

REVIEWED: 07/12/2020

APPROVED BY THE BOARD OF TRUSTEES: 31/12/2020

DATE OF NEXT REVIEW: 31/03/2022

HEALTH AND SAFETY POLICY AND PROCEDURES



1. About this policy

- 1.1 Good Vibrations is committed to pursuing a policy protecting the health and safety of its team, volunteers and participants. Our statement of policy is to:
 - (a) Provide good control of the health and safety risks arising from our work activities
 - (b) Undertake regular risk assessments relating to the use of equipment etc. and to the risks associated with working with participants with complex needs in challenging settings
 - (c) Consult the team on matters affecting their health and safety
 - (d) Provide and maintain safe equipment
 - (e) Provide information, instruction and supervision for team members
 - (f) Ensure team members are competent to do their tasks and given adequate training
 - (g) Ensure all relevant team members receive an induction on how to lift a gamelan
 - (h) Prevent accidents and cases of work-related ill health
 - (i) Maintain safe and healthy working conditions
 - (j) Review and revise the policy at regular intervals
- 1.2 This policy sets out our arrangements for ensuring we meet our health and safety obligations to team members and anyone visiting our activities or affected by our work.
- 1.3 The Executive Director has overall responsibility for health and safety and the implementation of this policy and procedures.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it achieves its aims.

2. Your responsibilities

- 2.1 All team members share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to the Executive Director and Operations Manager. And you must co-operate with the Executive Director and Operations Manager on health and safety matters, including the investigation of any incident.
- 2.3 Failure to comply with this policy may be treated as misconduct and dealt with under our *Grievance and disciplinary procedures*.
- 2.4 You must make yourself aware of relevant health and safety issues in all spaces you carry out Good Vibrations work. This includes in home offices and partner delivery venues. Ask for support with this if needed.
- 2.5 You must also comply with all relevant health and safety legislation, procedures and advice set by the government, local authority or setting in which you are working in. This is particularly important in light of the recent pandemic.
- 2.6 Report all health and safety concerns and incidents to the Executive Director and host organisation as relevant, as soon as is possible.

3. Information and training

- 3.1 We will inform and consult with team members regarding health and safety matters and ensure you are given adequate information about legislation, training and support to perform work competently and safely.

- 3.2 Staff, volunteers and contractors will be given a health and safety induction and provided with appropriate safety training, including on:
- (a) Hazards and risks
 - (b) Risk assessment and mitigation
 - (c) Accident and incident reporting
 - (d) Safe use of equipment
 - (e) Maintaining physical and mental well-being
 - (f) Legislation
 - (g) Emergency procedures
 - (h) Good Vibrations' policy and procedures

4. Delivery requirements to ensure safety

- 4.1 The following are requirements that support the safety of Good Vibrations team members and must be adhered to and agreed by host institutions in project compacts:
- (a) There is a suitable venue to run the course, e.g. with clear access in and out of the room, regular and emergency exits and access to fire and panic alarms.
 - (b) A facilitator or the Operations Manager will be given access to the room prior to the course to identify any potential problems or risks.
 - (c) All participants are cleared to participate by host institutions (where applicable).
 - (d) At least one member of host institution staff will always attend, be present in the room, or immediately next to the room, ready to respond to the facilitators' panic alarm.
- 4.2 Specific notes about courses will be in the project compact and facilitators will be given access to this document. Regarding health and safety, the document will include:
- (a) Contact details of key staff
 - (b) Arrangements regarding specific participants if relevant
 - (c) Measures to ensure the project is run in a Covid-safe way while the pandemic continues and this remains relevant.
- 4.3 The facilitator should be able to contact the Operations Manager and Executive Director at any time if they have concerns that are not being dealt with by host institution staff.
- 4.4 Facilitators should stop the course if the requirements above are not being met or if they feel their safety, or that of someone else on the project, is at risk. The course should not resume until a satisfactory solution has been found.
- 4.5 If working with volunteers, team members must read the *Volunteer handbook* and support its implementation.
- 4.6 In developing the compact, the host institution will provide the Operations Manager with a health and safety briefing so she can mitigate for risks and capture this in the compact. It is the Operations Manager's responsibility to ensure this is communicated to project facilitators and incorporated into the risk assessment. During the pandemic, we will ask the host institution to work in partnership with us to develop a risk assessment and plan to ensure the project is Covid-safe.
- 4.7 Facilitators should not use their own 'phone or personal email address to contact participants, but instead should use Good Vibrations phones and email accounts.

