

PRIMARY | HEALTH AND SAFETY POLICY

Updated: September 2023

Review date: September 2024

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SECTION A: STATEMENT OF INTENT

Primary is fully committed to ensuring the health, safety, and welfare of everyone who may be affected by acts and omissions of the organisation, including the Board, staff, audiences, resident artists, freelancers and contractors, and any other visitors to the premises. We are also committed to compliance with all relevant health and safety legislation, guidance, and good practice, and to upholding this compliance through regular monitoring and action.

We will ensure that health and safety and risk management is at least equal to any other management responsibility, and that there are adequate arrangements in place across all areas.

Our intention is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks throughout the organisation, and maintain safe and healthy conditions
- Provide clear instructions and information to all users of the building
- Provide adequate training to staff members
- Implement emergency procedures, including evacuation in case of fire or another significant incident

This policy will be reviewed annually, and any amendments will be communicated to all regular users of the building. The policy may also be renewed if there is a substantial change to Primary's premises or management team, or if there is a significant incident or accident.

SECTION B: RESPONSIBILITIES

B1 Organisational responsibilities and accountability

Primary is made up of members of the staff team, Board, and resident artist community. Each individual must take responsibility for their own day-to-day compliance with this policy and must commit to keeping the organisation accountable to this policy by reporting any hazards or risks to the Director and the Operations Manager.

All new staff members, Board trustees, and resident artists should be given a copy of this policy as part of their induction. By joining the organisation, each individual agrees that they understand the contents of this policy and commit to upholding it.

B2 Responsibilities of the Director

The Director has overall and final responsibility for health and safety at Primary, and for delegating specific areas of monitoring and implementation. They will ensure that this policy is reviewed annually and will monitor the competence of the personnel to whom specific aspects of the policy have been delegated. They will also ensure that this policy is in accordance with relevant health and safety legislation.

B3 Responsibilities of staff and the Operations Manager

The Operations Manager has day-to-day responsibility for ensuring this policy is put into practice, and for the regular monitoring and work required to do so. They will ensure that health and safety measures and issues are clearly communicated to all users of the building, providing suitable advice, information, and assistance. They will regularly report on the effectiveness of the policy to the Director and will coordinate the implementation and communication of any necessary updates.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. Relevant training, instruction, information, and supervision will be provided to ensure all staff can understand and act upon Primary's health and safety policy. It is equally the duty of all staff to do all that is reasonable to prevent injury to themselves and to others through their actions or omissions.

B4 Responsibilities of resident artists

All resident artists have a responsibility to:

- Make themselves familiar with and conform to Primary's health and safety policy
- Cooperate with the Director, Operations Manager, and staff regarding health and safety matters
- Do all that is reasonable to prevent injury to themselves and to others through their actions or omissions
- Report all health and safety concerns to the Operations Manager, including all accidents or incidents which have harmed an individual or caused damage to the building

B5 Responsibilities with regards to freelancers and contractors

If any staff member appoints a freelancer or contractor, that staff member has a responsibility to ensure that the freelancer or contractor will adhere to Primary's health and safety policy.

SECTION C: ARRANGEMENTS

C1 Risk assessments

We will complete relevant risk assessments for all projects, events, and activities that are managed (in full or in part) by Primary, whether these take place on or offsite.

Risk assessment is considered to be the foundation of Primary's Health, Safety and Risk management programme. Without risk assessment we are unable to identify and control our true risks.

The Director, Operations Manager and Staff are responsible for ensuring suitable risk assessments are produced and maintained relevant for all significant and foreseeable risks and that adequate controls are provided and implemented. Adequate training shall be provided where necessary to ensure competence of all managers to carry out risk assessments.

The Director, Operations Manager and all Line management shall identify hazards and evaluate risks produced by this organisation's activities. Where this assessment highlights a significant risk the findings will be recorded. Managers MUST ensure that all relevant staff are made aware of the significant findings of the risk assessments.

Primary – Health and Safety Policy

Wherever possible employees shall be consulted during the risk assessment exercise.

Risk assessments shall be reviewed and amended as necessary. This will be:

- As directed by the risk assessment review date
- Following an accident
- If there is a significant change in the work activity
- On receiving notification of pregnancy from a resident artist or member of staff, and
- When a new/vulnerable tenancy starts.

