

Rising Sun Arts Centre Health and Safety Policy

Date created: May 2022

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.

1. Introduction

The Rising Sun Arts Centre recognises its duty to provide a safe place of work for its staff and volunteers, and a safe venue and health environment for its visitors and paying guests. We understand the importance of a health and safety in creating a successful organisation.

This policy sets out the arrangements and responsibilities for health and safety within the centre, and aims to tie in with the two areas of law pertaining to health and safety – Duty of care and the Health and Safety at Work etc. Act 1974.

2. Statement of Health and Safety Policy

It is the policy of the Rising Sun Arts Centre to ensure, so far as is reasonably practicable, the health and safety of all employees and all other persons who may be directly affected by our activities.

We will make a positive commitment to managing health and safety at work and will carry out the following:

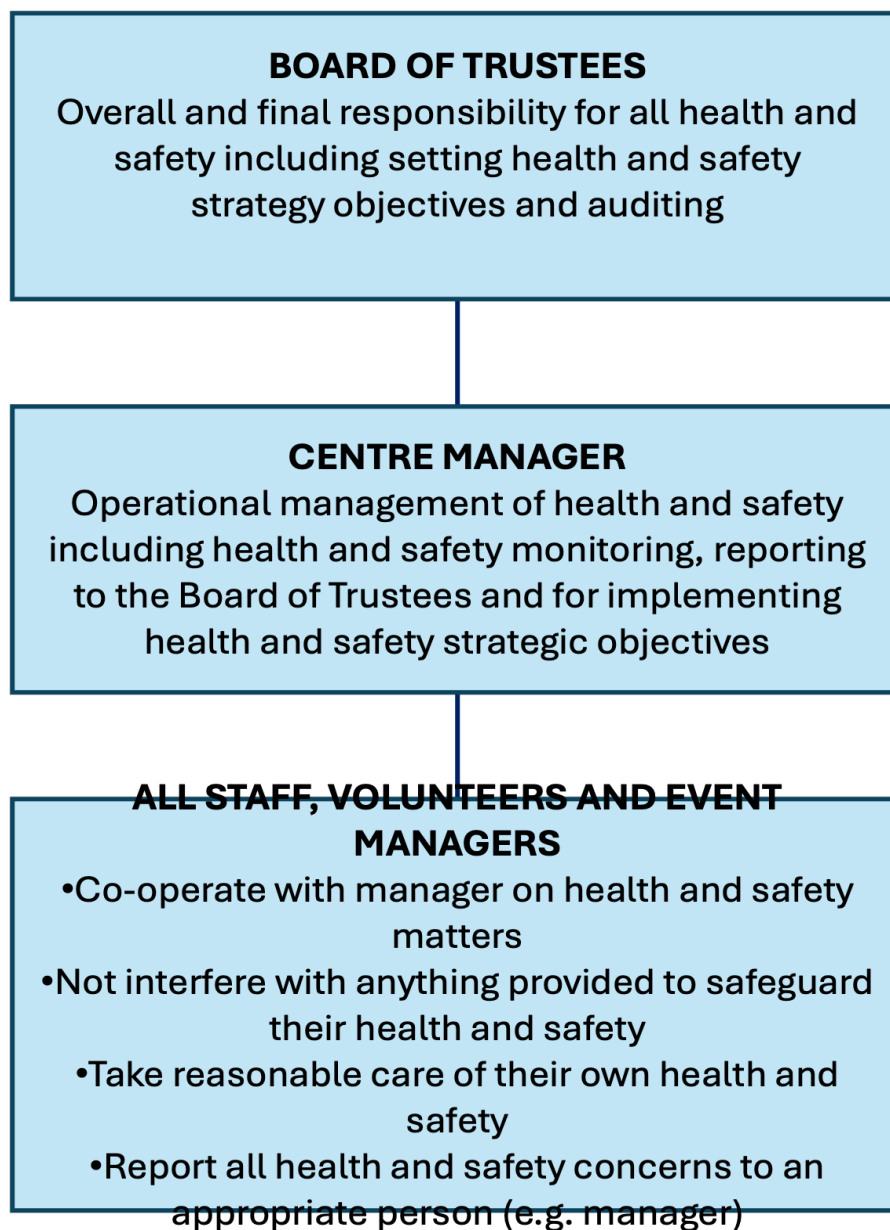
- Bring to the attention of employees and volunteers the Health and Safety Policy and the arrangements in place for implementing it.
- Identify and allocate responsibility for health and safety to all parties.
- Ensure that all staff and volunteers are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate.
- Provide information, instruction and supervision to enable all persons to work safely
- Ensure that there are effective means of communication and consultation for health, safety and welfare for employees and volunteers.
- Establish an effective risk assessment process and implement effective control of risks.
- Maintain the premises, plant and equipment in a safe condition.
- Ensure that all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level.
- Monitor and review our health and safety management system to check that it is effective and improve it progressively.

Board of Trustees

Lina Johansson(signature)

Dated May 2022

3. Management and organisation



4. Health and Safety responsibilities

All staff, volunteers and event producers at the Rising Sun Arts Centre must take responsibility for their own health and safety and the safety of their workplace/the centre.

Formal responsibility for health and safety lies with the Board of Trustees , but such responsibility is delegated to paid staff and volunteers where appropriate.

