



## PiPeLine Productions Academies Health & Safety Procedure

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**Preamble:** This procedure and its accompanying policy must be read and understood alongside any and all updates for the present COVID-19 situation:

[April](#)

[May](#)

[June](#)

[Response to C19 case May](#)

[First Aid During C19](#)

Further, more up to date C19 policies, procedures, and risk assessments can be found in Dropbox.

**PiPeLine Productions** is committed in all of its work to ensuring the Health & Safety and welfare of its staff, beneficiaries, and anyone else who may be directly affected by PiPeLine's work.

### Responsibilities

The final responsibility for Health & Safety and the implementation of this policy is that of PiPeLine Productions' Directors. All staff (paid, voluntary, and sub-contractors) must:

- Co-operate with line managers on Health & Safety matters;
- Not interfere with anything provided to safeguard their Health & Safety or the Health & Safety of others;
- Take reasonable care of their own Health & Safety;
- Report all Health & Safety concerns to an appropriate person in a timely manner;

### Risk Assessments

Risk assessments will be undertaken in all situations where it is necessary. It is the responsibility of the Directors to ensure that a risk assessment has been carried out. Action required to remove or control the risks must be recorded as part of the process of risk assessment. Action plans are to be drawn up based on the outcome of the risk assessment. All new workers are fully informed of these procedures.

### Consultation

All staff and others directly affected are consulted on all decisions related to Health & Safety policy.

All Health & Safety issues (incidents) will always be promptly reported to PiPeLine Directors by email and discussed at the next meeting – convened as a matter of urgency dependant on the nature of the incident.

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Health & Safety Procedure – May 2021 – review September 2021

PiPeLine Productions Academies LTD

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Company Limited by Guarantee, registered in England and Wales. Company No.: 07392854

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### **Safe Equipment**

Anyone using equipment and/or with direct regular access/use of equipment is also responsible for all safety checks and maintenance. They are also responsible for ensuring that the Directors are made aware of any issues arising as appropriate, in accordance with statutory requirements.

Assessments will be reviewed as and when the work/activity/materials and/or equipment change, or other significant change occurs.

### **Safe Handling of and Use of Substances**

Anyone using potentially hazardous substances is also responsible for carrying out COSHH assessments. They are also responsible for ensuring that the Directors are made aware of any issues arising as appropriate, in accordance with statutory requirements.

Assessments will be reviewed as and when the work/activity/materials and/or substances change, or other significant change occurs.

### **Information, Instruction, and Supervision**

Health & Safety Law posters are displayed in PiPeLines'/Artworks' offices as well as in the kitchen in the Academy out building, in the manager's office, and in the kitchen, foyer office, and facilities manager's office in Keighley. Health & Safety advice is available from Bradford Occupational Health Projects, PERS, Health & Safety Executive, and through Trade Unions. Supervision of young workers/trainees will be arranged, undertaken, and monitored by the appropriate member of staff. Ensuring that PiPeLine workers at locations other than PiPeLine offices are given relevant Health & Safety information is ultimately the responsibility of the Directors (as are all Policies, Procedures, Guidance Notes, and Terms of Contract). Managers are directly responsible for ensuring implementation of all Health & Safety, in all respects – at all locations.

### **Health & Safety Training**

The person (usually a director) with overall Health & Safety responsibility will undergo suitable Health & Safety training to level 3, certification which will last for 3 years and may be refreshed within this time. They will also undergo related training (risk assessing, fire safety, food hygiene, allergens, H&S refreshers) in the interim.

Managers and/or those with daily responsibility to ensure that risk assessments, policies, and this procedure are being followed will undergo Health & Safety training to level 2 as well as other pertinent training.

All other staff will undergo Health & Safety training to level 1 as well as additional training on areas such as food hygiene and allergens.



### **Work-Related Stress**

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate, reduce, or control risks from stress (in line with the HSE Management Standards for Work Related Stress) should be adopted wherever possible.

