



# Health and Safety Policy

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## Introduction

This document sets out our Health and Safety Policy as required by the Health and Safety at Work etc Act 1974.

It establishes a framework for health and safety management in Kinetika with details of the organisation and the arrangements for putting the policies and procedures into practice, which must:

- state our general policy on health and safety
- set out the organisation and arrangements for carrying out our policy
- be brought to the attention of our employees
- be monitored, reviewed and revised whenever appropriate

Our policy consists of:

### **Statement of Intent**

This describes our general aims and principles with regard to our employees' health, safety and welfare.

### **Organisation** for carrying out the policy - *Responsibilities and Authority*

This involves allocating duties and responsibilities to key personnel. Although the overall responsibility rests at the highest management level it's recognised that key individuals will accept responsibility for carrying out aspects of our policy.

### **Arrangements** for health and safety - *Administration*

This section sets out the ways in which the responsible people will put in place our health and safety management systems.

Our general arrangements for controlling specific risks are then set out in our **Safe Working Procedures** section.

The general principles of health and safety management set out in this document are developed further through the company's other safety documentation, including: risk assessments, COSHH assessments and other relevant documents.

The core business of Kinetika is the design, construction, production and facilitation of many aspects of performance in arts and celebratory events. Our work activity is extremely diverse and variable and includes a range of activities and processes at different premises, as well as a broad range of workshops, productions and performances at a variety of venues and sites.

Therefore it's not practical to expect our policy to cover everything we do or will do. Rather we aim to set out principles and systems of working that can be applied pragmatically across all our activities.

## Health and Safety Policy Statement

As the Board of Directors of Kinetika we recognise that we share the ultimate responsibility for the health and safety of everyone that works for, and carries out work on behalf of, our company and for the effect our work and activities may have on other people such as clients, contractors, collaborators and the public.

We will ensure, so far as is reasonably practicable that everyone who carries out work for our company is able to do so in a safe and healthy environment and that their activities are free from risk to themselves and other people.

This policy shows our organisation and sets out the arrangements we have made in order to achieve this and comply with the Health and Safety at Work etc Act 1974, the management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Our statement of general policy is:

- to maintain a safe workplace with safe and healthy working conditions
- to provide adequate control of the health and safety risks arising from our work activities
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for workers
- to ensure all workers are competent to do their tasks, and to give them adequate training
- to consult with our workers on matters affecting their health and safety and
- to review and revise this policy as necessary at regular intervals

It is of course, vital to the success of this policy that everyone in the company plays their part in maintaining a high standard of health and safety at all times. This includes taking care of themselves and others, following the working procedures and reporting any hazards or concerns as soon as possible.

By working together we can keep our safety standards high, giving confidence to everyone involved with us now and in the future. For your own safety's sake and for the safety of others please make sure you understand and follow the arrangements in this policy.

## **Objectives of the Policy**

This policy sets out our commitment through our organisation and arrangements to ensuring high standards of health and safety at work.

We will pay particular attention:

- to provide adequate control of the health and safety risks arising from our work activities
- to provide and maintain safe plant and equipment, and systems of working
- to ensure safe procurement, handling, storage, transport and use of articles, materials and substances
- to provide information, instruction, training and supervision to enable all affected people to contribute positively to the health and safety of themselves and others and to avoid risks
- to ensure all workers are competent to do their tasks, and to give them adequate training as required
- to maintain a safe workplace and environment with safe and healthy working conditions complying with all relevant legislation and standards.
- to maintaining safe places of work with safe access and egress
- to provide and maintaining adequate welfare facilities
- to make arrangements for safety auditing, safety inspections and reporting systems for accidents, incidents, occupational ill-health and hazards (monitoring)
- to make arrangements for suitable and sufficient risk assessments to be carried out and for the records to be kept and made available to all workers
- to make arrangements for the effective planning, organization, monitoring and review of our preventative and protective control measures
- to consult with our workers in various appropriate ways on matters affecting their health and safety

### **Monitoring, auditing and review**

We'll monitor the effectiveness of this policy by carrying out regular inspections of our work and reviewing reports and record keeping. We'll take advice from an external safety consultant on this as needed to ensure we keep up to date with new legislation and industry developments. The policy will be updated as necessary and amendments will be brought to the attention of all workers

We will formally review and revise this policy as necessary at regular intervals, and at least every two years.

