

# MOUNTVIEW

## SHORT GUIDE TO HEALTH AND SAFETY

### General Statement

Mountview regards the promotion of Health and Safety measures to be a mutual objective of management and staff at all levels. Mountview's safety policy is to do all that is reasonably practicable<sup>1</sup> to protect its employees from personal injury, to prevent damage to property, to protect visitors and the general public from foreseeable risk so far as they have reason to come into contact with the company or its activities.

### Employer's Responsibility

Mountview is aware of its responsibilities under the Health and Safety at Work Act 1974, Fire Regulatory Reform (Fire Safety) Order 2005 and the Environmental Protection Act 1990. We will make every effort to:

- Provide a safe place of work and proper access to that place of work, and to provide systems of work, which are safe and without risk.
- Initiate and sustain a constant and continuing interest in health and safety matters.
- Make arrangements for implementing the health and safety measures identified as necessary by the risk assessment.
- Review and revise the Health and Safety Policy as often as may be necessary to comply with changing regulations.
- Provide information, instruction, training and supervision necessary to ensure health and safety.
- Provide adequate welfare facilities.
- Provide all necessary protective equipment and supervise its use.
- Hazardous substances introduced to Mountview will be monitored, and the risks will be assessed as required, by the Health and Safety Committee.
- Ensure that plant and machinery are safe and that safe systems of work are set and followed.
- Provide health surveillance for those employees at risk.
- Appoint competent people to help implement any arrangements.
- Set up emergency procedures.
- Work in conjunction with other employers sharing the same workplace.

### Employee's Responsibility

The Health and Safety at Work Act 1974 (HSWA) states:

#### **General duties of employees at work**

It shall be the duty of every employee while at work

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

<sup>1</sup>"reasonably practicable"; this involves weighing a risk against the trouble, time and money needed to control it.

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## **Duty not to interfere with or misuse things provided pursuant to certain provisions**

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.

## **Organisation**

### **Responsibility of Directors / Trustees**

The Board of Trustees have the overall and final responsibility for the health and safety of employees as required in Section 2 of the Health and Safety at Work Act 1974. The Health and Safety Manager and Chair of the Health and Safety Committee reports to the Finance and Planning Committee and the Board of Trustees.

### **The Health and Safety Committee**

The Health and Safety Committee comprises the Venue and Estates Director (H&S Manager and Chair), Chief Operating Officer (Deputy Chair), Health and Safety Consultant, and Senior staff. The committee comprises of three working groups, which includes Academic, Production and Operations & Facilities. Each group reports on a regular basis to the committee. Staff in each operational area to ensure that as many staff at all levels have access to the committee and can join the working groups as required attend the groups. The committee will monitor the implementation and operation of the Health and Safety Policy. Other functions will include organisation of safety training, safety inspections, accident investigations and monitoring of the maintenance of plant and equipment. They will also carry out suitable and sufficient assessment of the risks to the health and safety of both employees of Mountview and other people who may be affected by the organisation's activities.

## **Arrangements**

We have created this Short Guide to enable staff and students understand critical information for your safety whilst working for and at Mountview. It is crucial that you read and understand this information for your safety and the safety of others. If at any point you are not sure, PLEASE seek advice from your line manager or a member of the Health and safety Committee. A list of these and their contact numbers can be found on the telephone directory.

The following will give you basic information. A full copy of Mountview's Health and Safety Policy is found on the company's intranet as well as a hard copy in each office. Copies can be requested Venue & Estates Director ([andyfranks@mountview.org.uk](mailto:andyfranks@mountview.org.uk)), your line manager or any member of the Health and Safety Committee. You can also email [healthandsafety@mountview.org.uk](mailto:healthandsafety@mountview.org.uk) with any safety concerns, for information and guidance and for copies of policies, procedures and other safety documentation. A copy of the policy is issued to all new starters, at the start of your employment or at your Health and Safety Induction. Students are directed to the Health and Safety information detailed in the Course / Programme handbooks and on the student intranet.