The standards encourage attention to factors such as:

- Demands: workload, work patterns and the work environment;
- Control: how much 'say' the person has in the way they do their work;
- Support: the encouragement, sponsorship and resources provided by the organisation, management, and colleagues;
- Relationships: promoting positive working to avoid conflict and dealing with unacceptable behaviour;
- Role: whether people understand their role within the organisation and whether the organisation strives to ensure that they do not have conflicting roles;
- Change: how organisational change, large or small, is managed and communicated within the organisation;

The Directors must, as far as possible, ensure that no staff work excessively long hours and that allocated rest breaks and holidays are taken as appropriate. Workloads will be monitored to ensure that staff do not become overloaded. Managers have a responsibility to be vigilant and offer additional support to a member of staff who is experiencing stress outside of work e.g. bereavement or separation.

Directors should address issues of work-related stress at all times.

Rearranging work allocation, flexible working patterns, and work-related training/mentoring should be considered as health measures where work-related stress is identified. Bullying and harassment must not be tolerated and should be treated as serious disciplinary matters. In some cases, where stress is a cause or a possible cause of repeated or long-term absence from work, the Absence Management policy should be followed.

### **External Events, Learners, Service Users**

All service users/learners are responsible for:

- Co-operating with PiPeLine staff on Health & Safety matters;
- Not interfering with anything provided to safeguard their Health & Safety;
- Taking reasonable care of their own Health & Safety;
- Reporting all Health & Safety concerns to a member of PiPeLine staff;

### **Accidents, First Aid, and Work-Related Ill-Health**

First Aid boxes are kept at various locations. Full information can be found in the [PiPeLine First Aid Policy & Procedure](#). Information about who the appointed First Aid personnel is



displayed in the Kitchen at the Bradford Provision.

All members of staff working at the Keighley provision are made aware of who the appointed First Aider is. All accidents and cases of work-related ill-health are recorded electronically on CPOMS. The person/people responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority – under RIDDOR, especially when it occurs in the office and/or involves PiPeLine staff are the Directors.

### **Monitoring**

To check our working conditions and ensure safe working practices are being followed, PiPeLine staff will make spot checks. These occur at some point almost daily but will be conducted every Monday as a scheduled occurrence. Any significant findings must be recorded on CPOMS and addressed as soon as is practicable or immediately depending on the nature of the issue.

There will be an annual review of the Health & Safety Policy.

The person/people responsible for investigating accidents is/are the Director(s).

The person/people responsible for investigating work related causes of sickness absence is/are the Director(s). The person/people responsible for acting on the findings of the investigation to prevent recurrence is/are the Director(s).

### **Fire Evacuation and Emergency Procedures**

The person/people responsible for ensuring the fire risk assessment is undertaken is/are the Director(s).

Individual members of staff, dependent on who is present in the offices on any given day, are responsible for the daily checks of escape routes but these are checked in-line with the daily and weekly Health & Safety checks.

Most staff are trained every three years as Fire Marshals but one member of staff at each provision will be given that designated responsibility.

Fire extinguishers are maintained and checked by the nominated specialist firm. Fire alarms are the responsibility of the assigned member of staff and are tested weekly by our overall fire marshal. Emergency evacuation will be tested twice a year, by the assigned member of staff.

### **Working in the Studio/Office Environment**

To avoid tripping hazards, all studio/office accommodation and associated storerooms and stairs must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment, or other items.

Cables must be routed so as to avoid creating tripping hazards or must be protected with suitable cable covers to reduce the tripping hazards and to prevent damage to the cable.

Storage facilities must be organised in such a way that files or other materials can be stored and retrieved without risk. Where goods are stored at high level, means must be provided



so that they can be reached safely. Where

equipment is provided it must be maintained in good order.

Filing cabinets can tip if more than one drawer is opened at any one time. Drawers should be kept closed when not in use. Whenever possible, heavy/bulky files should be stored in the lower half of the filing cabinet.

