



Health and Safety policy

General Statement

National Youth Jazz Collective has a commitment to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and visitors, and to working with partners and venues to ensure the health, safety and welfare of staff and attendees at all its events. Volunteers, temporary and contract staff working from our premises or at our events must also be made fully aware of Health and Safety policy. We will provide a healthy and safe working environment, safe equipment, and adequate information, instruction, training and supervision for all staff. We will regularly consult with employees on matters of health and safety to ensure an appropriate policy is in place, which can be implemented effectively with the employees' active involvement.

Organisation

Overall and final responsibility for Health and Safety at National Youth Jazz Collective is that of the Chief Executive. Duties include coordinating regular reviews of Health and Safety policy and procedures in consultation with staff, arranging risk assessments and updating policy when necessary.

Day-to-day responsibility for ensuring the policy is followed at our offices is that of the General Manager. Duties include induction, distributing new information to staff/contract workers and ensuring the general safety of the working environment at The Borough Hall.

At National Youth Jazz Collective events, responsibility for ensuring risk assessments have been carried out and Health and Safety procedures are outlined lies with the Project Manager assigned to that event.

It is the responsibility of all National Youth Jazz Collective employees/contract workers to act with due regard to the health and safety of themselves and others who may be affected by what they do at our offices or events. Any serious danger to health and safety or defects in structures and equipment which may come to their notice and cannot be immediately rectified

must be reported to the Chief Executive (via the Project Manager if appropriate). Any incidents which have led, or might lead, to injury or damage must be recorded.

Arrangements

Instruction, training and consultation

All new employees/contract workers will receive relevant instruction and induction on health, safety and welfare matters from the General Manager (or Project Manager if this role has been delegated). A copy of the Health and Safety policy will be displayed on the staff notice board alongside the Health and Safety Law poster. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken. The organisation will consult with staff about Health and Safety policy on a regular basis through staff meetings.

Risk Assessment

A risk assessment of the general working environment and individual workstations (see Workstations and Display Screen Equipment) will be undertaken by a nominated and trained member of staff or specialist, reviewed on a regular basis and updated as appropriate to reflect any changes to the working environment, as coordinated by the General Manager.

Visitors

Any visitors to National Youth Jazz Collective's offices who will be left unaccompanied must be informed of the nearest routes to exit the building. All staff and visitors to NYJC's office must sign-in and sign-out at the main reception at The Borough Hall. In the event of an evacuation, visitors will be escorted from the building where possible, and a marshal informed of their presence. Visitors must be provided with a healthy and safe working environment and safe equipment where required; workstations will be checked that they meet an appropriate standard for use and that any hazards are removed prior the visitor's arrival.

Workstations and Display Screen Equipment

An assessment will be made of each workstation to determine that relevant issues such as seating arrangements, lighting and monitor set-up are suitable for each member of staff. As regular users of computer equipment, all permanent National Youth Jazz Collective staff will be entitled to eye and eyesight tests [meeting with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992], at the organisation's expense, upon the request of the employee. Where it is determined that the employee needs corrective glasses exclusively for display screen use, arrangements will be made to provide these without charge to the employee, in accordance with the Regulations.

Equipment Safety

Safe equipment must be provided for National Youth Jazz Collective employees and visitors. A regular inspection and, where necessary, testing of our equipment will be made by a trained member of staff or specialist, under the coordination of the General Manager.

First Aid

A First Aid Box will be kept in their offices and responsibility for their contents allocated to a member of staff.

Events Health and Safety

National Youth Jazz Collective must ensure, as far as is reasonably practicable, the health, safety and welfare of staff, volunteers and attendees at its events. The Project Manager will consult with a venue or partner, as appropriate, to ensure that a risk assessment has been carried out, and that any National Youth Jazz Collective staff or volunteers working at the event are informed of the location of fire exits and any Health and Safety procedures particular to the event or venue.

Accidents, Ill Health and Dangerous Occurrences

Accidents to employees, or others, arising from work undertaken by or for National Youth Jazz Collective must be reported to the Chief Executive (or Project Manager if this responsibility is delegated) and first aid attention sought. Accidents, however minor, must then be recorded in the Accident Book, which will be kept with our first aid box. Where the incident involves a serious injury, disease, or a reportable dangerous occurrence, the Chief Executive must make a report as specified in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Review of policy

This policy was approved by the National Youth Jazz Collective Board on 12 February 2014. It will reviewed by the Board on an annual basis.

Date of last review: February 2014

Signed by **Martin Joseph Kemp, Chairman**, on behalf of National Youth Jazz Collective:

_____ *Date* _____