## Organisation and Arrangements

This section set out Kinetika's organisation and arrangements to implement our policy and its objectives. Organisation means the duties and responsibilities of key individuals and other parties. Arrangements means the methods we will use to implement our policy and its objectives. It covers general and specific hazards that may be encountered in the work activities, and sets out in general principles how we control those risks. These are expanded in the following Safe Working Procedures section for workers and contractors to follow.

Terms Used:

**Company** – Kinetika.

**Safety Coordinator** – Person responsible for company health and safety matters in a work situation: Artistic Director, Project Manager, Business Manager etc.

**Project Safety Contact** – Person in charge of Kinetika operations for a project or activity. This may be a manager or designated worker.

**Worker(s)** – Employees, and freelance or contract workers.

The Company recognises a duty of care to self-employed and freelance persons to be treated in the same manner as employees for health and safety purposes.

## Duties and Responsibilities

**The Trustee Board/Company Directors** have overall responsibility for ensuring that this policy is carried out and that the requirements of health and safety legislation are met at Kinetika. Specifically ensuring that:

- there are effective arrangements, planning, organisation, controls and monitoring for safety within the company and that the preventative and protective measures set out in this policy are in place and working effectively.
- suitable and sufficient risk assessments are carried out to identify measures needed to reduce or eliminate risks.
- sufficient time and money is given to meeting the aims of the general policy and for workers to receive necessary information, instruction, supervision and training.
- where goods or services are contracted the competence and health and safety standards of that service are of a high quality.
- all equipment brought in or used by the company is safe to use and maintained to the satisfactory level.
- action is taken promptly on reports or concerns from the workforce on matters of health and safety and they positively encourage this reporting.
- competent health and safety advice is available and used.
- the workforce are consulted on matters relating to health and safety.
- accidents are reported and investigated and all serious accidents, injuries and ill-health are reported to the Health and Safety Executive as required under RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013)

**The Artistic Director** will ensure the creative aims of the company are effectively integrated with the health and safety management and systems on an ongoing basis.

**The Business Manager** acts as the **Safety Co-ordinator**, responsible for coordinating health and safety matters in daily operations working closely with other members of staff. The Business Manager will report on health and safety matters to the Board of Directors.

These responsibilities include:

- bringing this policy to the attention of all workers (employees, contractors freelance or contract staff) and updating it as necessary.
- arranging effective monitoring of this policy and the safety performance of the company through safety inspections etc., and discussing this with the other managers at their regular team meetings.
- making sure all workers are consulted about anything which affects their health and safety.
- liaising with the safety consultant in order to ensure that competent health and safety advice is available to the management and workforce.
- keeping records of competence and training within the company.
- arranging suitable training in health and safety so that everyone is aware of their duties, the hazards of their jobs and the control measures necessary to prevent injury or ill-health.
- developing risk assessments, safe working procedures and guidance assisted, as necessary, by the safety consultant.
- ensuring that there are effective arrangements, planning, organisation, and controls for safety within the company and that the preventative and protective measures set out in this policy are in place and working effectively.
- making sure that all accidents, incidents, dangerous occurrences, near misses and occupational ill-health are reported and collated into the company accident book. They will ensure that, when necessary, an investigation of the accident is carried out by a competent person.
- producing statistics relating to injuries and sickness on a regular basis.
- ensuring, so far as is reasonably practicable, that there are adequate fire precautions wherever we are working and that they are maintained.
- ensuring, so far as is reasonably practicable, that there are adequate first aid arrangements wherever we are working and that they are maintained.

