

The Spark Arts for Children

Health & Safety Policy



1. Policy Statement of Intent

- 1.1 To provide adequate control of the health and safety risks arising from our work activities;
- 1.2 To consult with our employees on matters affecting their health and safety;
- 1.3 To provide and maintain safe plant and equipment;
- 1.4 To ensure safe handling and use of substances;
- 1.5 To provide instruction and supervision for employees
- 1.6 To ensure all employees are competent to do their tasks, and to give them adequate training;
- 1.7 To prevent accidents and cases of work-related ill health;
- 1.8 To maintain safe and healthy working conditions; and
- 1.9 To review and revise this policy as necessary at regular intervals.

2. Responsibilities

- 2.1 Overall and final responsibility for health and safety is that of The Director
- 2.2 Day-to-day responsibility for ensuring this policy is put into place is delegated to The General Manager.
- 2.3 All employees have to:
 - Co-operate with supervisors and managers 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; and
 - Report all health and safety concerns to the appropriate person.

3. Risk Assessments

- 3.1 OFFICE Risk assessments for work in the office will be undertaken by The General Manager taking into account the provision by the landlord LCB Depot. The findings and action required will be approved by The Director and will be assessed every year, or sooner where there is a significant change.
- 3.2 PRESENTATION OF PROFESSIONAL PERFORMANCES -Spark staff and visiting companies will be required to abide by the health and safety policies of the venue. Visiting companies contracted by The Spark will be sent a general risk assessment covering performances in schools and community venues, and will be asked to send assessments of the risks generated by their particular production.
- 3.3 OTHER OFF SITE ACTIVITIES – Project or Event plans will incorporate risk assessments and (where required) Method Statements by Spark's project manager and will also incorporate these documents from the freelance companies, artists, venue or site managers. The Event Plan will be approved by The Director.

4. Emergency procedures – fire and evacuation

- 4.1 As landlords the LCB Depot (Leicester City Council) is responsible for
- Ensuring the fire risk assessment is undertaken and implemented
 - Checking escape routes and emergency evacuation
 - Maintaining and testing Fire extinguishers in the shared spaces and Fire alarms system
- 4.2 The Director is responsible for inducting new staff or volunteers into the evacuation procedures.
- 4.3 In the Spark office space, all staff are responsible to keeping exits clear and tidy. This will be checked by the Director.

5. Accidents, first aid and work related health

- 5.1 First Aid boxes are kept at
- Spark Office
 - LCB Depot Reception
- 5.2 All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by the appointed person The General Manager.
- 5.3 The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

6. Equipment and substances

- 6.1 The General Manager will be responsible for identifying all equipment used on the Spark office premises needing maintenance and for ensuring maintenance is implemented.
- 6.2 The General Manager will be responsible for undertaking COSHH assessments which will be reviewed in January every year.

7. Information, instruction and consultation

- 7.1 PERMANENT EMPLOYEES, FREELANCE AND VOLUNTEER STAFF – Staff working from the Spark office will be given a copy of the brochure “Health and Safety Law – What you should know” and the Health and Safety Policy of The Company.
- 7.2 The Director will be responsible for monitoring the working conditions and working practices and will report any changes to the Board of Trustees.

8. Policy Review

- 8.1 This procedure will be reviewed and updated in line with relevant legislation, case law and emerging good practice.
- 8.2 This policy was last approved on September 2015.

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Signatures

This Policy has been formally approved and adopted by The Spark Arts for Children on:

Signed:

Date:

Chair of the Board of Trustees

POLICY REVIEWS

Original Date of Policy: 02/04/2008		
Review Period: 2 years		
Next Review Date:		
Version	Date	Changes
1.1	Sept 2015	No changes
1.1		
1.1		
1.2		
1.3		