



**This is the Health and Safety Policy Statement of Northern Arts Factory.**

**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 on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- 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
- to review and revise this policy as necessary at regular intervals

**All employees have responsibilities under the health and safety at work act:**

- They must take reasonable care for the health and safety of themselves and others, who may be effected by their work activity.
- They must comply with health and safety procedures and standards and should co-operate with the company to ensure that standards are maintained. This means that employees must not interfere with anything provided for the purposes of health and safety.
- Employees must make use of equipment and personal protective equipment supplied.
- Take care when handling chemicals, dangerous substances and when lifting, carrying using or cleaning equipment.
- Report any hazards, accidents, dangerous occurrences or near misses no matter how minor, to the Senior Managers of the business.
- This means that all employees must: help maintain a safe place of work, follow the safe system of work provided, and follow all instruction/training they have been given.

**Every new employee will receive a health and safety induction [HS01] within the first month of employment from his/ her Manager or the health and safety officer. It is important that an induction record is completed to demonstrate that they have received this training.**

**During your induction you will receive information on:**

1. Fire Evacuation and procedures, you will complete a tour of the building
2. Other emergency procedures
3. Fit to open training – detailed specific area checks
4. You will complete the interactive online training.
5. Specific risk assessments (See Appendices)
6. The safe use of chemicals in your department
7. You will hear about any other H&S information relevant to your venue
8. You will be shown other relevant health and safety documentation such as the Venue Health and Safety Guide.

Your Line Manager and yourself should complete the Training Record **Form HS02** as you complete your induction and file accordingly

**All Self Employed and 3rd Party contractor inductions must cover:**

1. Accident & Near Miss Reporting Procedure
2. First Aid Arrangements
3. Fire & Other Emergency Procedures
4. DBS check if Working With Children
5. Working With Children Safeguarding Level 1
6. Instruction on safe use of any on site equipment e.g. sound system etc.

**FORM HS01 – Induction and Ongoing Training Record**

Name.....Mentor .....

**Tour of building including:**

- Fire Exits & Extinguishers
- Fire Evacuation points
- Fire Assembly points

**Team Member**

Sign.....

Date.....

**Emergency Procedures:**

- Fire/ Bomb/ Gas/ Chemical
- Missing Child
- Security/Incidents
- Disabled/ Utility Failure
- First Aid / Accidents

**Team Member**

Sign.....

Date.....

**Risk Assessment**

- Practical Workshops Dance/Drama/DYF
- School workshops
- Walking Bus

**Team Member**

Sign.....

Date.....

**Covid 19 H&S**

- Specific Risk Assessments relating to additional safety measures

**Team Member**

Sign.....

Date.....

**Specific Risk Assessment (young worker, pregnancy, disability If applicable)**

Tick

**DBS Check if applicable**

Tick

Safeguarding Level 1

Tick

**Line Manager Sign**.....

Date.....

**First Aid and Incidents**

**Please ensure you are aware of the location of all First Aid boxes are located in the building.**

**The Company Accident Forms and Incident Report Forms are located in the Safeguarding folder or can be requested via email to [getintouch@northernartsfactory.co.uk](mailto:getintouch@northernartsfactory.co.uk)**

All accidents no matter how small must be reported.

### **Incidents and Crisis Management**

An incident can be defined as a near miss, a breach of security, an act of violence/ verbal abuse. In all cases all team members and managers have a responsibility to record it on the company incident form.

If you witness an incident you must inform the Venue Manager straight away do not put yourself in danger.

### **What is a crisis?**

#### **An incident or a crisis is something which happens and could:**

- Put our staff, children or our guests at risk
- Damage our reputation with children, schools families or the local community
- Disrupt the business
- Be adversely reported in the media

#### **A crisis is an event, action or situation which:**

- Results or could result in the death or serious injury of a child or staff member (except suicide or death by natural causes which would be incidents)
- Could affect more than one Venue
- Could result in major reputational loss for your brand

**Examples include:** Child abduction, e-coli outbreak, violent or sexual assault

### **Who do I need to contact if there has been a crisis?**

Contact Anne Keighley or Sally Harington

### **What is a major incident?**

The difference between a major incident and a crisis is that a major incident:

- only affects one Venue
- nobody has been seriously hurt or has died as a result of something which has happened in one of our Venues but it could still adversely damage our reputation with children, families, schools or the local community, could attract negative media coverage and our employees may have been affected either physically or emotionally as a result of the incident.

