

# The Gloucestershire Piano Trust

## HEALTH AND SAFETY POLICY

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# The Gloucestershire Piano Trust

## INTRODUCTION

The Gloucestershire Piano Trust has developed a Health and Safety Policy, the essential elements of which are summarised here as a general introduction.

Health and Safety legislation calls for a structured, methodical approach to health and safety management. Our Policy has been developed to assist our management committee and artists in identifying their legal obligations and providing simple methods for meeting them.

### Aims of the Health and Safety Arrangements

To plan an effective health and safety management system to implement a safety policy which is proportionate to the hazards and risks.

To ensure effective organisation of arrangements by including Trustees and artists and, where appropriate, volunteers, in the risk assessment process and implementing control measures. Ensuring effective communication / consultation with Trust venues and the competence of volunteers and / or liaison staff at venues.

To ensure that control systems are in place to make sure that everyone understands their responsibilities, and that the relevant committee member, including those with responsibility for concert management and front-of-house sets standards for measuring performance and provides adequate supervision especially for new or inexperienced workers.

To monitor and measure the effectiveness of risk controls, creating a good safety culture.

To review procedures in order to prioritise action identified by the monitoring process and ensure suitable steps are taken. A periodic review of the whole safety management system in order to ensure it remains effective.

### General Statement of Policy

The Gloucestershire Piano Trust runs concerts in schools and prisons throughout the year, alongside individual coaching and mentoring. The Trust has no employees (two part-time administrators work from home on a self-employed basis) and has no office or venues which it is directly responsible for.

The Trust has a policy to provide and maintain safe and healthy working conditions, equipment and systems of work for administrators, members and, where applicable, volunteers (referred in this document as “staff”) and to provide such information, training and supervision as they need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities, with specific reference to audience members, volunteers, artists and contractors/ suppliers. We also see the need to work effectively to liaise with the venues we hire to ensure clear understanding of boundaries of responsibility.

We see this policy as complementary to our Safeguarding Policy.

The allocation of duties for safety matters, and the particular arrangements which we have made to implement the policy are set out below.

The policy will be kept up to date, particularly as our work changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

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## POLICY STATEMENT

- I.1 The Trust recognises and accepts its responsibility for providing a safe and healthy working environment for all of its staff. A key part of this responsibility is to liaise effectively with the venues our artists work in.
- I.2 The Trust recognises its responsibility to audience members, artists and other members of the public who attend concerts and events managed by the Trust.
- I.3 The Trust will take all steps within its power to meet this responsibility paying particular attention to the provision and maintenance of: -
  - a) Plant, equipment and systems of work that are safe;
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c) Sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to their own safety and health;
  - d) In liaison with hired venues, a safe place of work, and safe access to it;
  - e) In liaison with hired venues, a healthy working environment;
  - f) In liaison with hired venues, adequate welfare facilities.
- I.4 No safety policy is likely to be successful unless it actively involves the active involvement of all levels. The Trust will appoint safety representatives and will provide them, where necessary, with sufficient facilities and training to carry out this task.
- I.5 A copy of this statement will be issued to all staff. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements in response to suggestions from staff.
- I.6 Further information is available from Clare Inglesham, Trust Administrator.

## Violence and Aggression

The Trust does not accept that any staff should be subjected to abuse, threats or physical assault whilst in the course of their duties and will do all in its power to provide protection and support.

Any incidents of abuse, violence or aggression towards staff, members of the public or other service users are to be reported by completing an Accident/ Incident Form (on the HSE website [here](#)), so that problems and trends can be identified and preventative action taken.

## Drugs

There is zero tolerance to the taking of any non-prescription drugs.

There is zero tolerance to the taking of another person's prescription drugs.

Anyone caught under the influence of an illegal substance(s) will be removed from all venues.

## Alcohol

Alcohol is served at some venues for limited periods of time during the interval. Any members of the public who cause a disturbance under the influence of alcohol will be given a single warning. If the disturbance persists, they will be asked to leave the premises. Any staff who turn up to assist the Trust under the influence of alcohol will be relieved of their duties.

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## Smoking Policy

Smoking is not permitted in venues. Our Administrator will liaise with the venue, where relevant, to deal with any complaints in this regard.

## ORGANISATION

Whilst the overall responsibility for health and safety rests with the Trustees of the Trust, all individuals at every level must accept degrees of responsibility for carrying out the Policy.

