

factory
international
Health and Safety
Policy

V2 Final

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1. Policy Statement

Factory International (FI) recognises its responsibilities under the Health & Safety at Work Act 1974 and other relevant UK legislation to ensure, as far as reasonably practicable, the health, safety and welfare of all of its employees, subcontractors and others affected by its operations.

Factory International considers that Health & Safety is a prime management responsibility, ranking equally with other management functions within the organisation.

Factory International recognises that any accident or dangerous occurrence, no matter how trivial it may appear, is a cause for concern, and will take all practicable steps to investigate the cause to prevent re-occurrence. The company will strive towards an incident and injury free workplace and ask all employees and subcontractors to share the responsibility of implementing this policy.

It is the policy of Factory International to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences, and for the creation of working conditions which safeguard all those concerned with our business operations. Factory International will allocate all necessary resources and will enlist the active support of all employees, subcontractors and suppliers upon whom the Health & Safety at Work Act and other statutory legislation impose duties.

Factory International regards the standards set by the various relevant statutory provisions as only the minimum standard which must be achieved, and will endeavour to improve upon these standards wherever reasonably practicable.

We believe that unsafe acts and conditions are preventable, and that no process, in any of our operations, is so urgent or so important that we cannot find a practical, effective, safe and healthy way of carrying it out.

This current policy and the organisation, arrangements and safety rules that form part of it and it will be reviewed regularly, modified and updated as necessary.

The aims & objectives of this policy are:

1. To promote high standards of health, safety & welfare within all of Factory International operations, and to ensure compliance with all relevant statutory provisions
2. To create and maintain safe and healthy places of work for all employees, and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activities
3. To create and maintain a safe and healthy destination for members of the public, including audiences, casual visitors, participants and community groups.
4. To ensure that all staff are provided with adequate information, instruction, training and supervision
5. To develop safety awareness and responsible attitudes at all levels
6. To promote a joint consultation approach on all safety matters
7. To provide a framework within which our safety performance may be monitored
8. To ensure that all subcontractors and suppliers recognise their responsibilities under the Health & Safety at Work Act 1974 and other legislation, and to adopt the Factory International Health & Safety Policy arrangements where appropriate

The Factory International board is legally responsible for Health & Safety Policy.

The Artistic Director & Chief Executive is responsible for ensuring that the Factory International Health & Safety Policy is implemented in practice.

Senior management have a day-to-day responsibility for applying health and safety arrangements and rules, and see that they are applied effectively and that adequate resources are allocated to provide adequate information, instruction, training and supervision.

Supervisors, including heads of department will have continuous responsibilities to apply safety arrangements and rules and to ensure compliance with them by staff members and for giving employees proper instructions and training in company safety policy arrangements and rules.

All employees, regardless of position in Factory International have specific legal duties under the Health & Safety at Work Act 1974. These duties include;

1. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions
2. To co-operate with Factory International in the measures taken to safeguard health and safety at work
3. To report to a person in authority any defect or accidents which adversely affect health and safety at work
4. To be aware of the Factory International safety policy and arrangements and of relevant statutory legislation and safety rules relating to their work activities.

Where an employee persistently or deliberately flouts the requirements of the safety policy, statutory legal provisions or company safety rules, disciplinary action may be taken against them, which may ultimately lead to their dismissal.