### **Training and Risk Assessment**

Your Line Manager will inform you of department-specific safe working practices and other safety and training arrangements. However, you should always carry out a risk assessment to identify the known and potential hazards of an activity or operation before beginning work. Above all, it is vital to remember that if you have not received training appropriate to the work you are doing, and then you should NOT be doing it unsupervised and need to seek help and advice. At induction, please ensure you have seen Risk Assessments for all your usual duties or have carried out a risk assessment if one is not available.

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The following pages provide useful and practical information for your health, safety and welfare in all aspects of working at Mountview. Please read them carefully.

Training: Mountview use an online training platform called IHASCO, you will be required to log into the portal and carry out online training as requested by your line manager or in relation to your duties at Mountview.

## **Accident, Near Miss and Dangerous Occurrence Procedures**

If an accident, near miss or dangerous occurrence takes place on Mountview's premises or during normal work activities; we ask that you deal with the incident to the best of your knowledge and ability, depending on the severity of the incident.

### Accidents

All accidents must be reported to your line manager and/or a first aider at the soonest possible moment. In the event of an accident, a First Aider must be immediately called to the scene. It is company policy that all accidents must be recorded in the accident book by a qualified First Aider<sup>2</sup>. The accident book can be found at the student services office and in the Duty Managers office or, in the case of on-site work, with the supervising staff member. You must know how to contact assistance in the event of an accident. Names of first aid trained staff and locations of first aid equipment are displayed on notices around the premises.

### Near Miss

A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. In the case of a near miss, you should stop your work or activity, make safe the area and decide if work can continue in a safe and secure manner. Near miss forms can be found at student services office and in the Venue Managers office. All near misses should be reported to the Venue and Estates Administrator so an incident report can be carried out as soon as possible. There are Near Miss Report card boxes located around the building for staff and students to report Near Misses. All staff should make themselves aware of how to report near misses and ensure this information is passed on to all freelance staff and students. PLEASE report all near misses no matter how minor as this could prevent accident or injury from occurring.

### Dangerous Occurrence

The list of dangerous occurrences in Schedule 2<sup>3</sup> of RIDDOR (Reportable Injuries, Diseases & Dangerous Occurrences Regulations 2013) is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. These dangerous occurrences apply to all workplaces and include incidents involving: lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, the collapse of scaffolding, train collisions, wells and pipelines or pipeline works. Depending on the nature and severity of the incident further investigation may be required and you may be asked to be involved in his investigation. All incidents deemed to be reported under RIDDOR will be reported by the Health and Safety Manager.

### **First Aid Boxes**

First Aid Boxes are positioned in the following locations: Reception, Student Services, Duty Managers office, Workshop and with Venue Supervisor when on-site. A list of first aid trained staff and their contact details is posted on the front of the boxes and displayed on notices around the premises.

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## **Fire Prevention and Emergency Procedures**

All staff will have been shown the evacuation procedure in force at Mountview. It is your responsibility to be familiar with the evacuation procedure and inform any new staff working with you about the evacuation procedure. Evacuation procedure notices are positioned around the building and copies can be freely obtained from the Health and Safety Sharepoint Site.

<sup>2</sup> Staff who have completed either the First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) training

<sup>3</sup> <http://www.legislation.gov.uk/ukxi/2013/1471/schedule/2/made>

In the event of a fire alarm sounding, leave the building by the nearest fire exit and assemble at the correct assembly point. Details of the assembly points will be given to you during induction. Further copies can be found at Reception, in the Health and Safety Policy, in registers, or by asking the Duty manager or any member of the Health and Safety Committee.

## **Fire Sweep System**

In the event of the Fire Alarm activation, Mountview employs a Fire Sweep System, this system allows staff to help sweep the building checking that all rooms are clear or notifying the Incident Controller if anyone needs assistance in exiting the building.