### **Project Safety Contacts**

For all Kinetika projects, the Project Manager is the designated Safety Contact for that activity. In some cases, the role may be delegated to an experienced and competent worker (Workshop Leader, Lead Artist etc). Project Safety Contacts are the point of coordination with workers, clients and collaborators and are therefore uniquely placed to identify specific potential hazards and ensure that the company's high safety standards are applied wherever we work. The Safety Contact's responsibilities will include but are not limited to:

- supervision of freelance staff.
- liaising with client, event management and other contractors' representatives.
- liaising with venue management and staff.
- understanding this Policy and risk assessments and our safe systems of work.
- being aware of health and safety legislation and taking it into account in the course of our activities.
- having a thorough understanding of the hazards in transporting, moving, handling, operating our equipment and materials and applying this to their work
- Identifying specific hazards in a given situation and taking them into account – asking for advice if necessary; ensuring site-specific health, safety and environmental issues are controlled.
- ensuring that when working at a new site or venue they are aware of, and brief workers on, emergency procedures for fire, first aid and other relevant safety procedures, guidance or information.

- setting a good example by wearing the proper protective clothing and PPE and encouraging a positive health and safety culture throughout the company's activities.

### **Duties of Contractors**

All freelancers have a legal duty to co-operate with the company. Everyone who works for or on behalf of Kinetika will therefore:

- take all necessary steps to ensure the health and safety of themselves and other persons (including the public) who may be affected by what they do.
- take note of your training and follow the guidelines for and safe working procedures that are in place for your safety.
- read and understand this policy and comply with health, safety and welfare obligations.
- follow safety rules and safe working practices laid down for their protection.
- report to the project manager:
  - 1 - any work conditions or practices they consider unsafe or unhealthy
  - 2 – any concerns on the safety arrangements or systems of work
- report accidents, incidents, dangerous occurrences/near misses and occupational ill-health in a way appropriate way relating to the seriousness of the incident. This means in all cases filling in an accident form but also, in serious cases, reporting verbally to Project Manager so that appropriate action can be taken promptly.
- ensure that, when working at a new site or venue they are aware of and follow emergency procedures for fire, first aid and other relevant safety procedures,
- not interfere with or misuse anything provided in the interests of health, safety and welfare.
- ensure appropriate safety guidance and information is provided to any visitor, contractor, client or worker for whom they may be responsible.

Anyone may discuss health and safety issues with any member of management at any time

Any breaches of our safety arrangements and procedures may result in contract termination and is likely to jeopardise future engagement with us. However; if you take what you believe to be reasonable action to safeguard the health, safety and welfare of yourself and/or others this will not result in any action taken.

### **Client – Producer/Promoter/Commissioner**

Our customers also have duties for health and safety. These are to:

- provide us with adequate information on the hazards and risks in the premises and/or the environment they control or contract.
- co-operate with us and co-ordinate activities and procedures of themselves and other contractors with us.
- take account of health and safety information we give them relating to health and safety including our risk assessments
- look after themselves and others and make sure nothing they do causes a danger to anyone else by what they do or cause to do.
- not interfere with anything provided for safety reasons

### **Visitors**

Visitors and public are not familiar with our activities, so we need to make sure that they are protected from harm. All visitors to our premises must check in with one of our people who will take responsibility for their safety throughout their visit.

We will make sure that our visitors are given sufficient information about the hazards and risks in the premises so that they can look after themselves and make sure that they don't do anything that may be a danger to anyone else. We'll also make sure they are given information about what to do in an emergency.

We will make sure that access to our work areas is restricted to authorised people wherever possible or that we stop work if necessary if people are nearby.

When we are working on public roads and spaces we will cooperate with the producers to make sure that relevant information is provided so the public are aware of what we are doing.

