



Health & Safety Policy

This policy comprises the following sub-sections:

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General Statement of Policy

- This is the general health and safety policy statement of Manchester International Festival Ltd, incorporating the following sites: Manchester Office: Blackfriars House, Parsonage, Manchester M3 2JA

All other venues that may be hired, visited or utilised by Manchester International Festival (hereby referred to as 'The Company')

The Company's full Health and Safety Policy is prepared with the principles laid down in the Health and Safety at Work Act 1974 etc. and any other legislation pertinent to the Company's operations.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, visitors, hosts and volunteers, and to provide such information, training, supervision and financial resources as may be required for this purpose. We also accept and embrace our responsibility for the health and safety of other people who may be affected by our activities and for those members of the public using the company's facilities and enjoying our hospitality.

Under the auspices of the Health and Safety Work Act 1974, it is the direct legal responsibility of any employee, artiste, sub-contractor or contractor to ensure that they are fully conversant with the particulars of the Company's Health and Safety Policy.

All staff will adopt a positive attitude towards ensuring the wellbeing and safety of themselves and others while on company premises.

The Board of Manchester International Festival place the highest priority on achieving safe and healthy working conditions for the benefit of the public, staff, visiting artists and contractors.

Key Responsibilities

The Executive Director of the Company is responsible for the health and safety policy overall for the company, supported by the Head of Administration, who is responsible for the day to day operation of the policy.

All Heads of Department have a duty to ensure that the health and safety policy is properly operated within their areas of responsibility.

All company employees have a responsibility in law to ensure their own safety at work and that of colleagues and visitors. If a member of staff has any concerns about their working environment, they must inform their Head of Department or the Executive Director/Head of Administration as soon as possible. If anyone perceives an immediate danger, they should stop the activity related to this danger and report the problem immediately.

A Basic Introduction to Health & Safety

This Guide to Health and Safety covers all areas of the Festival's operation, giving detailed instructions and guidelines for good health and safety practice. It is important that all employees read this guide and are familiar with its contents. These are some basic starting points:

Fire and other security alerts

- Be aware of your means of escape from wherever you are in the building.
- Be aware that the rear fire exit, leading on to Blackfriars Bridge, has a deadbolt on the inside of the door which will need to be opened by staff in order to exit the building.
- Ensure that you are familiar with the Evacuation Procedure.

- Be aware where your nearest fire appliance is.
- Ensure that all fire doors are kept shut.

Your workspace

- Keep your workspace and surrounding area clear of wastepaper and excess storage.
- Make sure your chair is comfortable and that you can sit and use your computer or desk without any discomfort.
- Make sure you are happy with the temperature and light level of your work area.
- Keep all tea and coffee areas clear and clean.

Electricity

- Do not use any electrical appliances that have not been inspected by a qualified electrician.
- Do not have any trailing electrical leads around your workspace.

Lifting heavy loads

- When carrying boxes, water bottles etc., ensure that the load is within your limits and that the route is clear.

Be aware

- Be aware of those around you and know that you are doing may cause risk to them.
- Report any worries to the Executive Director or Head of Administration.
- Always put your personal safety first.

Fire and Other Security Alerts

- Ensure that you are fully aware of the evacuation procedures (see below).
- Ensure that you are familiar with the Fire Alarm sound – if not see the Head of Administration
- Be aware of your means of escape from wherever you are in the building
- Be aware of where your nearest fire appliance is.
- Ensure that all fire doors are kept shut. If you prop them open to give easier access to move loads in and out, remove the prop immediately after you have finished.
- Be aware that the rear fire exit, leading on to Blackfriars Bridge, has a deadbolt on the inside of the door which will need to be opened by staff in order to exit the building.

Evacuation Procedures (Manchester Office)

Fire Alarm

In the event of the Fire Alarm sounding (repeating siren sound), please leave the building and assemble at Parsonage Gardens (out of main doors and turn right/ 50 yds on left) until further notice. Department Heads should check their staff are accounted for and that their working areas have been vacated promptly. Before leaving, the Executive Director, Head of Administration (or, in their absence, the most senior staff member present) will check the communal areas of the office and the male and female toilets on our level to ensure no one is left behind.

