***Arts Dream Selsey Health and Safety Policy***

***Charity no-11555713***

***Company no-8857997***

**Foreword**

This is the Health and Safety Policy of Arts Dream Selsey. It is concerned with the protection of everyone who is lawfully engaged with Arts Dream activities. This Health and Safety Policy imposes a duty on all of us to take care of our own health and safety and those who may be affected by our activities.

***Health and Safety Statement***

 Arts Dream Selsey recognises its responsibilities under the relevant Health, Safety and Environmental legislation, in particular the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory regulations. Arts Dream as a charity is committed both as an employer and as a provider of arts activities to the provision of a safe and healthy environment for its trustees and its participants. In furtherance of this Policy, the trustees, the Director, and workshop leaders, will, so far as is reasonably practicable, provide:

* Processes to identify hazards and assess risks through recognised risk control systems.
* Clear policies, guidance and procedures to support the Health and Safety Policy.
* Safe premises, equipment and systems of work.
* Adequate facilities, and where necessary protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
* Such information, instruction and supervision as are necessary to ensure the health and safety of trustees, workshop leaders participants, and volunteers
* Appropriate arrangements for consultation with the Trustees and the Management Team on measures for achieving agreed health and safety procedures.

ADS considers issues of health and safety to be of the highest importance and priority and seeks to maintain commitment to continuous improvement and awareness. That said it requires all work -shop leaders, participants and volunteers in its activities to act safely and cooperate with ADS in meeting its obligations. The organisation and management of health and safety is a corporate responsibility and failure to comply with health and safety requirements can have serious consequences – for both ADS and individuals. Health and safety law states that organisations must provide a written health and safety policy; assess risks to stakeholders and any other people who could be affected by the activities of ADS. The charity must arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures; ensure that trustees , workshop leaders, participants and volunteers have access to competent health and safety advice; and consult all stakeholders of the possible risks of its activities work and offer current preventive and protective measures.

**Essential principles governing the ADS policy:**

* The provision of a safe and healthy environment with adequate facilities for all workshops and events
* Physical equipment and structures are maintained to be intrinsically safe and without risks
* Information, instruction, supervision and training are provided to ensure safety by competent personnel
* Procedures are drawn up and reviewed for the safe use of equipment, safe systems of work, and the safe use of handling and storage of materials.
* Training is provided and reviewed for trustees or appointed personnel if they are appointed as for example fire wardens /risk assessors/first aiders.
* The provision and use of protective clothing and equipment where necessary
* That medical advice is available where needed.
* Arrangements are put in place for the periodic inspection of venues and spaces and methods of operation and the monitoring of any corrective action necessary.
* risk assessments are to be carried out for all activities and these are to be logged, and checked on a regular basis
* All activities where appropriate must include a sign -up sheet and participants to be signed in weekly

***Health and Safety Co-ordinator***

 A Health and Safety Co-ordinator will be nominated from the trustees and undertake a vital role in ensuring safe and compliant practices for ADS. The co-ordinator will:

* Undertake regular workplace inspections and to report health and safety concerns and deficiencies, ensuring that any recommendations or remedial actions are acted upon within an appropriate time frame.
* Maintain a health and safety file and prompt action to the trustees and the Management team as required.
* Disseminate health and safety information to the Management team as appropriate
* Report shortfalls within any venues on fire safety issues and report back to the trustees and to the management team
* Assist work shop leaders in providing advice on operations for fire evacuation and identifying any fire hazards
* Where appropriate provide a first aider for concerts and performances and administer a report file including details on accident/incident report forms.
* Provides advice and guidance on all matters relating to health and safety for the trustees and the management team.
* Takes lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.
* Periodically devising and implementing a health and safety audit programme as well as developing health and safety policies and guidance and the provision of training.
* As well as reporting health and safety concerns and outcomes to the Trustees the Health and Safety coordinator audits health and safety performance and liaises with enforcement authorities and local authorities on matters affecting ADS

ADS has extensive Risk Assessments for all its activities and for all the venues. These have been detailed for all its particular Covid activities.

Chris Butler Director updated January 2021