



10 days

Health and Safety Policy and Risk Assessment

Health and Safety Policy and Risk Assessment

10 days is committed to ensuring the health and safety of all its staff (paid and unpaid), contracted workers, volunteers and all other people who may be affected by its activities.

10 days will do everything that is reasonably practicable, within its abilities, to protect from harm its staff (paid and unpaid), contracted workers, volunteers, and all other people, whilst carrying out its activities.

10 days fully recognises and accepts its responsibility to prevent accidents and cases of work-related ill-health and will provide adequate control, where practicable, of health and safety risks arising from its work activities.

10 days staff (paid and unpaid), contracted workers, volunteers and exhibitors will be required to adopt the policy of the venue in which the activity is taking place.

10 days requires that its staff (paid and unpaid), contracted workers and volunteers, take all reasonable care of their own health and safety and that of any others who may be affected by their acts or omissions at work.

10 days requires that its staff (paid and unpaid), contracted workers and volunteers, whilst working at premises or places belonging to a third party, maintain a safe and healthy working environment, provide and maintain their own plant, equipment and machinery and ensure safe storage/use of substances.

10 days will engage and consult with staff (paid and unpaid), contracted workers, volunteers, participants, co-workers and any people who may have special responsibility for health and safety matters during the execution of its activities on day-to-day health and safety conditions. It will provide and receive advice on matters of health and safety, as appropriate.

All selected artists must be insured for Public and Products Liability of £5M. Artworks exhibited are the responsibility of the artist to insure unless stated otherwise. **10 days** cannot accept any responsibility for damage to, or theft from, exhibitions and events during the **10 days** project.

If you are submitting an application for a satellite project, **10 days** cannot provide Public Liability insurance or be responsible for the health and safety of your event. If you are submitting an application for a satellite project you will need to secure your own Public Liability insurance and have a health and safety policy in place.

All electrical equipment (including extension cables) brought in for use in **10 days** exhibitions and events must be PAT tested in accordance with the Electricity at Work Regulations 1989, labeled with details of the tester, the date when re-testing is due, and most importantly, the accompanying certificate. There can be no exceptions to this ruling, and any electrical equipment not having been tested within the last 12 months cannot be used, irrespective of the consequences.

10 days and its Board of Directors cannot be held accountable if staff (paid and unpaid), contracted workers volunteers and participants engaged in work at premises belonging to a third party, fail to take action on advice given.

10 days will ensure that its staff (paid or unpaid), contracted workers and volunteers are aware of the need for, and carry out, an assessment of health and safety risks under the auspices of **10 days**.

10 days will ensure that staff (paid and unpaid), contracted workers and volunteers are given suitable advice on preparing a risk assessment, dynamic and written, at premises where they are working under the auspices of **10 days**.

In pursuance of this policy, **10 days** will monitor the effectiveness of its policy as part of its regular evaluation of its projects. Where needs are identified, appropriate action will be taken.

Health and Safety – Risk Assessment

A risk assessment may be dynamic or written. A dynamic risk assessment is an on-the-spot assessment, which is not written down but is carried out regularly whilst a project is in progress. A written risk assessment may be required at the premises or place where you are working. Where policies differ, you will adopt the policy of the venue in which the activity is taking place.

The risk assessment, which is an examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm, will be carried out as follows:

- Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary
1. A 'hazard' is anything that may cause harm, such as chemicals, electricity, lifting, carrying working from ladders and an open drawer. Walk around and look. Ask others if they can spot anything. Follow manufacturer's instructions for equipment and substances. Think of long-term hazards. Identify the hazards you can reasonable expect. Cover any new or different hazards with a specific assessment.
 2. Identify groups of people who might be harmed and how they might be harmed. Think of how your work affects others present. Think also of people such as visitors, cleaners or members of the public. Are you using anything with high levels of noise, with trailing wires, or where there might be exposure to harmful substances?
 3. The 'risk' is the chance, high or low, that somebody could be harmed by the hazards, together with an indication of how serious the harm could be. Do everything 'reasonably practicable' to protect people from harm. Ask yourself if you can get rid of the harm altogether. If not, think how you can control the risks. Involve others, particularly those with responsibility for health and safety at the premises or place where you are working, in applying the principles of reducing risk, in the following order:
 - Provide an option with less risk
 - Prevent hazard by guarding
 - Reduce the exposure to the hazard
 - Issue personal protective equipment
 - Provide welfare facilities

Refer to Health and Safety Executive website (www.hse.gov.uk), to the HSE hotline 0845 300 0055 or the Workplace Health Connect (www.workplacehealthconnect.co.uk) for further information.

4. Review and update your assessment regularly, asking whether there have been any changes which require control or whether there are any improvements still to make. Consult and involve others here.

10 days asks that its staff (paid and unpaid), contracted workers and volunteers report any accidents or ill-health connected with **10 days** to the responsible person where they are working so that that person may investigate. You should also notify the Creative Director of **10 days** in writing to:

The Creative Director - **10 days**
First Floor
45 Southgate Street
Winchester
Hants SO23 9EH

or contact@10dayswinchester.org marked "Health and Safety".

Any such complaints will be fully investigated as speedily as possible using the **10 days** Complaints Procedure, and you will be kept advised of action taken. Please refer to the **10 days** Complaints Procedure detailed in the **10 days** Complaints Policy for full information.

The responsibility for ensuring **10 days** maintains effective Health and Safety Policy lies with the Board of Directors and will be reviewed biennially by the **10 days** Steering Group, or more frequently, as appropriate.

The **10 days** Complaints Procedure is the overall responsibility of the **10 days** Board of Directors. Procedure for ensuring **10 days** upholds its Complaints Procedure lies with the **10 days** Steering Group. The process of handling complaints will be reviewed biennially, or more frequently, as appropriate.

It should be noted that serious accidents and ill-health connected with work under the auspices of **10 days**, whether to a self-employed person or a member of the public, should be reported under RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by calling the Incident Contact Centre (ICC) on 0845 300 99 23.

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