
STAGED

Health and Safety Policy

Staged recognises the requirement to conduct its business and activities in such a way as to ensure so far as is reasonably practicable that:

- Staff, volunteers, trustees, members, users and guests and other people who may be affected by our operations and activities are not exposed to unacceptable risks to their health and safety. We use the term 'staff' to include independent contractors and self-employed persons running activities on behalf of the Charity.
- People participating in activities organised by Staged are not exposed to unnecessary risks to their health and safety.
- Users, visitors or those providing services are not exposed to unnecessary risks.
- During the unprecedented global pandemic of Coronavirus (Covid-19), we will take extra precautions to protect staff, users and volunteers and to prevent the spread of infection, as far as reasonably practicable in accordance with applicable Regulations and Government guidance.

Our general policy statement is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff and volunteers on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of harmful substances;
- To provide information, instruction and supervision for staff and volunteers;
- To ensure all staff and volunteers are competent, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To adhere to applicable regulations and Government guidance with regard to protecting people and preventing the spread of infection during the Coronavirus pandemic; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

- Staged Board of trustees has overall and final responsibility for health and safety.
- Responsibility for day-to-day management of health and safety is the Charity Manager or, in their absence, the Worker in Charge. The Charity Manager will keep the Board informed of health and safety matters.
- Staff and volunteers also have a legal responsibility to take care of the health and safety of themselves and others.

All staff and volunteers must:

- Cooperate with the Charity Manager/Worker in Charge on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety;
- Comply with all instructions and guidance with regard to protecting people and preventing the spread of infection during the Coronavirus pandemic, including: practising good hygiene, social distancing where required, providing contact information to facilitate 'track and trace' in case of an outbreak, not attending our sessions if they suspect they may have symptoms of Coronavirus or have been in contact with someone who does; and

- Report all health and safety concerns to either the Charity Manager, Worker in Charge or a member of the Board.

Health and Safety Risks Arising from Staged Activities

- Risk assessments will be undertaken by the Charity Manager, including a COVID Risk Assessment during the pandemic conditions.
- The findings of the risk assessments and any incidents will be documented and reported to the Board as part of a standing item on the Board's agenda.
- Action required to remove/control risks will be approved by the Board. The Charity Manager will be responsible for ensuring the required action in the Risk Assessment is implemented. The Board will check that the implemented actions have removed/reduced the risk.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is the soonest.

Safe Equipment and resources

All equipment and resources will meet health and safety standards and will be effectively maintained and sanitised. All equipment will be subject to regular checks before each session in accordance with insurer's requirements.

The Charity Manager will be responsible for:

- Identifying equipment needing checks and maintenance;
- Ensuring effective checks and maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented;

Any problems found with equipment should be reported to the Charity Manager.

The Charity Manager will be responsible for checking that new equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Harmful Substances

- The Charity Manager will check that new substances can be used safely before they are purchased.
- The Charity Manager is responsible for ensuring that staff and volunteers working at locations/activities/events are given relevant health and safety information.

Competency for tasks and training

- All staff and volunteers will be given health and safety induction training which will cover basics such as first aid and fire safety.
- Training will be identified, arranged, and monitored by the Board, through the Charity Manager.

Accidents, first-aid and work-related ill health

- A first aid box is required on site.
- The first aider is the Charity Manager or, the Worker in Charge.
- All accidents and cases of work-related ill health will be recorded in the accident book.
- The Charity Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Board and to the enforcing authority (HSE or local authority) as appropriate.

Monitoring

Staged Board will monitor health and safety. The Board will, as necessary:

- Seek assurances that working conditions and practices are safe;
- Investigate accidents;
- Investigate work-related causes of sickness absences; and
- Act on investigation findings for preventing a recurrence.

Signed: *Sellman*

Print Name: S. ALLMAN

Role: CHAIR

Date: 26/2/22

Reviewed by board:

Next review: January 2023