

ALoud

HEALTH AND SAFETY POLICY STATEMENT

Reviewed and approved by Board April 2021
For Review April 2022

The Aloud Charity recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its activities.

The Trustees expect staff, visitors, volunteers, contractors and others who work with the Charity to share this commitment to maintaining high standards of health and safety by complying with Charity policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

General Principles:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To identify hazards and conduct formal risk assessments when appropriate in order to minimise the risk for activities undertaken by the Charity
- To implement emergency procedures – evacuation in case of fire or other significant incident
- To maintain safe and healthy working conditions

Practical guidance:

An **Accident Book** is kept and it is the responsibility of each employee or contractor to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to the employee's line manager and Chief Executive.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for more than seven consecutive days (including weekends, rest

days or holidays) it is important that your line manager is informed as the Health and Safety Executive also need to be informed by the Charity.

First Aid: The Charity believes that best practice is to ensure staff members have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Appropriate training will be organized and details of these trained staff will be circulated to staff, who should familiarise themselves with names and contact details

Fire Safety: Employees and contractors should familiarise themselves with fire safety guidelines within their working environment.

Personal Safety: Employees and contractors should try to avoid working alone whenever this is possible. However, if the need arises to work alone, then employees need to develop an awareness of the risks and how to minimise them. Further guidance is laid out in the staff handbook. If employees are at any time concerned that they are being placed in a dangerous situation through their employment with The Aloud Charity, they are encouraged to discuss this with their line manager.

Risk Assessments: appropriate risk assessments will be conducted as required in order to minimise and mitigate against potential risks – for instance in rehearsal and concert/performance venues.

Employees and contractors are also directed to Section 7 of The Aloud Charity Staff Handbook for further guidance on Health and Safety at work issues.

The Aloud Charity
April 2021