

## Policy Statement

Eventcover recognises and accepts its responsibility for providing a safe and healthy workplace and working environment for all employees and learners, and will take all steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- equipment and systems of work that are safe and without risks to health;
- safe systems of work in the use, handling, storage and transport of articles and substances;
- sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work;
- a safe place to work with safe means of access and egress;
- a safe and healthy working and learning environment;
- adequate welfare facilities.

Without detracting from their primary responsibility, the Eventcover Directors and Managers are responsible for ensuring safe conditions of work in the areas under their control. Competent technical advice on Health and Safety matters will be provided to assist Management in this task.

Eventcover recognises and accepts its responsibility in respect of visitors and contractors not in their employ who may be exposed to risks to their health and safety as a result of the activities of Eventcover.

This statement will be regularly reviewed and added to or modified as necessary, and is supplemented by further statements relating to particular areas of the Eventcover's interests.

All employees, and particularly those with supervisory responsibilities, must recognise the need for, and accept responsibility for, safe systems of work.

The adequate delegation of these responsibilities in case of absence from work must be ensured.

It is the responsibility of everyone to help make this safety policy work, and assist in maintaining a safe and healthy working and learning environment for all.

Bob Taylor and Peter Hardy



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## Organisation

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### The Duties of the Directors

To carry out the following, in keeping with their responsibilities, and in accordance with the Health and Safety Regulations 1999:

1. To ensure that Eventcover Managers makes available sufficient resources to enable Eventcover's Health and Safety Policy to be implemented.
2. To ensure that the statutory requirements are observed and that relevant records and reports are in order.
3. To receive reports from Eventcover Managers relating to the effectiveness of the Eventcover's Health and Safety Policies and staff and patrons.

### The Duties of the Eventcover Management

1. To have overall responsibility for the Health and Safety Policy and its implementation.
2. To ensure responsibilities for Health and Safety Policy are properly assigned and accepted at all levels.

### The Duties of the Health and Safety Manager

1. To maintain and develop this Health and Safety Policy.
2. To ensure employees are aware of their responsibilities under the Policy and comply with the safety procedures of Eventcover.
3. To ensure periodic safety inspections are carried out.
4. To ensure that defects in premises, plant and equipment are reported promptly through the normal systems operating in Eventcover.
5. To ensure that all accidents are recorded and, if necessary, reported to the appropriate authorities.
6. To ensure that all accidents are investigated and appropriate steps taken to prevent recurrence.
7. To seek co-operation from all employees in order to create a safe environment and the elimination or reduction of potential risks.
8. To ensure that facilities provided for the public are adequate as far as safety is concerned, and that the work carried out by employees does not adversely affect the safety of health of the public.

### The Duties of Supervisors

1. To ensure all employees maintain the Health and Safety policies.
2. To ensure that employees are competent in their respective areas and are familiar with Eventcover's procedures.
3. To ensure the adequate provision of protective clothing and equipment, where necessary, for employees and visitors in areas under their control.
4. To establish procedures for identifying hazards and assessing risks within areas under their control and, as far as is reasonably practicable, reduce or eliminate those risks.
5. To ensure that employees involved in the production or maintenance of Health and Safety records keep such records up to date and available for inspection by an authorised person.

### The Duties of the Safety Advisor

1. To take appropriate action to ensure that the Safety Policy is fully implemented.
2. To conduct safety inspections of premises and workplaces where Eventcover's employees may be situated.
3. To promote Health and Safety issues, e.g. by initiating events within Eventcover, and developing Health and Safety resource materials within the main office.
4. To organise and check the effectiveness of evacuation procedures.
5. To monitor, evaluate and follow up accident reports with appropriate action to prevent recurrence.
6. To liaise with external agencies - e.g. the Fire Brigade and HSE - regarding policy and practice in respect of Health and Safety issues.
7. To arrange training programmes for employees in respect of developing Health and Safety knowledge.

### The Duties of All Employees

1. To comply with the Health and Safety Policy of Eventcover.
2. To take reasonable care of the Health and Safety of themselves and of other persons who may be affected by their acts or omissions.
3. To observe the laid down systems of safe working, and to take any precautions necessary.
4. To use the correct tools and equipment for the job, and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.



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6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately to their supervisors any unsafe conditions, or defects in plant and equipment.
8. To report immediately any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and sure retention pending investigation of the accident.
9. To understand the emergency procedures.
10. To co-operate with the Committee to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
11. To seek advice, if uncertain, from their overseer of the Safety Advisor.