Any member of staff can complete the sweep of an area, please familiarise yourself with the sweep system card which are located in many areas around the building. You will Sweep Cards and Hi-Vis Jackets to use during an evacuation. The sweep cards detail the route to take if it is clear and the Hi-Vis to indicate that you are sweeping that zone. All staff will be inducted in the use of Sweep System and All staff are expected, if they see an area is not swept to carry out the sweep. Once the area is confirmed to be clear, all sweep card to be handed to the Incident Controller.

## **Good Housekeeping**

Good housekeeping contributes to personal safety and fire prevention in the workplace. Always use a tidy and systematic methods of working. The build-up of rubbish, empty containers and waste paper can be hazardous; please make sure they are disposed of correctly at the end of each day. Make sure that you are familiar with the building and any emergency procedures in the event of fire, spillages or other accidents. Do not enter restricted areas unless you are authorised to do so, and at all times observe the warnings given.

## **Clear Access**

Do not wedge open fire doors, and never block or obstruct doorways, gangways, corridors or stairs. Do not tamper with door closures. Do not leave drawers and doors open unnecessarily and do not trail cables or flexes across the floor.

## **Spills**

Cleaning fluids, photocopier chemicals and other such substances should always be stored correctly, and spillages dealt with immediately. If in doubt about what is best practice, ask your line manager.

## **Storage**

Make sure that shelves are not overloaded, and that glass and heavy objects are stored at working height where they will be easier to handle. Use steps or ladders to reach items at height. NEVER climb on benches, tables or chairs. If you require access equipment, please speak to your line manager.

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## **Access Equipment and Working at Height**

Unless it is part of your work schedule, it will be very rare that you will be required to work at height or use ladders or access equipment. Mountview has various makes of access equipment, and the maintenance, facilities management and production department are responsible for this equipment. You must not use any access equipment unless you have been trained to do so and are competent in the safe use of this equipment. Please note that standing on a chair to reach a box on a high shelf is technically “working at height”, therefore you must use the correct equipment and be trained to do so. Please speak to your line manager for more information.

## **Lifting and Manual Handling**

*“Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.” (hse.gov.uk 20 Jan 2014)*

There is always a right and wrong way to move heavy or bulky objects safely. Never lift or move anything that is beyond your capability. Wherever possible you should use a handling aid to do the job for you, such as a trolley or sack barrow. If lifting or repetitive manual operations are routine in your work, your line manager will ensure that you receive appropriate instruction and training on safe working practices and posture. Further advice may be obtained from your line manager, Health and Safety Consultant or the Venue and Estates Director.

Please look at this link for more information on correct manual handling techniques. <http://www.hse.gov.uk/pubns/indg143.pdf>

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) and Respiratory protective equipment (RPE) includes: overalls, safety glasses and goggles, masks and respirators, hard hats, and safety gloves and safety shoes. You will be issued the appropriate PPE / RPE equipment depending on your duties, however if you feel you should be using PPE, please speak to your line manager before you start the task. PPE is only of benefit to you if you wear it properly. Learn how to do so and store it carefully between uses.

## **Asbestos**

Due to the relocation to the new facilities asbestos should not be apparent in any material part of the building. Despite this, care should be taken with any old props or scenic elements, or in remote work, where such assurances cannot be guaranteed. If in doubt the relevant safety manager should be consulted to ensure all materials are safe to work with.

## **Control of Substances Hazardous to Health Regulations (COSHH)**

All substances, for example cleaning materials, paints or other chemicals, including airborne dust and vapours used on Mountview premises shall have first undergone an assessment of the risk to the health of employees either using or in close proximity to the chemical. This assessment will be carried out by your line manager. A COSHH Register is located in all departments. Specialist information can be found on the manufacturers’ web pages and should be consulted on the first use of the chemical, looking for its safe use and other health and safety information. It is your duty to notify your line manager of any new substances acquired for intended use at Mountview or any of its external work and may lead to disciplinary action if you do not follow this procedure.

## **Contractors and Visitors**

All contractors and visitors must be inducted in the safe evacuation of the building and first aid arrangements; they must have provided the Facilities Manager with a method statement of

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the work they intend to carry out prior to commencement of the work. All visitors are the responsibility of the employee they are visiting; they must not be left unattended in the building for long periods of time and must be escorted around the building until they have received suitable and sufficient induction.