Signed

Tom Bloxham
Chair

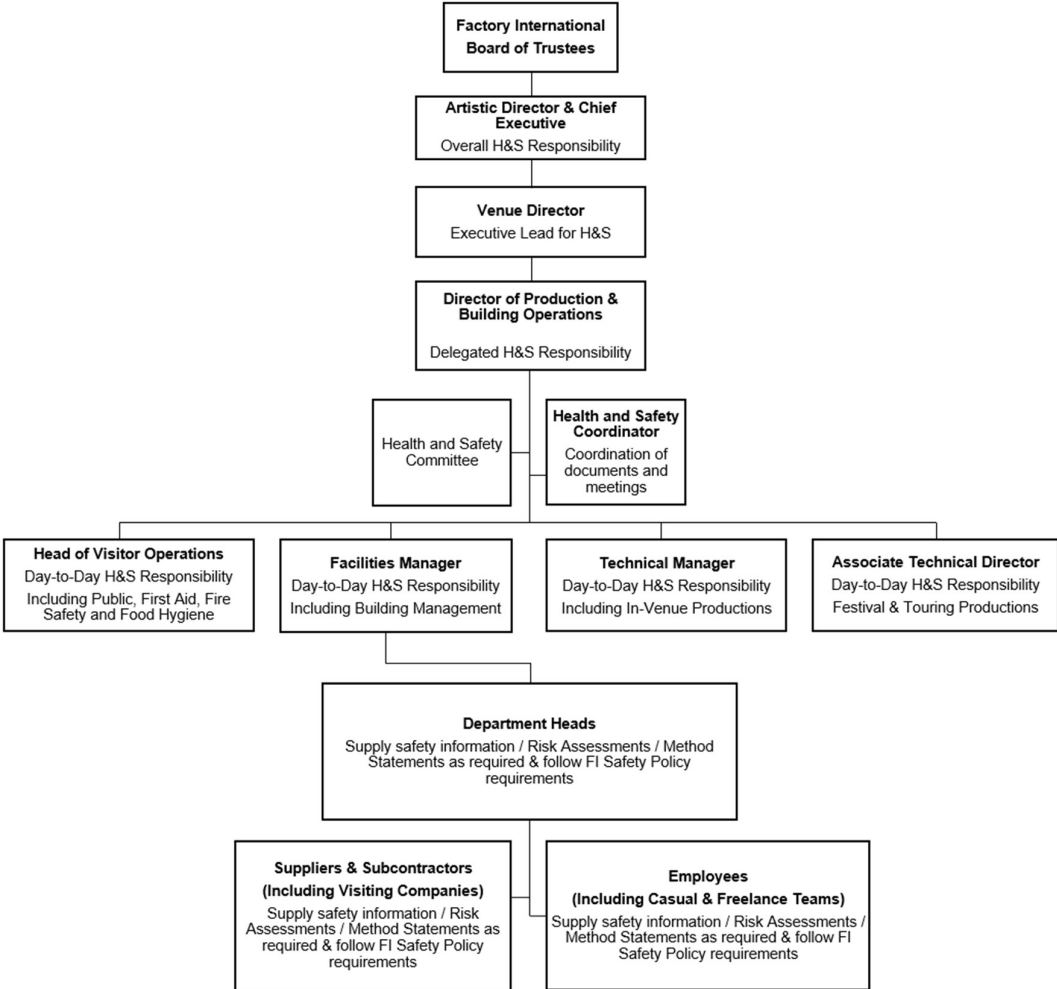
Date 17 April 2023

2. Supporting Details

2.1 Relevant Legislation

Health & Safety at Work Act 1974

2.2 Responsibilities



Organisation

2.3.1 Specific Responsibilities of Individuals

Name	Role	Responsibility	Email
John McGrath	Artistic Director & Chief Executive	Overall H&S Responsibility	john@factoryinternational.org
Sheena Wrigley	Venue Director	Executive Lead for H&S	sheena.wrigley@factoryinternational.org
Paul Moore	Director of Production & Building Operations	Delegated H&S Responsibility	paul.moore@factoryinternational.org
Saeed Murtaza	Health and Safety Coordinator	Coordination of documents and meetings	healthandsafety@factoryinternational.org
Rebecca Alexandra	Head of Visitor Operations	Day-to-Day H&S Responsibility Including Public, First Aid, Fire Safety and Food Hygiene	rebecca.alexanda@factoryinternational.org
David Mitchell	Facilities Manager	Day-to-Day H&S Responsibility Including Building Management	david.mitchell@factoryinternational.org
John Gillesse	Technical Manager	Day-to-Day H&S Responsibility Including In-Venue Productions	John.gillesse@factoryinternational.org
Jack Thompson	Associate Technical Director	Day-to-Day H&S Responsibility Festival & Touring Productions	jack.thompson@factoryinternational.org
Julia Turpin	Creative Engagement Director	Safeguarding Lead	julia.turpin@factoryinternational.org

2.3.2 Arrangements

- Fire Risk Assessments & Fire Safety Arrangements
- Emergency Procedures
- First Aid Arrangements
- Accident / Incident reporting including RIDDOR
- Risk Assessments – General & Specific
 - HODs roles in creating Risk Assessments & design & implementation of safe systems of work and procedures. including permits to work
- Consultation with Employees, including union safety reps, safety committees etc.
- Provision & sharing of safety Information to relevant parties including employees and contractors, visiting companies, building owners
- Training arrangements – Work at Height, PPE, First Aid, Manual Handling
- Induction arrangements – new employees and casual staff, site induction for visiting companies and contractors.
- Lone Working
- Personal Safety – including interactions with the public, night time safety and travel safety
- COSHH
- Food Hygiene
- Work at Height
- PPE
- Noise at Work
- Display Screen Equipment
- Machinery Safety
- Maintenance & inspection regimes including statutory duties – LOLER, PUWER, electrical equipment & Installation.
- Competent persons - internal & external advice
- Drug / Alcohol Policy
- Workplace transport arrangements – deliveries, loading, unloading etc
- Working Time Directive – arrangements and implementation

2.3.3 Safeguarding

Due to the nature of Factory International business, and the wide range participants and audiences Factory International has an extensive detailed Safeguarding policy and monitoring system. The effectiveness of Factory Internationals Safeguarding is monitored through this process. Where this intersects with Health & Safety, such as adjustments to risk minimisation, method statements or Personal Emergency Evacuation Plans (PEEP), are governed via the safeguarding process, prior to sign off under the health and safety arrangements outlined above. Incidents involving children or vulnerable adults will be investigated and reviewed by both H&S & Safeguarding leads under their respective goals and delineated duties.

3. Monitoring & Review

Arrangements for periodic review of policy and arrangements

The policy will be regular reviewed by Factory Internationals board of trustees.

Arrangements for monitoring safety performance of organisation –

- Reactive –
 - Accident / sickness records
 - Incident / near miss reports
 - Insurance reviews
 - Enforcement authority requirements

- Proactive
 - H&S Committees
 - Workplace inspections
 - Staff involvement in policy decisions
 - Positive safety culture