



Ashdon Jazz Academy Health and Safety Policy

2021



Health and Safety Policy

Profile	
Version:	03
Author:	Patricia Muirhead (CEO)
Applies to:	All staff, team members, volunteers, Trustees of Ashdon Jazz Academy and all Service users of Ashdon Jazz Academy
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Approval	
Approval person/ Trustee Board:	AJA Board of Trustees
Interim Reviews Approval persons	Patricia Muirhead Michelle Nicholas - Trustee
Date:	November 2021

Date	Names	Signature
Nov 2021	Michelle Nicholas	
Nov 2021	Pauline Thomas	

1. Statement of Commitment to Health and Safety

The Health and Safety at Work Act 1974 places a duty on the employer to prepare and keep revised a written Health and Safety Statement, and to bring it to the notice of the employees and workers in the workplace. Accordingly, within this Policy (below) is our Health and Safety Policy Statement.

1.1 Ashdon Jazz Academy Training's Health and Safety Statement

In order to discharge its commitment, management will:

- Value the health, safety and welfare of its employees and learners and believe that the promotion of good management of health and safety is a benefit to everyone involved in the Training Provider's undertakings, including employees, learners, contractors, and members of the community.
- Commit to promoting positive attitudes to health, safety and wellbeing
- Comply with the Health and Safety at Work Act 1974 and other health and safety related legislation, regulations, orders and approved codes of practice applicable to training.
- Provide and maintain safe working conditions to ensure a healthy and safe working and learning environment, including safe access and egress for all staff, learners, contractors and visitors.
- Ensure that hazard identification and risk assessments are carried out regularly, including workplace, fire and work-related assessments, and actions undertaken to reduce risks so far as is reasonably practicable to prevent accidents and cases of work-related ill health.
- Consult with its employees and learners on matters affecting health and safety.
- Provide suitable and sufficient information, instruction, training and supervision to ensure that all members of staff are competent to carry out their allocated work safely and are fully aware of their duties and responsibilities for the health, safety and welfare of themselves, learners and others.
- Only engage with apprenticeship/traineeship employees who are able to demonstrate due regard to health and safety matters.
- Do an onsite check of an apprenticeship/traineeship employers premises and review relevant Health & Safety documentations and procedures.

Ashdon Jazz is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with Board of Trustees and its officers to enable it to carry out its responsibilities.

In particular volunteers and employees have a duty to:-

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the Organisation's premises at any time
- adhere to safety procedures laid down by Ashdon Jazz Academy and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next Team Meeting
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions". <http://www.hse.gov.uk/legislation/>

2. Organisation and Responsibilities

2.1 Board of Trustees

Overall and final health and safety responsibility within the organisation lies with the Board of Trustees. The Board of Trustees shall appoint one person who will take the responsibility for drawing to the attention of the Board of Trustees, staff and office volunteers, any health and safety matters that need to be discussed and/or acted upon.

2.2 Delegated Responsibility

Michelle Nicholas shall be given the delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular she will be given delegated responsibility for:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Set a personal example on matters of health and safety.
- Relevant health and safety documents and records are retained
- Keep up to date on health and safety matters relevant to the charity

2.3 Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is: **Patricia Muirhead CEO**

We will provide any necessary information and training for our employees and volunteers in a timely manner.

We will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

Patricia Muirhead as our delegated Health and Safety Officer has day to day responsibility for implementing our policy.

As Health and Safety Officer she will be responsible for carrying out the following tasks:

- Regular safety inspections in the offices utilised by Ashdon Jazz Academy
- Providing staff with suitable seating and appropriate computer work stations
- Ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.
- Ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- Ensuring that Ashdon Jazz Academy (AJA) employees, whilst working from home, complete a health and safety assessment and take appropriate safety measures within the home
- Investigating and reporting accidents using AJA accident book
- Ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed on the premises
- Making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building and ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- Ensuring volunteers are given a copy of this Policy and understand its contents;
- Drawing to the attention of the Board of Trustees and volunteers any new legislation on health and safety relevant to the work of Ashdon Jazz Academy
- Drawing to the Board of Trustees’s attention any matters which she is unable to deal with
- Ensuring all employees and volunteers are aware of their own health and safety responsibilities

- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Investigating and ensuring any hazards or complaints are dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Ensuring all accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.

2.4 Volunteers

All volunteers have a responsibility to:

- Read and fully understand Ashdon Jazz's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, volunteers must seek clarification from Patricia Muirhead or Michelle Nicholas
- Co-operate with the Board of Trustees and Michelle Nicholas, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- Report to Patricia Muirhead within 24 hours any accident occurring on the premises or off the premises whilst acting on behalf of Ashdon Jazz Academy
- Bring to the notice of Patricia Muirhead any potentially dangerous circumstances that the employee is unable to put right.
- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident

- Do not misuse anything provided in the interests of health and safety.

2.5 Review

Patricia Muirhead in conjunction with Michelle Nicholls will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Board of Trustees.