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## Arrangements

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### 1 MANAGEMENT OF HEALTH AND SAFETY

- 1.1 General risk assessments for the site are reviewed when any significant changes to operations take place, in any case annually, and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- 1.2 More detailed risk assessments covering specific areas of Eventcover operations and special events are carried out, reviewed, and revised as necessary, and in any case annually.
- 1.3 The Safety Advisor is the competent person to advise the Committee of the measures they need to comply with the regulations place upon them by relevant Health and Safety regulations, in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

### 2 INFORMATION, INSTRUCTION, SUPERVISION

- 2.1 The Health and Safety Law poster is displayed at the Novus Business Centre office at Peterlee as well as at all the venues at which assessment takes place .
- 2.2 Health and Safety advice is available from the main office at Peterlee with the main contact being Charles Scott.

### 3 PLANT AND EQUIPMENT

- 3.1 Portable Electrical Appliances  
All portable electrical appliances will be inspected and tested in accordance with HSE guidance.

Equipment that has been checked will be identified by a dated sticker and recorded in the PAT register, held by the Eventcover Administration Officer. Appliances failing the tests will be made inoperable, isolated from the electricity mains supply, and Management will be informed.

### 4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 4.1 The Control of Substances Hazardous to Health Regulations require Eventcover to:
  - assess the risk to health and the precautions needed to protect health from substances used, stored, or transported within the areas of Eventcover operations;
  - implement appropriate measures to control any risk;
  - monitor the exposure of employees where necessary;
  - inform, instruct and train employees about the risks and necessary control measures.

- 4.2 In order to achieve compliance with the above, supervisors are asked to:



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- read the literature provided regarding COSHH;
- discuss this with the employees in your department;
- identify any substances which may be hazardous to health and, with the help of vocationally competent employees and the Safety Advisor if necessary, carry out a COSHH Assessment and keep a record of it on the standard form provided;
- inform employees of any risks identified, and the control measures to be taken.

## 5 FIRE

- 5.1 Fire risk assessments have been carried out at all centres of work in order to ensure that the handbook complies with the requirements of *t The Regulatory Reform (Fire Safety) Order 2005*.

Copies of the risk assessments are available from the Administration Office.

- 5.2 The Novus Business Centre is fitted with automatic fire detection and alarm systems linked to both smoke and heat detectors.

All fire alarm systems are tested and maintained by an external specialist company twice yearly.

The Novus Business Centre operate all fire alarm systems weekly.

- 5.3 The Novus Business Centre has emergency lighting systems with are supplied by independent battery packs, should the mains supply fail.

The Novus Business Centre test all emergency lighting systems monthly.

- 5.4 All First Aid Fighting Equipment at the Novus Business Centre is checked and maintained annually. Fire drills are carried out twice per year in order to check the effectiveness of the evacuation procedures.

- 5.5 Fire Evacuation Procedure

### *Person discovering fire:*

- Sound alarm.
- Sound alarm by breaking one of the alarm glasses situated in the corridors.
- Attack the fire if possible using the appliances provided, otherwise vacate the premises immediately. DO NOT TAKE RISKS.

### *Procedures for employees (other than those with special roles):*

- Instruct staff and visitors to leave in an orderly manner by the nearest exits and proceed to the Assembly Area. They should not stop to collect personal belongings.
- Switch off any gas or electrical equipment in use.
- Shut the doors and corridor fire doors on leaving.

### *Employees with special roles:*

- The switchboard operators will immediately call the Fire Brigade.
- Novus Business Centre staff will ascertain the location of the alarm.
- Employees in charge of areas containing wheelchair users should accompany the staff and visitors along the escape route to a stairwell area - this is a 'safe place' - and remain with them. Another



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responsible person should be told in inform the Fire Officers of the location of the wheelchair user.

- In the event of a fire, employees will act as Fire Marshals to ensure safe and rapid evacuation of the Novus Business Centre.

It is important that the instructions of the Fire Marshals are followed.

Assembly Areas:

- The Novus Business Centre car park

## 5.6 Bomb Threat

Employees will be notified by word of mouth, proceed as for fire, but staff to take all personal bags and briefcases with them.

## 6 ACCIDENTS AND FIRST AID

6.1 Sufficient First Aiders trained to 'First Aid at Work' standard will be provided at all of Eventcover's sites in accordance with the requirements of the Health and Safety (First Aid) Regulations 1982, taking into account the numbers of people at each centre and the types of activities undertaken.