## Company Safety Rules

- all workers should be aware of and adhere to the Company's Safety Policy, Safety Rules, Safe Working Practices, risk assessments and other procedures on health and safety – if in doubt, ask.
- all workers must report any unsafe equipment, working practices or conditions to their Project Manager or relevant person. Horseplay, practical joking, running in the workplace, misuse of equipment, taking personal risks or any other acts which might jeopardise the health and safety of themselves or any other person are forbidden.
- any worker whose levels of alertness are reduced through illness or fatigue will not be allowed to work if they could jeopardise the health and safety of anyone.
- workers must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties.
- all waste and waste materials must be disposed of sensibly in the containers provided by the Company or our clients and their agents and in such a way that they do not constitute a hazard to other workers or the environment.
- no worker should carry out a job which appears to be unsafe – if in doubt, ask.
- no worker should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- accidents, injuries and incidents must be reported to the Project Manager.
- tools and materials must be properly and safely used and, when not in use, properly and safely secured.
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment.
- workers should take care to ensure that all machinery especially any protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their Project Manager.
- suitable clothing and footwear must be worn at all times. Personal protective equipment (PPE) must be worn where appropriate and where it's required as a control measure through the company risk assessments
- work stations and work sites must be kept clean and tidy and any spillage must be cleaned up promptly.
- workers should use handrails when going up and down stairs, close cabinet drawers and doors when not in use and keep floor areas, particularly walkways, free of obstruction.
- no alcohol, non-prescription drugs or intoxicating substances may be consumed during work periods and no worker may be under the influence of these.
- all workers shall conduct themselves in a polite and courteous manner, and should be aware of the image of the Company when dealing with clients, other contractors and members of the public.

## Arrangements

The basis of the company's health and safety management arrangements for controlling risks identified by the risk assessments will be:

- ❑ **Kinetika Health and Safety policy**
- ❑ **Company Safety Rules (as before)** - which set out clear and simple requirements for health and safety within the company.
- ❑ **Safe Working Procedures (as follows)** – which set out principles of how we will apply our health and safety management in particular areas of our work.
- ❑ **Risk Assessments**
- ❑ **Emergency Contact Form (Appendix A)** – which records details of competence and training within the company

### Safety advice

Relevant legislation: Management of Health and Safety at Work Regulations 1999.

The Business Manager maintains a safety library which is available to anyone working with us. The library contains:

- this policy
- copies of our core activity risk assessments
- copies of our COSHH assessments and material safety data sheets
- HSE books and guidance, and leaflets

The HSE website is a useful resource for reference and information.

We can ask for advice on matters or issues by contacting the Health and Safety Executive or the Employment Medical Advisory Service

### Information, instruction and supervision

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Provision of Information to Employees Regulations 1989

Consultation with Employees Regulations 1996

A copy of this policy is given to every one of our workers which gives overall health and safety information. We also give them copies of risk assessments related to the work they do. Management briefings and supervision will develop with new equipment, operations or practices and at each venue the Project Manager will ensure that the particular safety issues are communicated to workers by an induction briefing before starting work.

We will make sure we consult as necessary when developing our risk assessments and as part of our day-to-day activities and will take account of all comments or concerns.

### Risk Assessment

Relevant legislation: Management of Health and Safety at Work Regulations 1999

The Management Regs require suitable and sufficient risk assessments to be carried out for all our activities and the risks identified to be suitably controlled. The object is not just to assess risks on

paper – but to assess risks in order to plan suitable controls to make things safe. We'll then implement these controls and monitor that they are effective. The aim is to make sure that no-one gets hurt or becomes ill. Accidents and ill-health can ruin lives, affect our company, damage equipment, increase insurance costs and may result in criminal prosecution

Our work activities are so varied that we can't expect our documents to cover every aspect of all activities. We will carry out a set of generic risk assessments and implement the arrangements to control risks. We'll ask you to help us identify hazards and control risks. Project Safety Contacts need to check each situation to make sure it is covered and to identify additional hazards to be taken into account. It's important for everyone to report anything that's unsafe or unhealthy so that something can be done about it.

Copies of the assessments will be kept on a project-by-project basis and are available for viewing. We develop our risk assessments as we go and will review them formally after a year or whenever there is a significant change in circumstances.

### Competence & training

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

It's the policy of the company to recruit and retain competent workers, and to train and supervise new and/or young workers to develop their competence. Good performance can only be achieved by good selection and development of our people. In our company planning we will implement a combination of information provision, specialist advice, education and skills training and development to allow workers to always carry out their duties effectively and safely. The extent to which any of these factors is required will depend upon the individual's specific health and safety responsibilities and the nature and extent of their work.

Key safety training points are:

- fire and emergency evacuation procedures
- first aid arrangements
- supervision – where you get information from and who to report concerns to
- accident reporting
- safe working procedures for the job
- personal protective equipment (PPE)
- risk assessments
- welfare arrangements

Safety training is an integral part of an effective health and safety programme and it's important that every worker is trained to carry out their work safely. All workers will be in-house trained in our safe working procedures and the safe use of any equipment provided by the company.