Permits to Work: Some works by Contractors and facilities and Production staff may require Permits to Work such as hot works, roof work etc, these are issued and managed by the Facilities Manager.

## **Electrical Safety**

All electrical equipment brought into the workplace must be PAT tested (portable appliance testing) before use. Check with your line manager, the Facilities Manager or the Health and Safety Consultant as to what needs to be tested.

You must report Faulty Mountview electrical equipment to the Facilities Manager in respect of office and building equipment and the Head of Technical and Production for Production / stage equipment. Never undertake repairs or maintenance of electrical equipment unless authorised and trained to do so. Such equipment must not be used until it has been repaired, checked, and passed as safe for use. In the meantime, it should be taken out of service and suitably labelled to prevent others from using it. Obvious visual signs of potential electrical faults include damaged plugs and pins, significant wear or DIY repairs to flex coverings, and exposed wires. DO NOT bring your own electrical equipment into Mountview without first checking with the Facilities Manager.

## **Machinery**

Always make sure that before using a piece of machinery you are trained in how to operate it correctly and, where authorised, to maintain it. You must know how to STOP it in an emergency.

Workshop: You must not use any workshop machinery until adequately trained by the Workshop manager. All staff must show competence and be signed off by the Workshop Manager.

## **Working Alone**

Never work alone when carrying out any potentially hazardous work. There will be no one at hand to help you, should you encounter problems or have an accident. All staff should read the Lone Working Policy and make adequate provisions for such work. If you believe that you are lone working, you should discuss the arrangements with your Line Manager.

## **Mountview Van and Vehicle Policy**

Mountview has a driving at work policy available on the Health and Safety Sharepoint and from the Venue and Estates team. Prior to driving the company van all staff must have completed a driving test, vehicle induction and pre-use checklist.

## **Mountview Performance Spaces**

Due to the nature of theatre work and the associated hazards, performance spaces used for Mountview's productions are considered restricted areas. Unless you are authorised by the Production Manager or senior member of staff, you must not enter these areas. Even if you have been authorized you must check what work activities are being carried out prior to entering any stage areas.

For venues that are hired, may have in-house rules and procedures attached to the hire contract; all staff involved in this work must check for any restrictions or safe working practices prior to commencement of work. The Head of Production and Stage Management, the Production Manager or the Production Supervisor will be able to assist in this.

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## Emergency Response Preparedness Plan (ERPP)

The Emergency Response plan outlines what measures, actions and roles and responsibilities some Mountview staff will take in a major incident was to occur. Such events like Fire, Major Accidents and Major Incidents such as Terrorist Attacks are detailed and risk assessed. All Staff should be made aware of the ERP on induction. A copy of the ERP can be found on the Health and Safety Sharepoint site, copies can also be requested from the Venue and Estates Department. All staff should read the ERP to fully understand what to do in such incidents.

## Health and Safety Policy

A full explanation of these points is given in the full version of the Health and Safety Policy and supporting information, which is available for all employees to read. It is the duty of all employees to familiarize themselves with the safety arrangements employed at Mountview.

This is a brief guide and as such only covers generic information on the main topics of health and safety. Your role at Mountview may require you to take on supervisory and line management duties; it is therefore important that you know how to obtain further information on health and safety matters and to understand how you can help us improve on specific, specialist areas of health and safety.

All issues relating to health and safety go through the Health and Safety Committee by contacting any member of the committee or emailing [healthandsafety@mountview.org.uk](mailto:healthandsafety@mountview.org.uk). The Venue and Estates Director is the on-site contact for the Health and Safety Executive and can give further clarification on any matters arising from the Health and Safety Policy.

