

Health and Safety Policy Statement

Greigarious Community Arts and Signing (GCAS) Health & safety Policy

Greigarious CAS

Community Arts & Singing SCIO SC043756

This is the Health and Safety Policy Statement of GCAS, in accordance with Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees, volunteers and visitors on matters affecting their health and safety.
- To provide and maintain safe plant and equipment, to provide information, instruction and supervision for employee's volunteers and visitors.
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

Responsibilities:

Overall and final responsibility for health and safety is that of the (Trustees) of GCAS.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Musical Director Mary Greig.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas.

1. Slips and Trips: Mary Greig
2. Fire and Safety: Mary Greig
3. Portable Appliances Testing: Mary Greig.

However, all employees and Volunteers must:

- 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 an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities.

Risk assessments will be undertaken by Musical Director Mary Greig. The findings of the risk assessments will be reported to Trustee. Action required to remove/control risks will be approved by Musical Director Mary Greig.

The Musical Director will be responsible for ensuring the action required is implemented. Chair/Trustee will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every three months or when the work activity changes, whichever is soonest.

Consultation with employees

GCAS will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures,
- arrangements for getting competent people to help satisfy health and safety laws,
- the information we give to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures,
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

GCAS will consult directly with employees and volunteers through face-to-face discussions.

GCAS will allow enough time for employees to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations. A comments and suggestions box is displayed at all practice sessions of the subsidiary groups within GCAS.

GCAS will take employees' and volunteers views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The Musical Director will be responsible for identifying all equipment needing maintenance.

The Musical Director will be responsible for ensuring effective maintenance procedures are drawn up.

Chair/Trustee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Musical Director immediately.

Musical Director will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Musical Director will check that new substances can be used safely before they are purchased. GCAS does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

The Health and Safety Law information for Workers is stored in the Health and Safety Folder.

The Health and Safety Law Regulations for all employees, volunteers and visitors is stored in the Health and Safety Folder.

Health and safety advice is available from the Musical Director.

Supervision of interns/trainees/volunteers will be arranged/undertaken/monitored by Musical Director.

The Musical Director and Chair/Trustee is responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees and volunteers by the Musical Director.

Job specific training is not required for any jobs within GCAS.

Relevant training will be identified, arranged and monitored by the Musical Director.

Accidents, first aid and work-related ill health

Surveillance is not required in relation to any jobs at GCAS

The first aid box is kept and stored with the musical Director at all events and practices undertaken.

The appointed First Aider is Mary Greig, Musical Director.

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept and stored with the musical Director at all events and practices undertaken.

Musical Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will: carry out inspections and spot checks, investigate any accidents or sickness absences that occur. Musical Director is responsible for investigating accidents. Musical Director and Chair/Trustee is responsible for investigating work-related causes of sickness absences. Musical Director and Chair/Trustee is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

The Musical Director is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by Musical Director prior to practice sessions and prior to each event undertaken.

GCAS does not require Fire Extinguishers however GCAS ensures premises visited have Fire extinguishers and they are maintained and checked by Chubb Fire every year. This is undertaken by the Musical Director at all practices and events undertaken.

GCAS does not require alarms GCAS ensures premises visited have maintained alarms which are tested on a regular basis. This is undertaken by the Musical Director at all practices and events undertaken.