### Facilities and welfare

Relevant legislation: Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

We provide suitable facilities at our premises:

- toilets
- hot and cold running water with handwash
- food preparation area

- comfortable seating for rest periods
- place to store and dry wet clothing

The premises are cleaned weekly by the landlord's contract cleaner. If a toilet becomes unhygienic it should be reported and taken out of service – Kinetika staff should not try to clean it themselves.

The office and studios used by Kinetika are cleaned when necessary by staff. The Kinetika office is cleaned monthly by the landlord's contract cleaner and cleaning products are available for any additional cleaning requirements. Cleaning materials and products are stored securely and should not be used by anyone else. If a group of children or vulnerable adults are visiting the studios, we make sure that cleaning products are stored out of reach.

We'll make every effort to have these standards maintained when we work in other premises.

### Accident reporting & investigation

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

It's important to report every incident, this is so we can prevent anyone being injured in the future. Accident records are crucial to the effective monitoring of our health and safety procedures and therefore need to be accurate and comprehensive. The details of the incident should be recorded in the accident book. Accident books are at each of our premises and, off-site, with the Project Safety Contact. The completed forms must be promptly passed to the Safety Co-ordinator who report accident records to the Board who may ask external advisors or other competent persons to investigate. Investigation reports will be kept with accident records.

Serious accidents or incidents must be reported to the enforcing authorities under RIDDOR (*The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 2013*). This is to help the Health and Safety Executive collect data on accidents occurring nationally to help their strategic planning.

### Filing a Report

Responsible persons should complete the online report form detailed below. The form will then be submitted directly to the RIDDOR database and you will then have the option to download a copy for your records. Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

All forms can be found here: <http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

A serious accident is likely to require investigation and, particularly if involving a member of the public, may be considered a potential crime scene. Therefore you need to consider keeping the area as clear and undisturbed as possible.

### Emergencies

Relevant legislation:

Health and Safety at Work etc. Act 1974

## Management of Health and Safety at Work Regulations 1999

We'll make arrangements to produce and distribute guidance so that everyone knows how to:

- evacuate the premises where we are working (see Fire Safety)
- access suitable first aid facilities

### Fire safety

Relevant legislation:

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Fire is a killer - 1000 people die every year because of fires. It costs lives, health, jobs, property and costs millions of pounds.

Fires, however big they are start small. You must take care when you are working to avoid leaving things around which could start or fuel a fire, and be aware of any potential fire hazards. We will arrange health and safety training to include fire prevention. Although our primary action in the event of fire is evacuation we will arrange suitable fire safety equipment to prevent small fires spreading, if safe to do so, and to facilitate evacuation.

An annual Fire Risk Assessment of the premises we use is conducted by the landlords. The Company will ensure provision of fire safety equipment and procedures at its premises is in accordance with the Fire Risk Assessment. All fire equipment is checked annually by the landlords' contractors.

All escape routes and fire exits are checked regularly and any problems reported to the Business Manager or other relevant person.

When working on sites the Project Safety Contact will ensure workers and contractors are familiar with fire procedures, including evacuation routes, muster points and the location of Fire Points. If you are not told please ask, don't wait to be told. Make sure you understand the procedures and where any assembly points are.

Anything created by the Company shall be designed, constructed and installed so that it does not present a fire risk or compromise the safety of the place where it is used.

Company materials and equipment will not be stacked or stored so as to obstruct exit doors, corridors or stairs and will follow venue or site rules on emergency vehicle access arrangements.

### First aid at work

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

First Aid at Work Regulations 1981

The Company will ensure appropriate facilities are available to provide first aid in the workplace. In the Company's premises first aid boxes are located in every studio, and in Studio 002, and portable kits are available for events and off-site activities. When working on site the Company will ensure suitable provision and all workers will be briefed on the location of first aid kits and the names of the designated first aid personnel where appropriate.

All on site workers should also ensure they are aware of the first aid provision on the site or building where they are working. Company vehicles carry a first aid kit.