### Overall Responsibility

Overall responsibility for the implementation of this Policy is delegated to:

Clare Inglesham, Administrator

Health and safety duties include: -

- ◆ Ensuring that adequate resources are allocated in order that proper provision can be made for health and safety matters.
- ◆ Ensuring that arrangements are made for appropriate and adequate risk assessments to be carried out and periodically reviewed.
- ◆ Periodic appraisal of the effectiveness of the Policy, by way of a standing item at management committee meetings. An annual report to the Trustees on Health & Safety matters.
- ◆ Ensuring that health and safety responsibilities are properly assigned and accepted at all levels.
- ◆ Where appropriate, ensuring the provision of adequate facilities to meet health and safety requirements.
- ◆ Where appropriate, ensuring that training courses are identified and provided to meet the needs of all levels of staff.
- ◆ Familiarity with health and safety information relating to arrangements for staff and venues, and for specific information relating to outdoor events.
- ◆ Liaising with venue staff to find out about disabled access, use of any machinery, fire drill, emergency evacuation procedures and first aid arrangements, etc.
- ◆ Making all staff aware of first aid facilities, evacuation of premises and other emergency procedures as posted on notice boards.
- ◆ Making sure that staff are consulted on matters of health and safety and that corrective action is taken as required.
- ◆ Ensuring appropriate action is taken to remove hazards affecting health and safety.
- ◆ Ensuring that all statutory registers and records are accurately kept.
- ◆ Ensuring that all staff receive the information, training and supervision necessary to enable safe work practice, especially new volunteers.
- ◆ Investigating all accidents, taking such measures as appropriate to prevent a recurrence.
- ◆ Ensuring that all accidents/incidents are reported and that the official reporting procedure is followed.
- ◆ Ensuring that safe systems of work are provided and maintained.
- ◆ Ensuring that a safe working environment, without risks to health, is provided.
- ◆ Encouraging all staff to be actively involved in maintaining the safest possible operating conditions and practices.
- ◆ Ensuring that due regard is paid to health and safety in the procurement and use of materials, plant and equipment or substances.
- ◆ Ensuring that safety factors are given important consideration when any changes are made to the Trust's operation or when new equipment is specified and installed.
- ◆ Ensuring that contractors are made aware of and adhere to relevant health and safety requirements.
- ◆ Ensuring that contractors and visitors are made aware of the procedures and rules in place to safeguard health and safety.
- ◆ Managing arrangements for the First Aid rota for each event, where not provided by the venue and managing the Accident Book & Treatment record.

### All Staff & Volunteers

All staff must ensure that in the undertaking of their work they take care for their own safety, the safety of other staff and anyone else that might be affected by what they do or fail to do.

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Each member of staff will therefore be responsible for:-

- ◆ Making themselves familiar with and conforming to relevant safety instructions at all times.
- ◆ Taking reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do at work.
- ◆ Co-operating with supervisors, observing instructions and advice on health and safety matters.
- ◆ Reporting to the Event Manager, incidents that have led to, or may lead to injury or damage.
- ◆ Where appropriate, using any machinery, equipment, dangerous substances, transport, safety devices and means of protection in accordance with instructions and training given.
- ◆ Making full and proper use of any system of work intended to reduce the risk of injury from manual handling activities.
- ◆ Assisting as required in the investigation of accidents.
- ◆ Ensuring so far as is reasonably practicable, that safety information is understood and acted upon.
- ◆ Ensuring that exit routes and stairways are free from obstruction.

## ARRANGEMENTS

### Induction

New staff, including volunteers, should also be made aware of any risk assessments relevant to their work, the hazards which have been identified and any control measures which have been introduced to minimise the risk of harm.

### Training

The Trust is committed to reviewing the training needs of all its staff on a regular basis. It is our policy that a Trustee has relevant training to ensure that adequate safety standards are met and maintained.

### First Aid

Where a venue does not provide First Aid, a First Aid trained, or appointed person, is nominated. They are trained and certificated in accordance with the Health and Safety (First Aid) Regulations 1981.

It is important that, as part of the event briefing, staff on duty at each event are made aware of who this First Aiders is.

### Means of Escape in Case of Fire/ Emergency and Major Incident Procedure

We liaise with all venues regarding procedures and notices regarding action to be taken and the procedure to be followed in the event of a fire or bomb alert. It is important that all staff are made aware of the evacuation procedure to follow.

### Accident Reporting

All employees must report any accident or dangerous occurrence to the Event Manager as soon as possible. An Accident/ Incident Form (available [online](#)) should be completed as soon as possible.

Clare Inglesham is responsible for keeping central records for internal reporting and insurance purposes.

If the accident is fatal or results in major injury, or in the event of a dangerous occurrence, Clare Inglesham must report the incident to the HSE under RIDDOR 2013 within 10 days using their online reporting system [here](#).

