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**Next review date:** 11th April 2019

### Introduction and scope

Hand Of is committed to providing a healthy and safe environment for all those involved in the activities it organises.

- This includes but is not limited to; staff (including freelance), volunteers, project participants, and audiences.
- This includes but is not limited to; projects, performances and fundraising events.

### Responsibilities

- Overall responsibility for health and safety sits with the Board of Trustees.
- Practical responsibility for health and safety at events and activities organised by Hand Of sits with Louise Snape, CEO.

### Statements of general policy

1. Hand Of will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

2. Hand Of will provide clear instructions and information to ensure that staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. Hand Of will engage and consult with staff and volunteers on health and safety conditions.

Actions to be taken: staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for

regular venues/activities. Establish clear lines of communication for staff and volunteers to raise health and safety concerns.

4. Hand Of will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

### First Aid

- Hand Of will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Hand Of will ensure that they are First Aid trained.
- Where appropriate (e.g. for larger events) Hand Of will train members or volunteers in First Aid or work with professional First Aid organisations.

### Sound safety

Hand Of takes the responsibility of protecting the hearing of staff, volunteers, project participants and audience members seriously. We will:

- Ensure that any playback is within safe sound levels both for project participants and audiences.
- Ensure there are open lines of communication for individuals to raise concerns about hearing should issues arise.