Action Plans

Action plans shall be produced for all outstanding works determined from the risk assessment process. This action plan shall be agreed and signed off by Director and Operations Manager. Implementation of the final action plan is essential to ensure that Primary meets its legal obligations

Health and Disability

A full assessment of an individual's ill health or infirmity must form part of the process. The issues from any underlying conditions whether of an acute or chronic nature are to be considered, so that the risks to the employee and tenant and others who may be affected by the employee's acts or omissions are fully assessed. It is important to note that Health and Safety requirements take precedence over disability legislation.

C2 Consultation

We will consult with staff and resident artists routinely on health and safety matters as they arise, and ensure that information regarding health and safety is communicated appropriately to all users of the building.

C3 Fire safety, including hot work

We will ensure that a fire risk assessment is made to evaluate the potential fire risks on the premises and take action to reduce these risks. Any special areas of fire risk should be flagged and procedures put in place to manage these.

Instructions will be made accessible throughout the building to inform all users what action to take in case of a fire, and all staff and residents will receive fire safety information, instruction, and/or training as a documented part of their induction.

A fire evacuation plan will be produced and updated annually (or sooner if required), and fire evacuation drills will be carried out at least every six months.

All fire equipment (including extinguishers, emergency lighting, break glass points, and fire alarm panels) and fire escape routes will be inspected on a weekly basis, documented in the fire logbook, and any actions arising from these inspections will be promptly addressed (e.g. maintenance required, routes to be cleared).

Hot work permits are required for any works relating to the maintenance of the building, these shall be issued and approved by the Operations Manager. Guidance is issued to all residents of the building in relation to hot works in studios, hot work permits and fire safety advice.

C4 Accident and violent incident reporting

Any accidents or violent incidents which occur on the premises should be documented in the accident logbook and reported to the Operations Manager. The Operations Manager should then ensure that an adequate investigation is carried out to determine the cause and prevent a reoccurrence.

C5 First Aid

Suitable and appropriate first aid equipment and expertise, appropriate to the assessment of risk and need, is provided in accordance with legislation and codes of practice, to all users regardless of their work situation.

First Aid boxes are located -

- Outside office
- Residents kitchen main building
- Residents kitchen blue building

Primary First Aiders

Name	Type of certificate
Rebecca Beinart	Emergency First Aid at Work
Colette Griffin	Emergency First Aid at Work
Jessica Colebourne- Viggers	Emergency First Aid at Work
Niki Russell	Emergency First Aid at Work

Lists of staff first aid trained is displayed -

- Outside office
- Residents kitchen main building
- Residents kitchen blue building

First Aid provision, equipment and training, will be managed by the Operations Manager.

C6 Plant and equipment – suitability, maintenance, and training

Only authorised and adequately trained employees shall use provided plant and equipment that shall be suitable for its purpose. This shall include cleaning equipment, ladders etc.

Suitability and maintenance of plant and equipment and relevant training, upon which personal safety depends, will be the responsibility of the Operations Manager who will ensure that there are proper arrangements for:

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- Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments
- The recording of all such tests, examinations and remedial action taken
- The withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

C7 Training

We will give all staff health and safety inductions and provide appropriate training. We will also make sure suitable arrangements are in place for employees working remotely.

C8 Maintenance

Primary is committed to provide working spaces that are well maintained and in a safe healthy condition. Staff and residents of Primary have a responsibility to report any maintenance issues to the Director and Operations Manager.

C9 Good housekeeping

Good housekeeping is considered, by Primary, to be a key issue in accident prevention and as such all employees and users of Primary will implement good housekeeping principles.

There shall be proper arrangements for the storage of clothing, tools, supplies and waste. There shall also be provided and properly maintained clean work areas, washing/toilet/mess rooms.

Management shall ensure that all accesses and egresses in the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.

All reasonable measures shall be taken to ensure suitable temperature, humidity, lighting and space requirements within all working environments.

C10 Hazardous substances (COSHH)

The Operations Manager shall suitably assess all substances hazardous to health within the Primary workplace. Where possible, hazardous materials shall be substituted by non-hazardous or less hazardous substances. Health and safety data sheets shall be requested from the manufacturer or supplier of all substances. All relevant details shall be made available for employees who shall be instructed to read the information prior to use.

