

Time to Shine Project
Health and Safety Policy



INTRODUCTION

The Time to Shine Project takes the Health and Safety of its staff, volunteers and participants very seriously. While we do not own or operate our own premises we do take responsibility for ensuring that all venues selected for performance and rehearsal are deemed safe, secure, well maintained for public use, have adequate Public Liability Insurance and comply with all government legislation pertaining to the upkeep of commercial premises to the very best of our ability. If we are concerned about, or are notified of, a safety issue at any venue currently being used then rehearsals or performance will be postponed until a suitable space can be found.

Relevant legislation: Health and Safety at Work Act 1974

1. GENERAL POLICY

- 1.1 To provide adequate control of the health and safety risks arising from our work activities
- 1.2 To consult with our partner charities on matters affecting the health and safety of their clients
- 1.3 To ensure all locations for rehearsals and performances are suitable, safe and well maintained
- 1.4 To provide information, instruction and supervision for project staff, participants and volunteers
- 1.5 To ensure all staff are competent to do their tasks and to give them adequate training
- 1.6 To prevent accidents and work related ill health
- 1.7 To maintain safe and health working conditions
- 1.8 To review and revise this policy as necessary at regular intervals

2. ALL STAFF AND VOLUNTEERS MUST:

- 2.1 Co-operate with supervisors and managers on health and safety matters
- 2.2 Not interfere with anything provided to safeguard their health and safety
- 2.3 Take reasonable care of their own health and safety
- 2.4 Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

3. HEALTH AND SAFETY RISKS ARISING FROM TIME TO SHINE PROJECT ACTIVITIES

- 3.1 Risk assessment will be undertaken by the relevant project leader
- 3.2 The findings of the risk assessment will be reported to all relevant staff
- 3.3 Any action required to remove or control risks will be approved by the relevant project leader
- 3.4 The relevant project leader will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed / reduced the risk
- 3.5 Assessments will be carried out for each individual project even if the same venue has been used for a previous project

4. SAFE PREMISES AND EQUIPMENT

4.1 The relevant project leader will be responsible for:

4.1.1 Engaging venues that are safe, well maintained, have their own Public Liability Insurance to cover accidents on the premises and comply with government legislation regarding public buildings and venues;

4.1.2 Notifying the venue owners/managers immediately should any issue become apparent or unsafe;

4.1.3 Ensuring that any identified maintenance is implemented;

4.1.4 The relevant project leader will check that new equipment meets health and safety standards before it is purchased.

4.2 Individual staff (musicians, hair and makeup, lighting engineers etc.) will be responsible for:

4.2.1 Ensuring all their own equipment is in a safe and working condition;

4.2.2 Ensuring that they have their own Personal Liability Insurance to cover any injury or accidents resulting from that equipment;

4.2.3 Provide The Time to Shine Project with a copy of their Public Liability Insurance certificate upon request.

5. INFORMATION, INSTRUCTION AND SUPERVISION

5.1 Supervision of participants and volunteers will be arranged/undertaken by the relevant project leader

5.2 The relevant project leader is responsible for making sure that staff working at each new venue for performance or rehearsal is given relevant health and safety information.

6. COMPETENCY FOR TASKS AND TRAINING

6.1 Induction training for all new staff or volunteers will be provided

6.2 Job specific training will be provided if deemed necessary

6.3 Training records will kept by The Time to Shine Project

6.4 Training will be identified, arranged and monitored yearly

7. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

7.1 Health surveillance is required for workers doing the following jobs.

- Teaching/coaching;
- Administration;
- Management;
- Participating in a project.

7.2 Health surveillance will be arranged by the relevant project leader and the records kept centrally by The Time to Shine Project

7.3 A first aid box is taken to each venue and restocked by the relevant project leader

7.4 Each venue will have at least 1 registered First Aider, who can be contacted via the relevant project

leader

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

7.6 A separate accident book is kept for each individual project

7.7 The relevant project leader is responsible for reporting accidents, diseases and dangerous occurrences to the Time to Shine Project management team

Contact:

Alison Cooper

Email: thetimetoshineproject@gmail.com

Phone:

8. MONITORING

8.1 To check our working conditions, and make sure our safe working practices are being followed we will develop a culture of Health and Safety that runs across all company activities and delivery services.

8.2 The relevant project leader is responsible:

- for reporting accidents;
- for investigating work related cases of sickness absence;
- for acting on any investigation findings to prevent a recurrence.

9. FIRE AND EMERGENCY

9.1 The relevant project leader is responsible for making sure that a fire risk assessment is carried out and implemented at every venue.

9.2 Escape routes are checked by the relevant project leader at every session

9.3 The project leader will ensure that fire extinguishers have been maintained and checked by an authorised agent.

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