### Maintenance and workplace safety

We will liaise with venues to ensure that:

- Adequate levels of lighting, heating and ventilation shall be maintained so as to provide a comfortable working environment.
- Staff rest areas are provided with facilities for making tea and coffee, heating meals in some cases and a supply of fresh drinking water.
- Artists and audience members at events are protected against the harmful effects of prolonged exposure to excessive noise.

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- All equipment shall be maintained so as to be safe to use at all times.

Staff are responsible for:

- Reporting all defects of equipment or premises to the Event Manager as soon as possible.
- Reporting any working procedure by either staff or contractors that may present a risk to the safety of any member of staff or any member of the public to the Event Manager, who will order that work is ceased immediately. Similarly, any equipment that presents a significant immediate risk to health or safety shall be removed from service.

## Risk Assessment

The Trust is committed to liaising with the hired venues, and where appropriate, completing risk assessments for an event to ensure that adequate safety standards are met and maintained. Outdoor events will be subject to a separate risk assessment.

Risk assessments themselves will identify areas for further training of staff, which will be provided.

Areas to be covered in the risk assessment process include, but are not limited to:

- ◆ staging of events
- ◆ fire hazards and means of escape, for some venues
- ◆ violence and aggression
- ◆ use of machinery, including staging and lighting
- ◆ provision of first aid, protection of young persons and new and expectant mothers
- ◆ crowd control issues for outdoor events

## OTHER PEOPLE AT RISK

### Audience

The Trust accepts its responsibilities towards members of the public who make up their audience and customers and will ensure, as far as is reasonably practicable, that adequate provision is made for their health and safety when attending Trust events.

### Visitors (non-audience members)

The Trust accepts its responsibilities towards committee members, members of the public, artists and other visitors to performance venues and will ensure, as far as is reasonably practicable, that adequate provision is made for their health and safety.

### Artists

The Trust accepts its responsibilities towards artists and will ensure, as far as is reasonably practicable, that adequate provision is made for their health and safety when using the hire venues and Trust equipment. Artists will be informed of relevant fire and evacuation and health and safety procedures.

### Children

In addition to the matters set out above, the Trust's Safeguarding Policy deals with specific issues related to children and young people who may be involved as audience members, visitors or artists.

### Contractors

Contractors, including instrument and audio-visual hire or other persons working on, or invited in, to venues to support the Trust are made aware of specific risks to their health and safety by the Event Manager.

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## SAFE WORKING PRACTICES

Staff are required to follow and adhere to any guidance or ways of working which have been written to ensure their health, welfare and safety and which are relevant to the work of the Trust.

### Manual Handling

The Manual Handling Operations Regulations 1992 require that when there is the likelihood that a task involving moving heavy or awkward items could result in an injury, a risk assessment must be undertaken in order to reduce the risk of injury to the lowest level reasonably practicable.

Information on correct methods of lifting is circulated to the Event Manager and other relevant staff.

### Noise at Work

All staff receive guidance on the dangers of excessive and prolonged exposure to high levels of noise. Although the majority of concerts feature acoustic music, on some rare occasions, amplified sound may be used. In such instances, the Trust usually controls the amplification devices to ensure that the noise level is not excessive or prolonged.

### Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Control of Substances Hazardous to Health Regulations 1994 (COSHH) are intended to protect people from ill health caused by exposure to hazardous substances. The work of the Trust means that we do not use chemicals and hazardous substances.

### Lone working

Artists working in prisons are not permitted to be left unaccompanied without a member of prison staff present.

### Personal Protective Equipment (PPE)

#### Lifting Operations and Equipment

#### Asbestos

#### Permit to work areas

These headings are not applicable to the current working practice of the Trust. However, we will reconsider them in the light of our annual Health & Safety policy review.

### Display Screen Equipment

Work with display screen equipment is not generally high risk, but it can lead to muscular and other physical problems, eye fatigue and mental stress. Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed.

The Trust has duties to its home workers to:

- reduce risks in connection with display screen equipment and work stations.
- make sure that work stations satisfy minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task, design and software.
- provide information and training for display screen equipment users.

### The Provision and Use of Work Equipment

It is the policy of the Trust that all work equipment used is to be properly maintained and suitable for the purpose for which it is provided. Prior to using work equipment, staff must be trained by a competent person to do so.

Staff must not interfere with or remove any guarding provided for protection from dangerous parts of machinery or plant other than for repair and maintenance purposes.

Policy last reviewed: May 2024

Next review due: May 2025