Resident artists of Primary are responsible for the control of hazardous substances in relation to their own practices and studios. Guidance can be made available by the Operations Manager.

C11 Personal Protective Equipment and Clothing

Any necessary Personal Protective Equipment and Clothing and training will be provided for the employees of Primary.

C12 Display screen equipment

Display screen equipment as defined within the Health & Safety (Display Screen) Regulations 1992(as amended) and associated workstations shall be provided and maintained in accordance with legislation.

The Director must ensure that all regular paid employee users of display screen equipment shall be subject to a full DSE risk assessment to include individual, environmental and organisational aspects.

C13 Contractors and CDM regulations

Only suitable, competent and appropriately qualified contractors shall be engaged. Where a contractor is engaged the Officer responsible for the contract e.g. Director or Operations Manager shall:

1. Ensure that all reasonable practicable steps have been taken to engage a competent contractor. This will require the contractor to provide adequate evidence to demonstrate their suitability and competence, including:
 - A current health and safety policy;
 - Relevant risk assessments;
 - Details of relevant training received by their employees;
 - Details of previous similar work/references;
 - Details of previous enforcement action;
 - Health and safety performance indicators.
2. Agree, prior to work commencing, Client, Contractor and sub-contractor responsibilities and duties, including work method statements.
3. All relevant health and safety information available and relevant to the contract is given to the Contractor/Sub-contractor.
4. Their work shall be monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.
5. Where hazardous substances are to be used the responsible manager has ensured that the Contractor has produced a suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
6. The responsible Manager shall ensure that any area in which contractors have worked is safe prior to re-occupation.

Works which fall within the Construction (Design and Maintenance) Regulations 2007 shall conform to Primary's Policy.

C14 Infectious diseases

Primary will ensure safe, clean and suitable work spaces for its employees. Further measures (Covid Risk Assessment) have been put into place to ensure a Covid secure workplace, including guidance surrounding hand washing, the wearing of a face covering indoors and outdoors where social distancing cannot be maintained, the use of sanitizing hand gel, restricted use of shared facilities such as kitchens, and encouragement to work remotely at home where possible.

It is the responsibility of employees to inform the Director if they have an infectious disease and are at risk to other users of the building.

C15 Noise

Suitable and appropriate measures, in accordance with the Noise at Work Regulations 2005 and codes of practice, shall be taken to ensure the hearing of all employees and visitors.

The Operations Manager shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the Noise at Work Regulations 2005.

Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the Operations Manager will ensure that:

- Hearing protection is made available
- Exposed employees are provided with appropriate training and information is provided
- Audiometric screening is made available

Where the assessment exceeds the second action level, 85 d(B)A the line manager shall ensure that:

- Hearing protection is provided and is worn
- Warning signs are posted within the noise area
- Exposed employees are provided with appropriate training and information is provided
- Exposed staff receive audiometric testing

Guidance can be made available for other users of the building.

C16 Manual handling

Primary shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Regulations 1992.

The Operations Manager shall ensure that this assessment is carried out, and control measures implemented, including staff training where appropriate.

C17 Electricity

Appropriate inspection and testing, in accordance with legislation and codes of practice, shall be carried out on all electrical installations and portable electrical equipment owned by Primary, which shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into its premises and is suitable for the environment in which it is to be used.

The Operations Manager is responsible for ensuring the testing of all electrical equipment owned by Primary and for ensuring that all equipment brought on site by third parties has been suitably tested.

Residents are responsible for ensuring the safety and testing of any electrical equipment brought on to site by themselves.

Management shall ensure that only competent persons shall be authorised to install, repair, and maintain electrical installations and/or equipment.

C18 Lone working

As Primary has 24 hours access - In choosing to work alone you must have ensured that suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required to eliminate the risk, or reduce it to a reasonably practicable level.

Primary staff when working remotely from home should have regular check ins, morning zoom meetings where possible, to ensure regular contact is made between staff.

Residents should have an awareness of the risks surrounding lone working and ensuring they have considered those risks when choosing to work alone in Primary. Considerations include the hazards surrounding tasks that are at higher risk when working alone, such as Working from Height. Residents should also familiarise themselves with the emergency fire procedures and fire escape routes. Further advice and guidance is available from the Operations Manager.