### **Who do I need to contact if there has been a major incident?**

All health and safety issues and accidents need to be reported to Anne Keighley or Sally Harington

### **What do I do if I have a crisis?**

A crisis is any situation, incident or action that could potentially put our children, staff or families at risk and/or damage our reputation with children, families, schools or the local community and might be reported negatively by the media

**Step 1.** Make sure that your team, children and families or the general public are not in danger - close the business or any part of it if they are.

**Step 2.** Contact the Emergency Services if necessary.

**Step 3.** Contact your mentor immediately if the situation is serious or support is required.

**Step 4.** Log details of any incident on Incident Report Form and keep any evidence if appropriate. Report all incidents under RIDDOR in the usual way if necessary.

**N.B.** Should you be contacted by a journalist, don't give out any information. Just take their name, where they are calling from and a telephone number and contact your line manager.

## **Fire Evacuation**

1. In the event of being notified of a fire, the workshop leader will immediately obtain the emergency register and emergency phone and evacuate all staff and children through the nearest emergency exit.
2. Once outside at the designated evacuation point workshop leader must call emergency services whilst another member of staff takes a register to ensure all children and staff have evacuated safely
3. Incident needs to be reported to the venue manager as soon as possible
4. Venue staff need to establish if it is a real or false alarm.
5. In the event of a false alarm, the workshop leader must await clearance from the venue manager. When it is safe to do so, staff and children must return.
6. If there is a real fire children and staff must wait in the evacuation points until the fire brigade arrives.
7. Workshop leader to contact Anne Keighley or Sally Harington.
12. Workshop leader should contact parents using numbers on emergency register and have children collected as swiftly as possible.
16. No member of the team must re-enter the building unless the responsible person is satisfied there is no further risk and has been instructed to do so by the Senior Fire Officer.
17. The workshop leader present supported by Anne Keighley or Sally Harington must then complete and Incident Report Form

## **4.3 Bomb Alert**

### **Bombs come in several forms and each type requires different action.**

If any bomb is thought to be in the buildings or grounds of the venue, the venue should be evacuated immediately and the local Police contacted.

### **Letter Bomb**

Should a suspicious package, parcel or letter, be delivered that could be a bomb, the person suspecting it should contact the Venue Manager present. It should be isolated in a locked room and the local police called. Their advice should be taken with respect to the package.

### **Suspicious Package or Bag**

Giving due consideration that members often leave their bags in places they should not, if all steps have been taken to find the owner of the package or bag, the following procedure must be followed.

The area around the suspicious package should be cleared and cordoned off.

At the discretion of the Venue Manager present the Venue will be evacuated using the fire alarm system.

### **Advised of a Bomb Outside**

If the police warn of a bomb in the locality, or the bomb threat telephone call states it is in

the car park, personnel in the Venue must be evacuated to a safe area within the Venue.

The workshop leader present will immediately go to the assembly area to ensure compliance and, when assembled there the workshop leader present will contact the local police to await the all clear call

#### Emergency Contacts:

Anne Keighley - 07590820920  
Sally Harington - 07747105277

#### Appendices

H&S Appendix A - Drama Risk Assessment  
H&S Appendix B - Drama Risk Assessment Covid 19  
H&S Appendix C - Dance Risk Assessment  
H&S Appendix D - Dance Risk Assessment Covid 19  
H&S Appendix E - Walking Bus  
H&S Appendix F - Walking Bus Covid 19  
H&S Appendix G - School Workshops Covid 19  
H&S Appendix H - Adult Dance Class Covid 19  
H&S Appendix I - Covid 19 Additional H&S Policy