3. General Arrangements

3.1 Accidents, Near-Miss Occurrences and Hazardous Situations

Ashdon Jazz has a Health and Safety Accident Book located in The Old Library and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to Patricia Muirhead. In addition to reporting accidents it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of the Michelle Nicholls to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Those incidents requiring reporting under RIDDOR are identified at the following link:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>.

RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than 3 days incapacity for work
- certain work-related diseases.

Those incidents requiring reporting under RIDDOR must be reported to the relevant statutory Authorities

Michelle Nicholas is responsible for reporting incidents which come within these categories

Under the Safety, Health & Welfare at Work General Application Regulations 1993, employers must report certain occurrences to the relevant Health & Safety/ Environmental Health Department.

Records are kept on site for a period of 10 years.

Our Accident Book is kept in the office filing cabinet.

3.2 Monitoring

Ashdon Jazz Academy will make periodic checks to ensure that our precautions remain effective and adequate. It will also ensure that any lifting, work or electrical equipment and charity utilities are inspected as necessary to ensure that they remain safe. Records will be kept of the checks made.

3.3 First Aid

Ashdon Jazz Academy will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers. Our first aid boxes are located in: The AJA office, 3rd floor landing, Rathbone Main hall, Rathbone Kitchen

Our person in charge of first aid arrangements is: **Christine Bramwell**, who has undertaken First Aid at Work training

3.4 General Fire Safety

Jane Roberts is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. All updated reports are kept in the main Rathbone office.

Patricia Muirhead has been trained as the building **Fire Evacuee Officer**. In the event of a fire all staff must use the stairs and exit the building at the nearest fire exit points. All staff on leaving the building must meet outside West Norwood post office until provided with further instructions.

3.5 Risk Assessment

AJA will complete risk assessments to identify what is needed to comply with health and safety law. The charity will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. All risk assessments pertaining to charity activities, will be filed in the risk assessment shared folder

3.6 Contractors and Facilitators

If AJA employs contractors, or hire facilitators, the charity will make sure that they have their own Health & Safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

The charity will check and record DBS certificate numbers for facilitators. Those with no DBS certificates and conducting ad hoc workshops will not be left unsupervised with young women and a risk assessment will be conducted prior to the workshop

3.7 Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept online and can be obtained from shared google drive.

3.8 Specific Arrangements

- **Asbestos**

AJA has an asbestos inspection report and manage the risk. The charity will also provide relevant information to others who might need it (for example, building contractors) and will keep records of the checks, assessments and plans made.

- **Buildings**

The charity will ensure that the fabric of the office is regularly inspected to make sure it is safe.

Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

AJA will ensure that boundary walls and doors are kept in good repair and ensure the surrounding trees have been inspected by a competent person and have any necessary work carried out to make them safe.

- **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our Rathbone building , AJA will identify what we need to do to ensure the safety of all those concerned before work starts. The charity will also determine if there are any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

- **Display Screen Equipment**

Where employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. There will also be provision of information, training, eye/eyesight tests (on request) and special spectacles if needed. All DSE checklists for employees

and volunteers carried out at home and in the office will be stored in health and safety folder

- **Electricity**

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

- **Events**

Where AJA intend to hold large or unusual concerts, services and fundraising events, the charity will identify any additional precautions that are necessary and implement these.

A specific risk assessment will be completed to identify what steps are necessary to prevent, detect and take in the event of a fire. AJA will record findings and implement any necessary precautions. These will be reviewed and revised where we suspect that they are no longer valid.

- **Heating Systems**

Any gas heating system will be suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and records kept of the checks made.

- **Hazardous Substances**

AJA only use domestic cleaning and will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

- **Lifting Equipment**

AJA will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

- **Manual Handling**

AJA will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, AJA will make use of lifting aids (such as trolleys) or other precautions including team lifting. Correct manual visual aids will be provided to employees and volunteers working at the office or at home. All employees will be asked

to confirm they have watched manual handling video and read correct lifting procedures.

- **Preparation of Food**

AJA will ensure that on those occasions when food is prepared, a clean and disinfected work surface, utensils and equipment will be used. The charity will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. **Christine Bramwell** and **Patricia Muirhead** have received up to date food hygiene training and are solely responsible for preparing food for service users.

- **Slips and Trips**

Suitable precautions are implemented to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. Periodic checks will be made to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. AJA will ensure the buildings manager arranges for the correction of any defects identified, keeping records of the checks made. The charity will ensure there are arrangements in place to manage pathways in winter weather.

- **Working at Height**

Where possible AJA will try and avoid the need for working at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. The charity will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

- **Work Equipment**

Any work equipment (including any hand tools) AJA provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe and records kept of any checks made

- **Working Alone**

AJA will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. **Refer to Lone Working policy**

4. Personal Safety

- Volunteers and employees who are working on their own should not allow access to casual visitors who have no appointment into the office.
- All windows and entry doors will be lockable.
- Volunteers and employees who carry money for Ashdon Jazz Academy have the right to be accompanied by another person.
- Visits to the bank should not be at a regular time.
- Volunteers and employees should not put themselves at risk on account Ashdon Jazz Academy's property.
- Volunteers and employees should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

5. Stress Management and Wellbeing

The responsibility for reducing stress at work lies both with the Board of Trustees and employees, volunteers. Volunteers should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

Stress at work is a serious issue: volunteers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

Ashdon Jazz Academy is committed to ensuring the wellbeing of all volunteers and employees. It is recognised that work has an impact on the mental and physical health of employees, and AJA is committed to making that a positive commitment.