Tests

The fire Alarm is tested each Wednesday morning at 9.30am for 30 secs max. No action need be taken on hearing the test alarms which will be cancelled within 30 secs. If the alarm does not stop sounding after 30 secs, it is NOT a test and usual evacuation procedures should be followed.

Accidents

Major Accidents, Injuries or Other Medical Emergencies

If you are trained in first aid, take immediate action as appropriate to prevent further injury or danger to the victim.

Do not attempt to move the victim unnecessarily. If s/he has suffered an electric shock and is still in contact with the live equipment, you should only attempt to move him/her once you have ensured that you are insulated against the electric current – e.g. use a wooden pole, NOT a metal pole.

If you are not trained in first aid, ensure that the first aider on duty is immediately summoned to assist. Call the ambulance as soon as you have completed the above.

Ensure that a member of SMT is notified. If no member of SMT on the premises, begin by contacting the Executive Director by telephone – or to other Senior Staff as required.

Ensure that the incident is recorded using a RIDDOR form – see below for details.

Minor accidents and injuries

Even the most minor accident can lead to unforeseen consequences at a later date, so all accidents must be reported in the Accident Book (located at Reception). For assistance with minor accidents, you should inform your line manager or in their absence any member of SMT.

Reporting Accidents

You are obliged by law to report accidents, injuries (however small) and dangerous occurrences.

In the first instance you should report the incident to your Line Manager and should ensure that an entry is made in the Accident Book.

The Accident Book is kept at Reception (Manchester Office).

You should report:-

- Any accident or injury which happens at work to yourself, your colleagues or any other person on the premises
- Any near miss or dangerous occurrence which could have led to injury, damage, fire or other serious hazard

Major Accidents, Injuries, Diseases and Dangerous Occurrences - RIDDOR

Major accidents, injuries, diseases or dangerous occurrences are subject to the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR).

In addition to the entry in the Accident Book a RIDDOR form must be completed. These are kept with the Accident Books at Reception in the Manchester Office and on the bookcase by the door next to the first aid kit in the London Office. These forms must then be submitted to the Executive Director who is responsible

for ensuring that RIDDOR forms are sent to the appropriate bodies, as indicated on the form, and that a master copy is kept in a centralised file.

First Aid

Location of First Aid boxes

Manchester Office First Aid Boxes are located at reception and in the technical area near the Technical Director's desk.

Manual Handling

Where possible all heavy lifting operations shall be made less demanding where it is practicable to do so and the risk of injury from any hazardous manual handling that cannot be avoided will be assessed before the operation is carried out.

All staff will be made aware of good handling technique, which includes: -

- Assessing how to lift a heavy item, i.e. have you got clear access to move the load from one point to another; has the route been planned and assessed first? Can you do this lift safely on your own? If not, always ask for help with the load from another person competent for the task.
- When responsible for lifting, use a good lifting technique, which includes position of the feet (slightly apart/ facing forward), bending the knees when lifting from a low level, maintaining a straight back.
- Keep the load as close to the body trunk as possible, lift a load smoothly as opposed to jerking it and do not to twist your trunk when turning to one side but rather turn your feet carefully.

Use of Substances Hazardous to Health (COSHH Regulations)

All hazardous substances that need to be stored under COSHH regulations must be stored in a locked metal cabinet within the locked technical store.

In the event that hazardous substances are brought into the MIF offices or onto any MIF site by any member of staff, contractor or other person, the Technical Director must be consulted in advance and the handling and storage of the materials approved in each case.

Use of Computers and VDUs (Visual Display Units)

In 1993 new Health and Safety regulations came into force. Under these regulations The Company has a general obligation to protect its employees and self-employed personnel who use VDU's as part of their working process. In order to comply with these regulations, The Company has instigated the following guidelines:

All new workstations and existing workstations will be subject to analysis to evaluate the health and safety conditions to which they give rise for workers, particularly as regards possible risks to eyesight, physical problems and problems of stress.

