters\*
- to carry out inspections
- to represent employees in any consultations with enforcement agencies\*
- to attend health & safety committees or similar consultative groups\*

(Note: \* = These are the statutory responsibilities of the workers representative's role which is more limited than that of trade union representatives, but they could be included for both roles as good practice.)

### Arrangements

#### General

Creative Alliance operates from the Custard Factory, Gibb Street, Digbeth and carries out its main business through the provision of training and mentoring programmes. We will ensure that there is proper and detailed discussion with employees, clients and other contractors on health and safety issues. A risk assessment will be undertaken annually, recorded and reviewed. Safe systems of work and control measures will be implemented and monitored by all employees. Liaison will be undertaken with contractors to ensure health and safety policies and procedures are known and compatible.

The following gives an outline of the key arrangements in place and full details of the health and safety procedures are contained within the Policies & Procedures folder in the Shared Area.

#### Emergency procedures

All employees and persons working with/for the organisation will be made aware of fire safety, security, personal safety, and environmental emergency situations and the action to take in the case of incidents. Specific staff will be trained in dealing with emergencies, including evacuation of premises or other locations where business is carried out. Appropriate firefighting, first aid and other emergency equipment is available.

#### Reporting of accidents and dangerous occurrences

All incidents, whether injury has occurred or not, must be reported to your Line Manager, who will then make a written report. Managers will be responsible for carrying out investigations and ensuring remedial measures are taken to prevent a reoccurrence. Managers must also report the appropriate incidents and diseases to the enforcing agency within the specified time, as set out in RIDDOR '95.

#### Identification of Hazards and Risk Assessment

- A risk assessment programme will be undertaken, recorded and reviewed on a yearly basis. Risk assessment records will be available for inspection and copies made available to all relevant members of management and safety representatives.

- An annual health and safety audit will be carried out to ensure all hazards have been identified and appropriate action taken to assess the risk.
- Managers are responsible for undertaking risk assessment in accordance with the health and safety action plan, and in identifying current measures in place, highlighting the deficiencies and recommending action to remedy these.
- Specialist assessors may be bought in for specific areas such as COSHH, electrical/gas safety and manual handling.
- Employees must report to their Line Manager any defects, fire risks, electrical problems, or actions or behaviour that may lead to health and safety concerns.

### **Equipment**

- The safety of all equipment or machinery provided for use by employees will be regularly monitored and maintenance is regularly and scrupulously carried out and proper records are kept.
- All equipment and machinery provided will comply with the appropriate UK standards and designed or adapted for the purpose for which it is used.
- All employees who use or supervise the use of such equipment or machinery must be properly trained in its use including health and safety considerations.

### **Display Screen Equipment**

- Workstations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment. Regular and proper training will be given to minimise health and safety problems.
- Free eye tests will be made available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals.
- The employer will pay for spectacles prescribed for the use of an employee when operating display screen equipment, but not for designer frames or for lenses other than those prescribed specifically for use in connection with the operation of display screen equipment.

### **Personal Protective Equipment**

Employees must wear/use PPE whenever instructed. The PPE must be properly used and stored and any defects reported immediately.

### **Young People and Accessibility**

Due regard will be given by managers to the needs of young people and those with various access needs. Specific legislation may apply and need to be complied with. Safe systems and working practices may need to be adapted to suit their needs.

### **Maintenance and Repair**

Managers must ensure that maintenance and servicing schedules are in place and carried out. No plant, equipment or material must be used without managers being satisfied that maintenance, servicing and repair has been satisfactorily carried out.

Our premises will be kept clean and safe by regular cleaning and maintenance inspections and with repairs carried out as soon as practicable.

### **Consultation and Information**

If the employer recognises a trade union for collective bargaining purposes, we will consult with the safety representatives appointed by that union. If no such recognition exists, the employer will facilitate the appointment or election of employee safety representatives and use other communication systems to give information to all employees about health and safety issues and will enable employees to feedback their concerns and ideas for improvement. A health and safety group, with representatives from staff and management, will act as the coordinating forum for consultation and information.

### **Contractors**

No contractor will be used without the production of an acceptable health and safety policy and relevant risk assessments. The employer will seek information from the contractor about any of their activities that are likely to affect the health and safety of Creative Alliance's employees and others, or where it may compromise the employer's safe systems of work. The employer will ensure it informs contractors of the organisation's health and safety policies and provide relevant risk assessments.

### **Breach of health and safety rules or procedures**

The employer will treat any breach of health and safety rules as a serious disciplinary matter. Employees who have been found to have infringed these rules may face dismissal for gross misconduct particularly where their actions or inaction have resulted in injury or serious danger to others.

### **Employee Rights**

- Employees have the right to work in a safe environment, with safe equipment and tasks.
- Employees must only carry out work that is within their competence and which they are fit to undertake. Any concerns must be reported to your line manager immediately.
- Employees may take their concerns to the Safety Officer and/or the employee safety representative.

### **Training**

Managers and the Safety Officer will identify individual, team and organisational health and safety training needs. A health and safety training plan will be produced annually, and training delivered as and when required. Where necessary, specialist trainers will be brought in to deliver the training.

### **Enforcement**

Any breach of this policy or intentional or reckless misuse of anything supplied in the interests of health and safety by an employee will be the subject of action under the Disciplinary Procedure.

### **Organisational Issues**

During the course of the implementation or operation of this Policy it may be found that organisational issues have to be addressed. These may include:

- inadequate training of managers
- inadequate awareness of staff
- inadequate supervision

- the policy or procedures require review or enhancement.

Any such issues should be reported to the Director and appropriate action taken.

**Review of Policy**

This Policy will be reviewed and revised as appropriate to take account of any change in circumstance or legal obligation and communicated to all employees.

