

Health and Safety Policy for Becki Short

This policy covers any and all work carried out by Becki Short including but not limited to: singing/performing arts lessons, mentoring, peer chats, group sessions and workshops. This policy applies to anyone working for or with Becki Short, including but not limited to: students, clients, paid staff, contractors and volunteers.

Key details

Policy prepared by: Rebecca M Short
Policy became operational on: October 2020
Next review date: October 2021

My roles and responsibilities

I am committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all students, clients, staff and volunteers. To ensure this, I am committed to:

- providing adequate control of the health and safety risks arising from my activities through a risk assessment process
- consulting with all relevant people on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of equipment
- ensuring all people working with me are competent to do their tasks, and to give them adequate training, instruction and supervision when relevant
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

As a self employed practitioner, my role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

All people working for or with me have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with me in respect to health and safety matters.

People are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment)
- Follow all instructions (written or verbal) given to promote safety for themselves and others
- Be sensibly and safely dressed relevant for their work, location and conditions and to use any and all safety equipment appropriately and effectively.
- Avoid improvisation in any form which could create unnecessary risks to health and safety

- (e.g. climbing on a chair to reach heights)
- Not bring into any sessions, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of emergency evacuation procedures, fire alarms locations, equipment and exits.

Accident Reporting

It is the responsibility of the Health and Safety Officer: Rebecca Short to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all staff and volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded in the Practitioners Accident Book, and then logged with Rebecca Short. Copies of Accident Forms are kept by Rebecca Short.
- All accidents will be investigated by Rebecca Short and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

I have an overall responsibility for Health and Safety and am responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with relevant staff and volunteers to discuss issues
- Ensure adequately training and support is provided to all people to carry out their roles
- Carrying out necessary Risk Assessments
- Reporting and dealing with any Health and Safety issues or incidents
- Ensuring that Health and Safety information is included in new volunteer inductions

Fire Safety and First Aid

- Fire Safety Officer and First Aider: Rebecca M Short
- Emergency assembly point: as per venue.
- Fire alarms and fire extinguisher location(s): as per venue.

Insurance

- I have public liability insurance and employee liability insurance of up to £10,000,000 each. Copies of certificates available on request
- All practitioners are to have their own insurance for anything not covered by my employee liability insurance, details of which will be kept by me in accordance with my data protection policy

Risk Assessment

All required activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people, the elderly and the public. All risk assessments are carried out and kept by me, and are regularly reviewed and updated.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and Information forms for young people, and vulnerable adults
- Information and emergency contact details for workers
- Continuous implementation of Safeguarding Policy and Child Protection and Vulnerable Adult Procedures
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities

This policy was last reviewed on: 04/10/2020

Signed: *Becki Short*