4.1 Health and safety responsibilities of Paid Staff

- Identifying risks to which staff, volunteers, visitors and paying guests might be exposed;
- Ensuring that the groups above are provided with information, instruction and training on risks to their health and safety as the safe working procedures they must follow, where appropriate;
- Keeping up to date health and safety related records;
- Ensuring that health and safety equipment and personal protective equipment (PPE) is used where identified in risk assessments;
- Reporting and investigating accidents and incidents;
- Monitoring and reviewing risk assessments and health and safety procedures and performance
- Managing contracts for the maintenance of fire and other equipment
- Managing the first aid provisions

4.2 Health and safety responsibilities of staff, volunteers and event producers

- Complying with health and safety policies and procedures
- Always acting in a manner so as to ensure your own health and safety and that of others who may be affected
- Identifying any risks to health and safety and notifying paid staff
- Ensuring risk assessments are completed for events and that follow up actions are taken as necessary to mitigate risks identified
- Maintaining any relevant documentation as requested

5. First Aid and accident and incident reporting and work related ill health

All injuries, near miss incidents and fires and any ill health related to working at the Rising Sun Art Centre need to be recorded in the accident book – no matter how minor or apparently trivial they may seem.

The accident book will be stored behind the bar and will be monitored by paid staff and the Board of Trustees.

Details of any injuries that require more than local first aid treatment i.e. treatment at the Accident and Emergency Unit or by your local GP **must** be reported to the Paid Staff immediately as these may be reportable to the Health and Safety Executive under the RIDDOR guidelines.

5.1 First Aid Box

The First Aid Box is located behind the bar.

5.2 First aiders

The Centre will provide an adequate number of trained 1st Aiders. As volunteers' roles and volunteer personnel change on a constant basis it is the responsibility of paid staff to keep a list of trained 1st Aiders and ensure that adequate cover is provided.

6. Fire/Emergency Procedures

A professional fire risk assessment has been undertaken and implemented. The Centre Caretaker and/or a designated person who reports to the Board of Trustees is responsible for daily, weekly and monthly checks i.e. checking escape routes, testing fire alarms and testing emergency evacuation procedures and for keeping records of these.

The fire extinguishers are maintained and checked annually and records held.

A separate document outlining what to do in case of an emergency has been put in display, and personal emergency evacuation plans will be created for those with disabilities.

7. Manual Handling

Goods should be delivered to the point of use and whenever practicable left at 'work surface height' - not on the floor which will necessitate bending down to lift the object. A trolley is available to move heavy or unwieldy items.

If items have to be moved. Always:

- examine the object to ascertain its weight and check for stability (centre of gravity), sharp edges, etc
- use any mechanical aids provided (or obtain aids if indicated by the assessment)
- plan the move checking that the route is free from tripping and slipping hazards and is well lit
- check that the load will not block your vision
- wear overalls, gloves and foot protection when required
- get a good grip and hold the load as close as possible to the body
- lift with your legs whilst keeping your back as straight as possible
- check that you will not crush your fingers whilst lifting (e.g. against door frames)
- keep your arms tucked in and avoid movements that twist your body
- take rest stops along the way if necessary

If in doubt obtain help and perform a two (or more) person lift. When conducting a 'team lift' it is important that one person co-ordinates the operation. Before the manual handling of any heavy loads (>25 kg) is contemplated a formal manual handling operations assessment must be conducted by paid staff.

8. Induction, training, supervision and competency

Volunteers and event producers will be provided with sufficient health and safety information, instruction, training and supervision to ensure their competency to manage health and safety matters for their related areas of work.

Training will include

- induction information including emergency procedures
- training when new tasks and equipment are introduced
- refresher training to update skills and knowledge
- on the job training and development
- information from the Health and Safety Law poster displayed in the office

9. Risk Assessments and Monitoring

All physical space will have a Risk Assessment undertaken in addition to any particular tasks that may involve a level of risk. These will be reviewed and updated on an annual basis or when there are significant changes. A register should be kept of all risk assessments in place.

Risk assessments will identify the likelihood and severity of the risks identified, the controls in place to mitigate the risks and the actions required to further mitigate the risk.

The actual risk assessments required will depend on circumstances, however overarching risk assessments and policies should be completed for:

- Events
- Pregnant women (volunteers and guests)
- Stress in the workplace
- Equipment
- COSHH (control of substances hazardous to health)
- Violence to staff
- Lone working
- General buildings risk assessment of the physical area

10. Electrical Safety

The fixed electrical wiring of the premises will be maintained in a safe state and tested every five years.

Portable electrical appliances will be inspected and tested periodically at a frequency depending upon risk assessment, and labelled with test dates. Records of test will be held on site.

All electrical tools will be visually inspected by the user before use.

11. Work Equipment

The safe use of any new machinery or equipment will be defined by paid staff on the basis of a risk assessment.

All equipment will be maintained in a safe state. Maintenance schedules will be determined on the basis of risk assessment.

Only authorised persons will carry out maintenance, repair, modification or adjustment and lubrication of any equipment.

Users are instructed to carry out a visual inspection of all equipment before use.

12. Noise

Noise measurement for sound equipment is arranged and records kept of sound levels during all amplified music events. These are taken by trained sound engineers and kept by paid staff. Any areas of concern will be reported to the Board of Trustees.