The Company accident book is held by the Business Manager in the main office. For on-site work an accident book is held by the Project Safety Contact. All injuries, however small, sustained by a person at work must be reported to their manager or Project Safety Contact and recorded in the accident book. Significant near misses or incidents should also be recorded in the accident book as these are warnings of system failings and recording of them may lead to changes which will prevent future accidents.

#### Workers at special risk

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Company recognises that some workers are at special risk due to youth and/or inexperience. Management will identify their role in all work and ensure suitable training, supervision and monitoring.

The Company recognises that some workers; where English is not their first language, may have communication difficulties. Management will identify their role in the work and provide suitable supervision and monitoring. The Company recognises that a worker's verbal or written acknowledgement of information may not in itself be an adequate control and will monitor actively to ensure, so far as is reasonably practicable, effective information exchange.

All workers may, from time to time be at increased risk of injury or ill-health resulting from work activities. The company therefore requires that all workers advise their Project Manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

#### Monitoring, Auditing and Review

Relevant legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Company managers are all involved with the Company's operations on a daily basis and monitor health and safety procedures as a matter of course. They are approachable at all times and will encourage an open and honest "no blame" culture of incident and near-miss reporting, and responding to concerns.

The Company management will discuss health and safety matters at their team meetings when and if necessary.

The Business Manager will report directly to a nominated Board member on health and safety matters.

This policy will be reviewed at least annually and as required as circumstances may change.

## Safe Working Procedures

### Access and Egress

- walkways and passageways must be kept clear and free from obstructions at all times whether in the premises or on site
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and spills on the floor should be wiped up immediately. If on site, inform the venue's representative of any problems if you can't clean it yourself
- trailing cables should not be left in any walkway
- where objects are stored in or around a passageway, care must be taken that no long or sharp edges jut out into the walkway
- where a passageway is being used by vehicles, mechanical handling equipment or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

### Cooperation with others sharing the workplace

On starting work at a venue/site the Project Manager will contact the client or their representative on site; and liaise with the relevant person(s) to ensure that the welfare and emergency arrangements are in place. They will check that all parties understand the work to be undertaken and to manage any issues which may differ from plans submitted in the planning.

The Project Manager will also undertake a dynamic assessment of the site (a look around) to establish actual site conditions and any changes or additional measures or equipment that are required before giving the induction briefing.

### Display screen equipment

Workers are protected from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones with regulations requiring employers to:

- make sure their workers understand the risks and how to prevent them
- provide suitable furniture and equipment to enable them to do this
- assess the risks of ill health due to poor equipment or lack of awareness

As contractors, workers use their own equipment but are encouraged to reduce risks by taking regular screen breaks. DSE guidance is provided to workers to help them setup their workstations correctly and review their individual screen and keyboard setups to ensure they are readable, stable, glare-free, usable and adjustable.

Kinetika ensures suitable furniture and environmental factors are considered by undertaking DSE assessments of the following:

- Work Surface: flexible arrangement, spacious, glare free
- Work chair: Suitable adjustable plus footrest if needed
- Lighting: Provision of adequate contrast, no direct or indirect glare or reflections
- Distracting noise minimized
- No excessive heat, adequate humidity

Any concerns outside of the regular reviews should be brought to the attention of the Business Manager as soon as possible.

## Drugs and alcohol

Kinetika is committed to provide a safe working environment for all its workers, clients and members of the public. It is recognised that this can be at risk by workers who misuse alcohol and/or drugs.

Therefore it's strictly forbidden for workers to consume alcohol, or to take any non-prescription drugs during the working hours, while at Company premises, or at a venue. To support this policy the management must be informed of any alcohol carried or stored at the company's workplaces for use elsewhere.

## Electrical safety

Electricity is dangerous, potentially fatal, and invisible. The Company will ensure electrical supplies and systems at its premises are free from danger through suitable inspection, testing and certification. Inspection, maintenance and testing of all portable electrical equipment (including office equipment) will be carried out annually.

It's the responsibility of all workers to make sure electrical equipment is visually inspected before use. Any equipment suspected of faults must be removed from use and reported to the relevant person. Any worker supplying their own electrical equipment as part of their contract must ensure it is suitable for use and maintained effectively to be safe.