All furniture and equipment should be maintained in a good state of repair. Defective furniture and equipment, particularly sharp edges on metal furniture, can be hazardous. Any such defects must be reported to management without delay.

Many items of electrical equipment are in use in the studio/office environment. No worker should attempt to rectify any electrical defect. Only a suitable and qualified competent person should undertake all servicing and maintenance of electrical equipment. Records must be kept of such servicing and maintenance.

### **Working at Computer Workstations**

Working at computer workstations is a necessary part of most workers' duties as well as being an integral part of the services provided to young people.

PiPeLine will provide appropriate equipment to reduce the risk of injury, including wrist rests, footrests, document holders, appropriate seating, and workstations wherever any of these are necessary.

The following guidelines should be followed by all workers/service users to reduce the risk of injury/damage to health, regardless of the amount of time spent working at computer workstations:

- To reduce the risks of visual fatigue and repetitive strain injury: take regular breaks from the screen (at least once an hour);
- When possible, try to vary the type of work you do on the VDU so that you are not, for example, inputting data for long periods of time. This is to reduce the risks of visual fatigue and repetitive strain injuries;
- Adjust your seat or stop working if you feel uncomfortable;
- If you develop physical symptoms that could be associated with working at a computer workstation (e.g. headaches, problems with vision, sore hands and/or wrists, back pain) you should report these to a manager;
- Follow guidance to ensure your workstation is set up correctly and that you are sitting properly;

### **Guidelines on Manual Handling**

There is some lifting and handling involved in most workers' tasks e.g. carrying display boards, boxes of leaflets. In order to reduce the risk of injury all workers should follow the following guidelines:



- Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker;
  - Where possible use mechanical aids, e.g. sack cart;
  - Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a “human chain”;
  - Follow the good handling techniques as advised;
- If in doubt, do not lift the object and speak to a manager for guidance.

### **Guidelines on Working Alone**

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation, they must report it to the directors. Staff/volunteers should minimise the amount of time they spend alone with learners/young people/service users. This is to maximise protection of young people but also to protect staff. Where working alone with young people, it is good practice to do so in areas where both can be seen by other people or where cameras are present. If this is not possible, it is good practice to not spend prolonged periods in rooms with closed doors.

PiPeLine will ensure that the times when staff work alone with young people are kept to a minimum.

### **Working Alone in the Office and Personal Safety**

PiPeLine will try and ensure that the times when people work alone are kept to a minimum, particularly outside usual office hours.

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation, and employees should use their own judgement about which of the following applies:

- If you are intending to work outside office hours, another member of staff should be informed;
- Keep external doors locked and only open them to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present, or to use the telephone to communicate;
- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the premises, and take appropriate action to safeguard this e.g. call for a taxi, park your car as close to the office as possible, ring for assistance and stay put until help arrives;



- Be aware of your personal safety if you are attending external meetings on behalf of PiPeLine in the evening. Try to walk to car parks or public transport stations with other people you know or call a taxi if you perceive you could be at risk;
- Be aware of your personal safety if conducting home visits. Ideally these should be conducted in pairs but where this is not possible, other members of the team should be informed of the location, what time the home visit will commence, what time it is expected to end, and when it has ended.

PiPeLine Health & Safety Policy document supplements this policy. *Health & Safety is everyone's responsibility.* This Policy is to be read in conjunction with all other PiPeLine Policies, Procedures & Guidance Notes. This policy was first adopted November 2014.

| Review: | By:            | Changes:  | Next Review: |
|---------|----------------|---|--------------|
| 1/9/20  | Philip Charles | Added reference to COVID-19 updates.<br>Updated locations for H&S posters.<br>Updated Health & Safety Training section to reflect updated policy on training.<br>Added additional information on home visitation. | 1/9/21       |
| 14/5/21 | Philip Charles | Added further info on H&S Poster locations. No other significant changes.   | 1/9/21       |
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