Self-assessment forms and general guidance on use of Computers and VDUs are available on the MIF Intranet. Staff and contractors are encouraged to use these to flag requests and issues to their line manager and/or the Head of Administration

Manchester International Festival will also pay for eye tests for its employees if requested and will, if necessary, supply any corrective devices after such tests, if the eye problems are shown to be related to the use of VDU's

Equipment

Work desk/surface

Work desks should have low-reflectance surface and be large enough to allow a flexible arrangement of the screen, keyboard, documents and related equipment. There must be adequate space for workers to find a comfortable position.

Work Chair

Chairs shall be stable (minimum 5-point star base) and allow easy movement. Chairs shall be adjustable in height. Seat back shall be adjustable both in height and tilt. Footrests should be made available for those who request it.

Environment

Space requirements: The workstation should provide enough space for the user to change position and vary movements, in particular there must be adequate room for legs and elbows.

Lighting

Room lighting should provide an appropriate contrast between the screen and the background environment. Artificial light sources should be arranged parallel to the wall providing natural lighting. Fixtures should primarily confine downward the distribution of light by means of built-in louvers, curved mirrors or prismatic pattern shields.

Reflections and glare

Workstations should be designed so that sources of light (including reflected light) cause no direct glare and, as far as possible, no reflections on the screen.

Screens should be placed at right angles to windows. Walls should be painted in neutral colours. Windows must be fitted with a covering which allows operators to reduce the amount of daylight falling on the screen.

Noise

Noise emitted by equipment belonging to the workstation should be considered when a workstation is being equipped, particularly so as not to disturb attention or speech. Matrix or daisy wheel printers may need acoustic hoods.

Low frequency sounds absorb higher frequency ones - cooling fans emit low frequency noise and can impair comprehension of speech.

Heat

Equipment belonging to the workstation shall not produce excess heat which would cause discomfort to workers.

Smoking Policy

All employers have a duty to protect the health of their staff, visitors and the public on their premises. Given that passive smoking can present a significant health risk, the Company has adopted a non-smoking policy for its premises.

This means that smoking is prohibited on any part of The Company's premises or in any company vehicles or private vehicles which are primarily used for work purposes.

Failure to comply with this policy will lead to Disciplinary Procedure.

Alcohol and Drugs Policy

The consumption of any alcohol or drugs can impair judgement and affect an individual's performance so are generally regarded by the Company as incompatible with normal, safe working. Certain social situations (e.g. entertaining sponsors or other guests) may on occasion involve the moderate consumption of alcohol during the working day but the consequences of this must be considered at the time and safety maintained at all times.

The abuse of drugs and alcohol can lead to a loss of concentration and constitutes a serious risk to safety. Reference to drugs in this policy includes illegal drugs, the misuse of prescription and non-prescription medication and volatile substances such as solvents. Given the tasks involved in the Festival, such abuse could lead to a serious accident.

No illegal drugs should be brought on to the premises at any time. Any breach of this rule will be deemed to be Gross Misconduct and the Company's disciplinary procedure will be invoked immediately.

Any member of staff found to be seriously incapacitated through alcohol or drug abuse whilst on duty will also be deemed to have committed gross misconduct in accordance with the terms of the company's disciplinary procedure which will be invoked immediately.

The Company reserves the right to search a member of staff or any of their property at any time if there are reasonable grounds to believe that this policy is being or has been infringed. If staff refuse to undergo a search in such circumstances without proper explanation the Company reserves the right to draw an adverse inference from that refusal and proceed accordingly.

If the Company suspects there has been a breach of this policy or a member of staff's work, performance or conduct has been impaired through alcohol or substance abuse, the Manchester International Festival reserves the right to require staff to undergo a medical examination. If staff refuse to undergo a medical examination in such circumstances without proper explanation the Manchester International Festival reserves the right to draw an adverse inference from that refusal.

It is against the law to drive a vehicle if you have consumed alcohol in excess of the prescribed legal limits. Under no circumstances should staff drive a company car or you're their own car having consumed alcohol in excess of the prescribed limit.

