



## Health & Safety Policy

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# Health And Safety Policy Statement

This policy consists of three sections:

1. Aims & Intent – Cohere Arts' declaration of how it will manage health and safety
2. Organisation & Responsibilities – a summary of the roles and responsibilities for the committee, workshop leaders and others who work with Cohere Arts in relation to meeting these standards
3. Standards & Expectations – a summary of the key standards and expectations for managing health and safety

## 1. Aims And Intent

It is the policy of Cohere Arts to ensure, so far as is reasonably practicable:

- Safe and healthy working conditions for all creative team members
- The safety of its premises and equipment
- That staff, participants and audiences are not exposed to risks to their health and safety

Cohere Arts recognises its responsibilities under the Health and Safety etc. at Work Act 1974 and other related legislation and seeks to satisfy its obligations by achieving these general aims. The policy is particularly relevant to activities where the location or venue does not have its own health and safety policy.

Implementation of this policy is reviewed regularly by the Cohere Arts Board and the policy itself will be formally reviewed as and when required due to changes in our organisation, work practices or health and safety legislation.

## 2. Organisation And Responsibilities

### Cohere Arts Board

Ultimate responsibility for health and safety matters lies with the Board. The Board is responsible for ensuring that all employees and freelancers fulfill their responsibility for implementing this policy. This will be achieved through team meetings prior to the commencement of each project.

The Board will be responsible for the implementation of the following:

- Ensuring suitable and sufficient risk assessments are carried out and kept up to date
- Ensuring that any safety incidents are recorded and appropriate actions taken
- Reviewing risk control measures
- Ensuring that any venue used for project activity or performance is fit for purpose, safe for use and maintained in that condition

- Ensuring that any equipment used for project activity or performance is fit for purpose, safe for use and maintained in that condition
- Making sure that all workshop leaders, directors and members are aware of the fire exits and various fire systems available to them

### **Cohere Arts Creative Team**

The Senior Producer will complete a risk assessment for all Cohere Arts projects and events. Risk assessments will be completed in collaboration with relevant project leads and signed off by the Artistic Director. Risk assessments should be circulated to all members of the Cohere Arts creative team prior to commencement of the activity, and adherence to the risk assessment will be a contractual obligation. Completed risk assessments will be saved on Cohere Arts' Google Drive and made accessible to all team members.

Each member of the team is responsible for ensuring that the relevant arrangements detailed in the risk assessment are adopted within their own areas of control. They have a duty to look after their own health and safety and that of anyone else that might be affected by their actions. In particular this involves:

- Making sure the control measures identified in any relevant risk assessment are put into place for the activity or work environment they are overseeing
- Reporting, recording and investigating any health and safety concern or incident (see p.6)
- Providing adequate opportunity for consultation and communication with other employees and freelancers within their areas of responsibility
- Ensuring that suitable and sufficient information, training, instruction and supervision is provided to ensure the health and safety of all other employees and freelancers working within, or affected by, activities being carried out under their areas of control
- Taking steps to understand the individual needs of project participants and adjust delivery to allow for a range of modes of participation

### **Project Participants**

Cohere Arts' creative health programme involves working with community participants who may be particularly vulnerable due to age or physical/mental health. Lead artists should remind all participants that they are responsible for how they participate in project activity, and that all modes of participation are valid.

### **3. Standards & Expectations**

The organisation will be guided by HSE standards and Health & Safety legislation, including the reporting of any workplace incidents under [RIDDOR](#). The effective implementation of procedures will be monitored by the committee. Procedures and guidance will be reviewed regularly to ensure they meet the changing needs of the organisation, project activities and any premises or venues used.

Cohere Arts strive to impress upon all creative team members and project participants that health and safety is the responsibility of all and to encourage a culture where simple actions are taken when a minor risk is noted (e.g. moving a trip hazard, wiping up spilt liquid on the floor) and more significant risks are reported and dealt with promptly.

## **General Health and Safety**

### *Project activities*

This can mean participatory arts (in person or online) or live performances. Creative team members and volunteers are expected to be vigilant around the health and safety aspects of all project activity, express concerns in a timely manner, and change/adapt delivery accordingly.

### *Project equipment*

Creative team members and volunteers should ensure all furniture, seating, equipment and materials used in the delivery of projects and live performances is safe and fit for purpose, raising any concerns with venues or suppliers.

### *First Aid*

During workshops, rehearsals and performances suitable first aid arrangements must be available. Project leaders should be made aware of how to summon a first aider/medical assistance if required. Cohere Arts should make regular provision for creative team members to access First Aid training.

### *Medical information*

Workshop leaders are to ensure information on the medical conditions (and medications taken), including allergies, of participants is known to them and acted upon where appropriate.

### *Manual Handling*

Only those who have undergone suitable manual handling training should undertake manual handling and securing of flats and any other equipment or items that require moving or handling.

### *Special effects*

Special effects should only be handled under the strict supervision of a suitably trained competent person. A risk assessment must be carried out by a competent person for any special effects such as, for example, lasers, smoke machines and dry ice. Pyrotechnics or special effects must always be hired from reputable suppliers and should always be fixed in accordance with the manufacturer's instructions using properly designed and constructed devices.

### *Stage Platforms and Rostra*

Some stage platforms and rostra need to be clipped or fastened together. Team members should ensure the stage platform and rostra is inspected before use to ensure it is suitably fastened together and the manufacturer's instructions are fully adhered to.

## **COVID-19 Guidelines**

Cohere Arts will ensure that up-to-date COVID-19 Guidelines are issued to creative team members and volunteers prior to commencing all projects and events. Adherence to these guidelines will form part of any contractual agreement for paid staff.

## Section 1 - About the Incident

1.1 What are you reporting?

(Explanation of terms)

1.2 When did it happen?

Day:

Date:

Time:

(24hr clock)

1.3 Where did it happen?

If NE Office, please select:

If not NE Office, please give specific details.  
Please provide address or location (road,  
building, floor, room, outdoor location, private  
residence etc)

1.4 What happened?

Please describe the near miss, accident,  
incident, dangerous occurrence etc., including  
events that lead to it, and details about any  
equipment, substances or materials involved.

1.5 What category best describes the incident?

1.6 Witnesses

Name (s) and contact details of anyone who  
witnessed the incident.

## Section 2 – About the Person Involved (if applicable)

2.1 Who was involved?

Name, role and contact details (include staff  
number and function name.) Please include  
the full address for any volunteer or third party  
injured (e.g. Contractor, visitor, member of the  
public etc.).

If Near Miss reported – please go to Section 3 after completing 2.1 above.

2.2 What type of injury / illness / disease has been sustained?