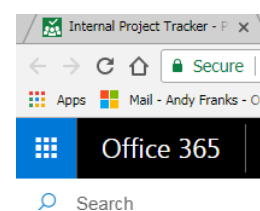
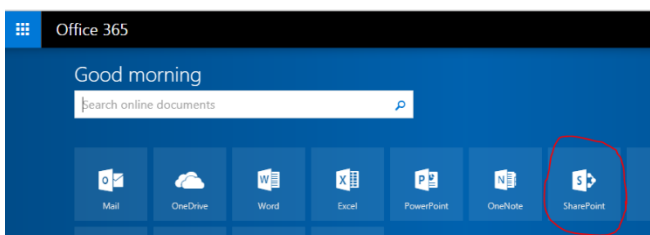
Any employee who wishes a matter to be discussed and looked into may speak to any member of the Health and Safety Committee, who will bring it up at the next committee meeting. The results will be published in the following Health and Safety minutes, available to all staff.

## Health and Safety Sharepoint Site

All staff are expected to register onto the Health and Safety. This is where you will be able to find lots of safety information, policies, procedures, forms and guidance notes. Please follow the instructions below to access the site. The site can be viewed on many devices

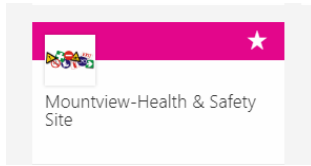
You will have been sent this link [Mountview-Health & Safety Site](#) this is a short introduction on how to use this team site.

1. Click link and log onto Office 365 or type into a browser [www.portal.office.com](http://www.portal.office.com) After entering User name and Password Log In.
2. Select Sharepoint from the introduction page or click on the icon with the 9 white squares, blue background in the top left of the screen to open up the Apps page.

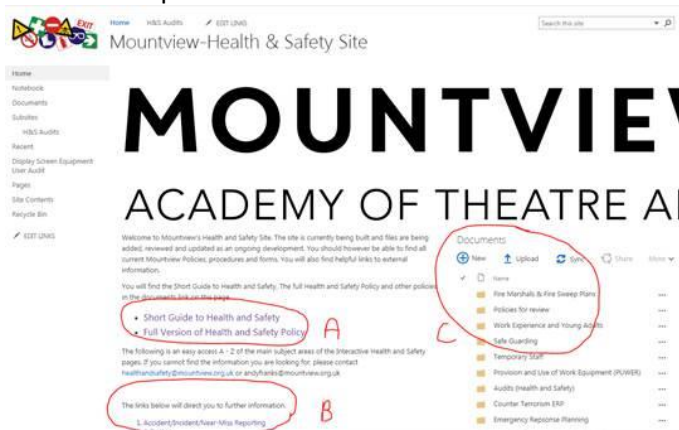


3. On the Sharepoint Screen select Mountview- Health & Safety Site. This will open up the Health and Safety site in a new tab. You can select the star at the top Right Hand of the screen and save this as a favourite.

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4. On the site page you have several options to find information.
- A** – This will open the two versions of the Health and Safety Policies, Start with the short guide for quick answers.
  - B** – This is an A to Z List of all the folders that you will see in the right hand panel, clicking on these links will take you directly to the folder required.
  - C** – This is a document store. Each folder will contain either Policies, Procedure and other useful guidelines and help sheets.



5. Please have a look at the documents. You can use the search function at the top right hand of the page. All Health and Safety meeting minutes are posted to this site and are uploaded shortly after the Committee Meetings. We are constantly reviewing and updating information on this site. You can freely download documents and forms from this site and if you feel anything is missing or wish to contribute to the site please contact the Venue and Estates Director.

If you have any questions, need to report any H&S issues please email [healthandsafety@mountview.org.uk](mailto:healthandsafety@mountview.org.uk)

## Help Us to Help You

We are always looking for ways in which to make our community safer, we ask all students and staff to be proactive in their approach to Health and Safety and the Well Being of all. If you would like to get involved in the Health and Safety Committee or one of its working party please contact the Venue and Estates Director or email [healthandsafety@mountview.org.uk](mailto:healthandsafety@mountview.org.uk)

## Further Information

A good source of further information is [www.hse.gov.uk](http://www.hse.gov.uk), where you will find information, help, aids and online training. Please feel free to ask if you are not sure.