

Heads Together Productions Limited Health and Safety Policy

1. Introduction

Heads Together is committed to providing a workplace that is both healthy and safe for its employees and people connected with it.

Heads Together will take active steps to improve Health and Safety in the work place where necessary.

2. Aim

The objectives of this Health and Safety policy are to ensure:

- Working conditions, equipment and stock that are provided and maintained are safe and pose no risk to health.
- Inductions, continued information and appropriate resources are provided to make sure that employees and visitors of Heads Together maintain health and safety at work.
- A healthy working environment is provided and maintained for employees and visitors, which poses no risk to their health.
- The importance of good health and safety in the workplace is encouraged by good practice and high standards.
- Positive attitudes towards health and safety amongst employees and people connected with Heads Together are promoted.

3. Responsibility

In the absence of a Board of Directors, the Development Director and any employee to which she delegates her powers, has the responsibility to ensure the implementation, promotion and monitoring of this policy. The Development Director has ultimate responsibility for implementation of this policy

The policy applies to everybody connected to Heads Together. Where employees are mentioned this refers to all people on Heads Together business, regardless of length of contract. They should be aware of the policy and its implications for their work. The policy will be drawn to the attention of all new employees and a copy of the Health and Safety Statement.

A master copy of the policy will be kept in an easily accessible location in the Heads Together office.

Heads Together expects all employees to play an active role in the implementation of this policy, and regards breaches of the policy as a disciplinary offence.

The policy will be reviewed regularly to assess its effectiveness and any need for amendment to reflect new legislation/good practice issues.

4. General Rules

It is the responsibility of all employees of Heads Together at all times to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts and omissions.

All employees are responsible for the implementation of good health and safety practice while on Heads Together business, regardless of location. Heads Together will ensure that employees are provided with the knowledge to represent Heads Together in this way.

It is the responsibility of the employee to raise any issue that they may have regarding health and safety, e.g. not feeling that they have enough knowledge to use an item of equipment, with their manager.

Every employee is responsible for recording and reporting accidents. This should be done by both telling the Development Director or the Creative Director, and by writing it in the accident record book.

All staff must familiarise themselves with the Fire Action Notice and the fire exit floor plan and what action must be taken in the event of a fire or other emergency.

Smoking is not permitted in any part of the office premises at The Chapel, 17 Old Leeds Road, or when working on location for Heads Together Productions.

5. Risk Assessment

Heads Together carries out Risk Assessment procedures for all its work 'off site'. This involves each project having a risk assessment of all the possible hazards and risks prior to the project taking place. Project Officers responsible for leading on projects are required to carry out the risk assessment of the venue and the activity involved.

Risk Assessment forms are available for completion of all risk assessment procedures. The Development Director is responsible for an annual risk assessment of the working premises in the office. (Please see attached example form of a Drawing Workshop in a Gallery and outside space).

6. Discipline and Grievance Procedure

Any breach of the Health and Safety Policy or any act of carelessness which could cause a hazard or risk to others while in the workplace or while on Heads Together business, is taken very seriously and will be dealt with through disciplinary procedures. A hazard refers to something with the potential to cause harm. A risk refers to the likelihood of the hazards potential being recognised.

*For and on behalf of Heads Together Productions Limited
Linda Strudwick, Development Director*