In the case of persistent sick leave or under performance due to the effect of chronic alcohol or drug abuse, line managers should initially address the problem through advice and an informal discussion. The intention will be to help resolve the problem through providing support and advice. However, in the event that there is no improvement in the situation, the first stage of the disciplinary process will be activated.

Responsibilities (Board, Executive Director, Head of Administration, Department Heads, all Staff)

Board Members

- Board members are ultimately responsible for the Festival's Health and Safety Policy but the implementation and day to day running of it is delegated to the Executive Director.

Executive Director

- The Executive Director shall be responsible for the effective implementation of the

Company Health and Safety Policy.

- He/she shall be informed of all incidents or accidents occurring on the Company premises or to Company employees, and the implications of thereof
- He/she shall keep under review the necessity for further safety measures, instructions and training to ensure the health, safety and welfare of all employees and the public whilst on the premises.

Head of Administration

- The Head of Administration shall be responsible for the effective implementation of the Company's Health and Safety Policy.
- He/she shall be kept informed of all incidents or accidents relating to this policy and take action to prevent a reoccurrence.
- He/she shall regularly inspect the offices to check that the health and safety measures are being maintained and the health and safety practices are being followed. This extends to instituting, as appropriate, any additional safety measures, repairs or remedial measures deemed to be necessary from these inspections.
- He/she shall instruct the staff precisely and clearly on their duties regarding health and safety.
- He/she shall be readily available to receive and discuss health and safety issues

Heads of Department

- Shall have full knowledge and be responsible for the effective implementation of the Health and Safety Policy within his/her department (this includes training).
- Shall immediately investigate all accidents and potential hazardous incidents in their department, when reported to them either formally or informally, and shall institute the appropriate short-term and longer-term management actions required to make safe and/or prevent a reoccurrence of the incident. (e.g. this may involve temporarily shutting off an area with suitable warning signs, pending further action)
- Shall regularly inspect any areas in his/her control to check that all health and safety measures are being maintained and that instructions and safe practices are being followed.
- Shall inform employees of any hazards to health and safety which may be encountered in the course of their work and the precautions taken and of their duties to safeguard their health and well-being.
- Shall make themselves readily available to receive and discuss health and safety enquiries raised by their employees.
- Shall ensure that any contractors agree to abide by the Company Health and Safety Policy and adopt safe methods of work.

Company Employees

- All staff must make themselves fully aware of the Company's Health and Safety Policy, and to this end:
- Shall observe and promote all safety rules at all times.
- Report any health and safety concerns promptly and clearly to the appropriate manager
- Familiarise themselves with the evacuation procedure and their nearest emergency exits.
- Familiarise themselves with the safety operating procedures and instructions applying to their jobs.
- Report any defect or health hazard to his/her Line Manager and assist in any further action.
- Follow any health and safety instruction given to them by their Line Manager and assist in any further action.
- Follow any health and safety instruction given to them by their Line Manager, including the use of equipment, protective clothing, COSHH regulations, etc.
- Shall not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.
- Shall not make any repairs or carry out maintenance work of any description unless

authorised to do so.

- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report to their Head of Department any medical condition that could affect the safety of themselves or others.

Visiting Contractors

Anyone working on the company premises (including Freelancers and Contractors):

- Shall observe the Company Health and Safety Policy and instructions given by persons enforcing the Company Health and Safety Policy.
- Shall not work on the premises until the relevant safety rules are read, understood and accepted.
- Shall inform a Member of Staff if any practices which may cause a hazard in the course of their work.
- Shall not practice anything which may be a hazard either to themselves or other people on the premises.
- Shall not work until covered by insurance.

Festival Events

Manchester International Festival staff must ensure that they are fully aware of the health and safety policy operated by the venue management for all festival events which take place in venues managed by other companies.

Manchester International Festival must ensure that a risk assessment is undertaken for all events, and that a copy is submitted to the necessary authorities.

Risk Assessments

Risk assessments must be undertaken on all Festival events.

The office risk assessment should be reviewed on a 6-monthly basis.

NOTE: This policy is not part of the employee's contract of employment. Accordingly, Manchester International Festival may depart from the precise requirements of the policy where it considers that is necessary, provided that certain statutory criteria are met.