

Musinc Health and Safety Procedures

- As a music leader for musinc, you are self-employed and therefore are required to have public liability insurance in place for your work as part of Musinc (this covers you for any accidents or injury that you cause to yourself or others)
- Host Organisations (**person in control of the premises**) are responsible for providing a safe working environment and are responsible for health and safety in their own venues.
- All Host Organisations should have formalised reporting process for incidents on their premises.
- Musinc can support the injured party by monitoring incidents and will record any reported incidents.
- Management of the incident is the responsibility of the Host Organisation, as Musinc is not enabled to act on behalf of the partner organisations. e.g. if the accident occurs within a venue which is part of a different local authority.
- For Musinc employed staff incidents should be reported to the individual's line manager and the MBC incident management procedure should be followed.

Health and Safety Policy (Middlesbrough Council)

1.0 Summary

1.1 This Policy sets out Middlesbrough Council's commitment and responsibilities for the health, safety and welfare of its employees whilst at work and for the health and safety of service users and members of the public who use its premises and facilities or may be affected by its activities.

2.0 Context

2.1 The Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all associated Health and Safety Regulations made under it provide the standards that Middlesbrough Council will accept as the minimum requirements for securing the health, safety and welfare of its employees at work and for protecting others against risks to health and safety arising from the activities of its employees at work.

2.0 Purpose

3.1 The purpose of the policy is to ensure that the Council complies with relevant health and safety legislation and provides information across all levels of the organisation regarding the arrangements for managing health and safety.

3.2 The policy has been revised in accordance with the Middlesbrough Manager Framework.

3.0 Scope

4.1 This policy applies to all employees of the Council.

5.0 Policy Detail

5.1 Middlesbrough Council recognises and accepts its responsibilities as an employer and as a service provider for securing the health, safety and welfare of its employees whilst at work and for the health and safety of service users and members of the public who use its premises and facilities or may be affected by its activities.

5.2 Its policies and procedures will be reviewed as circumstances require reflecting best practice in all aspects of health and safety.

5.3 The Council's Elected Members and its Corporate Management Team (CMT) recognise and accept these responsibilities and will ensure that they remain a priority and an integral part of all the Council's activities.

5.4 Middlesbrough Council's Health and Safety Policy will be reviewed every three years and will be updated as often as is necessary, to ensure compliance with all relevant legislation, codes of practice, guidance and best practice.

5.5 It is the policy of Middlesbrough Council to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees at work and the health and safety of other persons who may be affected by its operations.

5.6 More particularly, so far as is reasonably practicable, it will:

- Provide and maintain working conditions, systems of work plant and equipment that are safe and without risk to health
- Provide safe arrangements for the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary for health and safety purposes, to enable all employees to avoid or control risks and to contribute positively to health and safety at work.

5.7 Middlesbrough Council will also adopt the following objectives in relation to ensuring the health, safety and welfare of any person working or otherwise affected by its activities:

- Design and implement safe practices which will benefit all employees wherever their working environment.
- Carry out assessments of all significant risks to health and safety in accordance with the Management of Health and Safety at Work Regulations 1999 and ensure that where risks cannot be avoided appropriate control measures are introduced and maintained.

- Ensure the maintenance of plant, vehicles and equipment and the operation of safe systems of work.
- Ensure the maintenance of a safe place of work, including safe access and egress.
- Consider work-related stress as a health and safety issue, and implement a mental wellbeing policy to ensure that the risk from work related stress is assessed and managed in line with the HSE's stress management standards.
- Carry out, implement and regularly review a Fire Risk Assessment of all premises where Middlesbrough Council employees are employed in accordance with its duties under the Regulatory Reform (Fire Safety) Order 2005, to secure the safety from fire of employees and other relevant persons in or around the premises.
- Ensure that all Middlesbrough Council employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.
- Ensure that occupational injury, ill health, (including ill health arising from work-related stress), dangerous occurrences and incidents of violence at work are properly recorded, investigated and reported, and that any remedial action is taken promptly.
- Ensure that suitably qualified and experienced health and safety advisers are available to provide competent health and safety advice, support, guidance and assistance to the Council, its managers and staff on the development and implementation of policies, codes of practice and guidance to enable them to meet their statutory responsibilities.
- Recognise the role of Trades Unions and safety representatives and when requested provide them with necessary facilities to carry out their tasks as laid down in The Safety Representatives and Safety Committees Regulations 1977 (as amended).
- Ensure that effective arrangements are in place to ensure that all employees are kept informed and consulted on matters affecting their health and safety, and encourage the setting up and maintenance of health and safety committees.
- Monitor the effectiveness of the health and safety policy throughout its activities in accordance with the procedures set down in the policy and to review and amend the policy wherever necessary to maintain exemplary standards of health and safety.
- Ensure adequate financial provision is made to address issues relative to health and safety.

5.8 Responsibilities for the management of health and safety are set out within the Health and Safety Policy:

- Elected Members.pdf
- Chief Executive.pdf
- Corporate Management Team.pdf
- Assistant Director Organisation and Governance.pdf
- Assistant Directors and Managers.pdf
- Employees.pdf

- Health and Safety Unit.pdf

6 Monitoring and Review

6.8 The review period of this policy is every three years or whenever there are any legislative/organisational changes required.