C19 Health of the workforce

Primary is a conscientious employer and its health and wellbeing of its employees are a priority. Necessary risk assessments and control measures will be put into place to facilitate a safe and healthy workplace. It is the responsibility of line managers to put into place any necessary personal risk assessments and implement any control measures required.

C20 Stress

It is the policy of Primary to ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to their health. Primary aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers to apply this policy and guidance in a consistent and timely manner. Primary also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

Primary will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

Workplace stress is recognised as a Health and Safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7.

C21 Pregnant workers

New and expectant mothers fall under the general risk assessments for employees. However, due to certain workplace risks a separate risk assessment will be carried out if a worker informs Primary that they are pregnant, or a new mother. The risk assessment will cover working conditions, individual risks and job role and will result in an action plan which may necessitate an adjustment in job description, working conditions and working hours.

C22 Young people (under 18s)

A suitable risk assessment shall be carried out for all young persons when either employed by Primary or when on work experience. The manager responsible for this young person must carry out this assessment prior to employment or work experience.

The assessment must:

- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity
- Address specific factors in the risk assessment
- Provide information to parents of school age children about the risk and the control measures introduced
- Take account of the risk assessment in determining whether the young person should be prohibited from certain activities, such as working from height

C23 Travel and transport

Is it the policy of Primary to consider the health, safety and wellbeing of those travelling for a work-related activity. To achieve this Primary will issue travel guidance to those travelling for the business, whether using private car or public transport, highlighting risks involved and any control measures to be put into place to minimise risk.

C24 Legionella

Primary is required to consider the risks from legionella that may affect either its employees, tenants or members of the public and take suitable precautions to protect them all.

C25 Asbestos

Primary is required to consider the risks from Asbestos that may affect either its employees, tenants, contractors or members of the public and take suitable precautions to protect them all. An Asbestos survey has been conducted on the site and control measures have been put into place, including monitoring and removal. Asbestos locations are clearly identified and a copy of the Asbestos survey is available from Primary Office. Building works will take into consideration the presence of Asbestos on site, any destructive works must have permission from the Director or Operations Manager.

C26 Working at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. premises managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Duty holders' responsibilities

The Regulations require:

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- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- avoid work at height where they can.

The management and/or persons controlling work at heights or contractors are responsible for ensuring the above duties are complied with.

C27 Events

Primary shall ensure that where necessary the following are implemented for all indoor or outdoor events organised or managed by Primary, and if organised by tenants they should adhere to same routine:

- All hazards are identified prior to the event and risks assessment produced to control/minimise them.
- Responsibilities are formally agreed.
- Inspections take place prior to, during and directly after the event.
- Liaison takes place with the appropriate enforcement bodies- as necessary.
- All events are managed in accordance with the Health & Safety Executive's Guidance (1999) *The Event Safety Guide (second edition)*
- Emergency procedures have been produced and agreed

C28 Joint working with other organisations

Primary, when sharing a workplace or facilities open to the public or any other persons, (whether on a temporary or permanent basis) shall co-operate with the other employers (and the self employed) to ensure control of health and safety risks both on and off site. Coordination of arrangements and co-operation with other co-ordinators shall be provided as necessary.

This will require where necessary for management to:

- Liaise with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity
- Ensure existing risk assessments are suitable and sufficient
- Produce joint safe systems of work
- Determine specific responsibilities and where required appoint a person to control the activity
- Ensure joint legal requirements are fulfilled – i.e. fire precautions
- Provide details to other employers prior to commencement of works of known hazards on site and site specific rules and procedures

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Employees must ensure that they have read all relevant risk assessments/ safe systems of work identified by management prior to commencement of work with other organisations and are aware who is responsible for controlling the work activity.

C29 Monitoring

The Operations Manager shall carry out adequate routine inspections of the workplace to ensure the health, safety and welfare of all employees, users of Primary and visitors.

C30 Audit and review

The Director and Operations Manager shall ensure that a Health, Safety & Risk Management Audit is completed out on an annual basis.

This policy will be formally reviewed at least annually and at any other times when activities or staff structure changes, accidents occur or when there is significant change to legislation.

SECTION D: DECLARATION AND SIGNATURE

I agree that I have read and understood Primary's health and Safety Policy and I will abide by it, but Primary emphasis that all each individual has a responsibility to their own health, safety and well-being.

Signature:

Print name:

Date: