



## **NYMAZ Health & Safety Policy**

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

The Board of NYMAZ is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, management committee, users and the general public.

### **The Procedure**

1. The Board has overall responsibility for safety in NYMAZ and will monitor the policy; it will be reviewed annually. The Board will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, and training where appropriate. Information and training for staff, volunteers and artists will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.
2. The Safety Officer is the Director, whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He or she reports directly to the Board. The safety officer, with a view to prevention of future occurrences, will carry out full investigations of accidents.
3. The Director has responsibility to promote responsible attitudes towards health and safety. Delivery partners will ensure that all staff and volunteers are given induction training into health and safety procedures and the provision of risk assessments for activities carried out as part of the NYMAZ programme is a condition of all contractual agreements with partners and artists. All artists and partners will be asked to confirm that they have read and understood the NYMAZ Health & Safety Guidelines (attached as Appendix 1)
4. All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow NYMAZ procedures in particular, to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to the manager in charge of the project or the Director.

## **Accidents**

In the event of an accident all staff, volunteers and artists must report full details to the safety officer. Accidents will be reported to the inspecting authority as and when necessary in line with RIDDOR regulations 2013. The safety officer will investigate all accidents. The safety officer will ensure that necessary action is taken to prevent recurrence.

## **Risk Assessments**

Risk Assessments are carried out in advance of all NYMAZ activities in order to remove hazards or minimise the risk to an acceptable level.

## **Control of Substances Hazardous to Health (COSHH)**

The use of substances which require a COSHH assessment does not generally take place during the course of NYMAZ activities. However, NYMAZ will ensure that freelance artists are aware of the risks from all substances hazardous to health. Artists will each be responsible for identifying any such substances used by them which need a COSHH assessment. Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

## **Monitoring and Reviewing**

NYMAZ is committed to ensuring safe working conditions for all staff, volunteers and artists. The Safety Officer is responsible for monitoring these procedures on a regular basis and the Board will review this policy annually.

This policy is fully supported by the Board of NYMAZ and was last reviewed in December 2015.

## **APPENDIX 1 NYMAZ**

### **Health & Safety Guidelines**

*The following guidelines are intended to be read in conjunction with NYMAZ's Health & Safety Policy*

#### **1) General**

Musicians are contracted by NYMAZ's delivery partners, and occasionally by NYMAZ, on a freelance basis. Some NYMAZ members of staff are also contracted on a freelance basis. As freelancers, under *The Health and Safety at Work Act 1974*, they are required to:

- use all instruments/equipment safely in accordance with training given;
- cooperate with the employer in matters of health and safety;
- notify their employer of any shortcomings in the arrangement.

#### **To help you comply with this:**

- a) If working in a group, a competent individual should be identified as being responsible for health & safety on behalf of the group
- b) All electrical equipment should be maintained in order to prevent danger
- c) A general risk assessment should be carried out for each performance or workshop.

#### **2) Risk Assessment**

**'Hazard is something that can cause harm. Risk is the chance, high or low that somebody will be harmed by the hazard'**

Before each performance or workshop, artists should consider the risks of the venue and each particular group of participants: this should be undertaken on behalf of groups of artists by the person identified as responsible for health and safety on behalf of the group (see 1a) above).

Make sure that you arrive in good time in order to undertake the following checks:

- a) Familiarise yourselves with the fire evacuation procedure and make sure that you are aware of any unusual procedures (e.g. locked fire exits to prevent young people with behavioural issues from leaving the building). This could be done, in some cases, during your initial contact with the venue. Otherwise, discuss the procedure with the member of staff in charge, on arrival.
- b) When you set up, ensure that you have allowed clear access to the Fire Exits (a corridor of at least 1.2m width should remain clear). You should particularly bear this in mind if you are re-arranging the room to allow for

closer contact with the participants.

- c) If using electrical equipment are the cables taped down and out of the way of the participants?
- d) Is the lighting suitable and if not can the venue help, e.g. provide extra lighting, close curtains to block sunlight etc?
- e) Consider the nature of the participants and your planned activity: are there elements which present a risk and are there steps which you or the venue can take to reduce the risk?
- f) Are your instruments and associated equipment kept out of harm's way when you are not using them?
- g) Is there at least one member of venue support staff present before the activity begins?
- h) Are there any other potential hazards which you can identify, bearing in mind the particular nature of the participants and any special needs they may have?

*To complete the Risk Assessment, follow these steps:*

- i) **Look for hazards that may result in harm** during your performance or workshop.
- ii) **Consider who might be harmed** – participants, musicians, staff? Consult with venue staff if you are in doubt as to the reaction or unpredictability of your audience/participants (e.g. if you plan to walk amongst them, allow them to touch instruments etc): they will have first hand experience.
- iii) **Evaluate the risk and decide if existing precautions are adequate.** You need to consider how likely it is that each hazard will cause harm. This will determine whether or not you need to do more to reduce the risk. It is likely that some risks will remain even after all precautions are taken. What you have to decide for each significant hazard is whether the remaining risk is acceptable.
- iv) **Take steps to address the risk** if existing precautions are not adequate.

If you are unhappy with a venue or the set up you should contact the NYMAZ staff members responsible for organizing the event straightaway.

### **3) Manual Handling**

No doubt you have been carrying your instruments and equipment around for years but this does not mean that you are doing it in the safest way. The main points to consider are:

- a) Make sure that the route is clear and as easy as possible. Are there mechanical aids which can be used, such as a lift or a trolley from the venue?
- b) Should this be a two person lift?
- c) Bend from the knees not the back. Make sure you can see past the load once it is lifted!
- d) Move your feet, not your torso when turning.
- e) Take as many breaks as are needed during the move, always

remembering to bend from the knees to put down and pick up.

A short guide to Manual Handling can be downloaded at <http://www.hse.gov.uk/pubns/indg143.pdf>

#### **4) Electrical Equipment**

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

**Never** touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

**Keep** electrical supply cables and flexes away from wet areas, or from where they will be damaged.

**Always** switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. It is recommended that equipment be checked annually by a qualified electrician who will issue a PAT testing certificate.

#### **5) Accident Reporting**

In all cases, first aid etc for audience or workshop participants should be dealt with by the venue. This is not the artists' responsibility. In the unlikely event that an accident occurs during a NYMAZ event and is NOT dealt with by the venue, please contact the NYMAZ staff member responsible for managing the performance or workshop, who will record it in their Accident Book.

For first aid requirements at the NYMAZ office, the First Aid Officer is Millie Watkins, Administrator. The first aid kit and accident book are located on shelving at NYMAZ office (Office 4, Clements Hall, Nunthorpe Road, York, YO23 1BW). The Health & Safety Law poster is displayed at the same office.

#### **6) Useful Contacts**

- The Health and Safety Executive website **[www.hse.gov](http://www.hse.gov)**
- The Department of Transport [www.dft.gov.uk/roadsafety](http://www.dft.gov.uk/roadsafety) and [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk) are two other sites which are useful for information about driving at work.
- The Police, the Home Office and NHS advice are good sources of information on personal safety and lone working.
- The Royal Society for the Prevention of Accidents **[www.rosopa.co.uk](http://www.rosopa.co.uk)** is a useful site.