- 4.8 On community projects, risk assessments must ensure that facilitators are protected in case of challenging behaviour by participants. This should include ensuring sole facilitators are properly monitored and supported during and after sessions to ensure safety and wellbeing.
5. Accidents, first aid and fire safety
 - 5.1 All accidents, injuries, near-misses, and defects at work, however minor, should be reported to the Executive Director to be recorded in the *Accidents and incidents log*, which is kept in a password protected folder on the shared drive. You must inform her when you report the incident, whether you consider the matter closed and if there is anything more you feel Good Vibrations can do to support you following on from the incident.
 - 5.2 All team members should ensure they have access to first aid kits, or a first aider, and have a plan in place to access professional medical help when needed at each location worked.
 - 5.3 All staff should ensure they have appropriate fire safety systems at each location worked at.
6. Risk assessments and measures to control risk
 - 6.1 We carry out and review general workplace risk assessments annually, e.g. for home offices. This is to assess health and safety risks as a result of our activities and to identify measures that need to be taken to control those risks.
 - 6.2 Risk assessments for projects are carried out by the facilitator, before the commencement of work, and must be contributed to and read and acted on by all team members delivering there. The Operations Manager will approve each one and keep it on file. She can also provide team members with exemplar risk assessments to help shape their own ones. Risk assessments should be treated as dynamic risk assessments with team members adding to them throughout courses in response to the group and risks they become aware of. The facilitator is expected to work with the Operations Manager and a key contract at the project setting to ensure that any activity will be delivered in a Covid-19 safe way, and all involved with setting up the activity are happy that this is being done responsibly and with sufficient attention to detail.
7. Well-being
 - 7.1 We are committed to supporting the well-being of participants and team members.
 - 7.2 Please refer to our *Guidance on Professional Boundaries and Well-being* for more advice on how to support groups of participants well, whilst keeping yourself safe and well.
 - 7.3 All staff and facilitators can access free, professional, supervision support in relation to their work. Please ask the Executive Director for more information about this. This is new support, introduced in 2020, which we hope to evaluate and hone through an *Artist care action research programme* with partner organisations and higher education institutions.
8. Equipment
 - 8.1 You must use equipment in accordance with instructions given to you. Any equipment fault or damage must immediately be reported to the Operations Manager, who in turn must report it to their manager. Do not attempt to repair equipment unless trained to do so.
 - 8.2 Good Vibrations PAT tests its electrical equipment annually, and all tested equipment is marked with a label detailing that this test has been carried out. All equipment used on courses need to be PAT tested as well. Good Vibrations reimburses for PAT testing of facilitators' own and Good Vibrations' equipment used on courses.

8.3 If you are an employee and use a computer screen or other display screen equipment in your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense. Please contact the Operations Manager for further information.

9. Reviewing our health and safety procedures

9.1 Trustees will discuss health and safety issues at trustee meetings through our Risk Register. The Executive Director can provide trustees with an incident log report when requested.

9.2 Good Vibrations' Executive Director will ensure this policy is reviewed once every 2 years to check it is robust and accurate. Trustees will be asked to approve each iteration of it.

9.3 Staff, contractors and trustees embarking on work with Good Vibrations are required to read the organisation's full range of policies and procedures, giving confirmation they have read and understood them. They should adhere to this policy on all Good Vibrations work.

9.4 Volunteers embarking on work with Good Vibrations are required to read the policies and procedures set out in the Volunteer Handbook, giving confirmation they have read and understood them. They must adhere to this policy throughout their Good Vibrations work.