6.2 First Aid boxes are located around different sites; employees should make themselves aware of these provisions.

### 6.3 First Aid Procedures

In the event of an incident requiring First Aid treatment immediately contact a trained First Aider through the quickest source e.g. radio, supervisor, etc.

6.3.1 The employee at the scene stays with the casualty if they cannot be moved and no other bystander may be sent to the nearest phone to alert a First Aider.

7 If the casualty needs to go to hospital, contact an manager who will make the arrangements.

### 8.1 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Under these regulations Eventcover is required to notify the Health and Safety Executive of:

*Work-related injuries must be reported where they have resulted in a worker becoming incapacitated for more than seven consecutive days, not including the day of the accident (but including rest days and weekends). They must be reported within 15 days of the date of the accident. Over-3-day injuries must still be formally recorded (but not reported) if a worker has been incapacitated for more than 3 consecutive days.*

This applies to employees and the public. A full list of reportable injuries, diseases and dangerous occurrences is available from the Safety Advisor. An example of a reportable injury is: a fracture of the skull, spine, pelvis, and any bone in the arm or leg, but not bones in the hand or foot.



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Any such incidents must be reported to the Safety Advisor by the quickest practicable means.

Strict adherence to these regulations is essential, as Eventcover is open to prosecution by the HSE for failure to comply.

## 8.2 Fire Precautions

### Housekeeping

Combustible material must not be stored in stairwells, protected corridors etc. Fires commence and spread out more easily in congested places and their progress is accelerated by rubbish, waste and dust.

### Fire Extinguishers

If a Fire Extinguisher has been used, accidentally or otherwise, the Safety Advisor should be notified as soon as possible so that the extinguisher can be recharged.

This also applies to any other fire fighting appliances that require attention.



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## General Code of Practice for Safe Working of Employees

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Standards of safety are laid upon Eventcover by law and these must be complied with, whether or not they impose limitations on freedom of action.

All regulations and notices must be observed and obeyed, as must any reasonable request made by members of staff in the course of their duties.

All persons working on premises operated by Eventcover must:

1. a) take all reasonable care to avoid injury to themselves or others affected by their activities;  
b) co-operate with the Directors in order to assist them in complying with their legal duties;  
c) refrain from interfering with or deliberate misuse of any facility provided for reasons of health and safety.
2. Smoking is not permitted on the Novus Business Centre site.
3. To facilitate the evacuation of the buildings in an emergency all corridors, doorways, stairways and other circulation areas must be kept clear at all times, and floors maintained free of liquids and other slippery substances.
4. Doors providing a means of exit from a building must not be locked whilst that building is occupied.
5. Care should be taken when undertaking manual handling operations. If there is a risk a injury as a result of any such operation, assistance should be obtained and if possible a lifting appliance should be used.
6. All equipment of apparatus must be installed, tested and used in accordance with the manufacturers' recommendations. Equipment must not be used for any purpose for which it was not specifically designed.
7. If equipment of apparatus is suspected to be faulty or damaged, it must be switched off, isolated if possible, and immediately reported to the responsible person.

No other person than:

- those specifically authorised to test and repair equipment and apparatus;
  - members of the maintenance team or vocationally competent employees having the necessary training, knowledge and skill;
  - competent persons retained for the purpose from an outside organisation shall dismantle or attempt to repair, connect or disconnect any apparatus or equipment.
8. Only persons having the knowledge and skill and duly authorised to undertake such removal must remove guards or covers from machinery.
  9. No person may use a machine or any other equipment until he or she has received



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training in its safe use by a qualified and authorised member of staff.

10. Manufacturers and suppliers have a statutory duty to provide information on the safe use, handling, storage and transport of their products.

Persons obtaining such products for use within any centre should ensure they obtain as much information as is available.

11. All materials, tools and equipment must be securely stored.
12. After use, equipment and apparatus should be switched off and unplugged from the mains supply.
13. Where there are insufficient socket outlets, an appropriately fused distribution block should be used; any other multiple adapters are not permitted.
14. Any defect to premises or equipment should be reported to the Management.

Where such defect has safety implications, it should be reported by the quickest possible method, e.g. telephone.

15. Waste materials must be correctly disposed of.
16. Vehicles are subject to a 10mph speed limit in the Novus Business Centre grounds.
17. Advice on safety matters can be obtained from the Safety Advisor.

<b>Prepared by:</b>	Anthony Easom Peter Hardy	Curriculum Quality Manager Head of Centre
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