Ashdon Jazz Academy will do all it can to eradicate problems relating to stress at work.

Effective employee wellbeing will be achieved by:

- encouraging employees to seek work-life balance
- considering requests for career breaks and sabbaticals
- providing medical assistance to employees
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively

All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. Ashdon Jazz Academy will address all requests sympathetically and will try to meet all requests when the needs of the business allow.

Requests to work from home will be given careful consideration. A request will only be allowed if it will not have a negative impact on the smooth operation of the organisation. Employees must note that some jobs can never be successfully carried out from home.

Employees who are allowed to work from home will be expected to attend the workplace at least once a month]. This will allow effective communication, and ensure that the employee does not feel isolated from the work team.

Employees who work part time will be encouraged to attend team briefings. To achieve this, the timing of team briefings will vary to cover the different working patterns of employees.

5.1. Employees and Promoting Healthy Options

To promote the health of all employees Ashdon Jazz Academy will:

- Provide access to a confidential counselling service.

This service is not run by Ashdon Jazz Academy and no information about who has used the service, or why it has been used, is given to Ashdon Jazz Academy. All employees have been provided with employee assistance contact information

- Support employees and volunteers by providing regular 1:1 supervision and group supervision.

5.2 Promoting Dignity at Work

Ashdon Jazz Academy believes that all employees and volunteers should be able to work without fear of being harassed or distressed by their colleagues, service users or other contacts in the workplace.

Any employee or volunteer who is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be addressed in confidence.

If it is not appropriate to speak to the line manager employees should in the first instance speak to **Michelle Nicholas** on 07449 974 414 who will refer to **Linda Neal** - HR Trustee on 07951 661 672 if necessary

The organisation will act promptly to investigate any allegations of unacceptable behaviour in the workplace.

The organisation will support employees in getting over any distress that has been caused.

Employees or volunteers who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action.

5.3 Minimising the Stressful Impacts of Work

All jobs can have times when the work is particularly busy, or particularly demanding. Ashdon Jazz Academy recognises this and will support employees by allowing regular breaks for the employee to rest from these demands.

Employees are not expected to be answering emails from home in the evenings. If employees find that they are regularly needing to work from home in the evenings or are struggling to cope with the demands of their role, they must discuss this with their line manager to try to find a solution.

5.4 Managing Sickness Absence Effectively

Employees who are absent due to sickness must adhere to the Company Sickness Absence Procedure.

Employees should not return to work if medical advice is that they are not fit to work.

Employees who have been absent from work for a lengthy period of time will usually be expected to return to work on a phased return programme. This will be agreed between the employee and their line manager.

While an employee is on sickness absence leave their line manager will keep in touch. The purpose of this will be to ensure that key communications are sent to the employee, and to ensure that the employee still feels part of the work team.

5.5 Violence or Aggressive Behaviour

No volunteer or member of staff should be faced with violence in the workplace either from fellow employees, service users or members of the public. AJA will carry out risk assessments to identify the likelihood of violence and suitable control measures introduced, for example conflict avoidance training and workshop behaviour management.

All incidents of aggression or violence and any threat to personal safety should be reported to Patricia Muirhead and recorded in the accident book.

This policy will be kept electronically at the Ashdon Jazz Academy Office

Checklist for the Review and Approval of Procedural Documents

Title of document being reviewed	Yes/No/ Unsure	Comments
1. Title		
Is the title clear and unambiguous?	YES	
Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
2. Rationale		
Are reasons for development of the document stated?	YES	
3. Development Process		

Is the method described in brief?	YES	
Are individuals involved in the development identified?	YES	
Has a reasonable attempt has been made to ensure relevant expertise has been used?	YES	
Is there consultation with stakeholders and users?	N/A	
4. Content		
Is the objective of the document clear?	YES	
Is the target population clear and unambiguous?	YES	
Are the intended outcomes described?	YES	
5. Evidence Base		
Are any key references cited (if appropriate)?	YES	
Are any local/organisational supporting documents referenced?	N/A	
6. Approval		
Does the document identify which committee/group will approve it?	YES	
7. Dissemination and Implementation		
Is there an outline/plan to identify how this will be done?	YES	
Does the plan include the necessary training/support to ensure compliance?	YES	
8. Document Control		
Does the document identify where it will be held?	YES	
9. Review Date		
Is the review date identified?	YES	
Is the frequency of review identified? If so, is it acceptable?	YES	
10. Overall Responsibility for the Document		
Is it clear who will be responsible for coordinating the dissemination, implementation of the documentation?	YES	
Is it clear who will be responsible for overseeing the review of the documentation?	YES	