Any electrical connection or other task outside of normal use must be carried out by a competent person.

The Project Manager will liaise and co-operate with venue representatives and other contractors on sites as necessary regarding the safe use and operation of electrical systems.

## Fire Safety

Workers must make sure they know and understand the fire safety arrangements in place where they work; alarm, fire fighting equipment and emergency access procedures. This also applies to evacuation arrangements in large gatherings. If you are not told ask.

Kinetika will make sure suitable fire safety arrangements are in place for their own activities.

For hot work, soldering etc you may not be able to rely on the venue's fire-fighting equipment. Separate provision may be required.

### Hazardous substances

Any substance whether liquid, gas, fume or solid has the potential to cause harm. Water can kill you if too much of it gets into your body!

Some substances have specific laws on their use; asbestos and lead for example. Many other substances are covered by the *Control of Substances Hazardous to Health Regulations 2002*, (COSHH) – below.

## COSHH

There are 3 main types of substances covered by the COSHH regulations and our work activities can involve all of them. These types and examples are:

- work chemicals;
  - glues, paints, dyes etc, and also cleaning materials, bleach etc
- waste products from processes;
  - wood dust, welding fumes, shavings from foamboard, dust from dyes
- biological hazards – working in poorly maintained and/or public spaces
  - leptospirosis – contracted from rats urine
  - harmful bacteria (pathogens) from animal droppings or food

The Business Manager will liaise with the Project Managers and artists to make sure the storage and use of hazardous substances by Kinetika is controlled. They will ensure that staff are properly trained in their use and that appropriate PPE is available. Hazardous substances in our premises are secured in suitable containers or stores.

We'll make sure that workers are trained in the potential hazards the substances may present and the appropriate precautions that should be taken. Where applicable the following data will be circulated and held on file available for reference:

- our COSHH assessment sheets
- manufacturers Material Safety Data Sheets
- manufacturers/suppliers' instructions for correct use

#### Home working

Since the COVID-19 pandemic, home working has become a frequent way of working for the core team. Own work equipment is used in this situation.

#### Lone working

Kinetika workers will sometimes work alone. It is our policy to make sure they are not put at risk from lone working and will make every effort to ensure a safe place of work. We will identify any risks from lone working and make sure measures are in place to avoid or control those risks including making sure the worker:

- organises the work to make sure that no high-risk activities take place alone; such as working at height, handling heavy or difficult objects, working with electricity or working in places with potential for violence.
- has the means to raise the alarm where necessary, for example a mobile phone with good reception
- has access to first aid arrangements
- has been given, or has obtained the relevant safety information for the venue and/or premises
- has regular and appropriate contact with a competent manager or supervisor
- checks in with management that they have finished work and are safe

Workers working alone must make sure they:

- inform management of any medical condition or impairment which may mean lone working is less safe
- have all the relevant safety information for the work and premises
- have all necessary equipment and PPE and follow the planned procedures for the planned work
- do not improvise or attempt unplanned tasks, for example standing on a chair to change a light bulb
- inform management of any situation which they consider makes it unsafe to work alone

## Manual handling

Regulations require that manual handling should be avoided, eliminated or reduced as much as possible. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task. Nevertheless the nature of Kinetika's work requires that manual handling is a core activity on a daily basis and the controls therefore always given high priority.

- Manual handling of workplace equipment and material should only be undertaken by competent workers, who are experienced and trained in the safe handling of equipment, and will have the necessary competence to assess the risks.
- the load to be lifted or moved must be checked for sharp edges and wet patches
- workers shall wear appropriate PPE for any handling operations where there is a risk of injury; e.g. when lifting or moving a load with sharp or splintered edges, gloves must be worn
- the route over which the load is to be lifted should be checked to make sure it is free of obstructions
- workers should not attempt to lift or move a load which is too heavy to manage comfortably. Workers should ask for assistance if there is any danger of strain
- when lifting an object off the ground, workers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- workers should not attempt to retrieve items from shelves which are beyond their reach. A ladder or stepping stool should be used. Workers should not use chairs or any makeshift device for climbing and should never climb up the shelves

## Mobile phones

Everyone working for and on behalf of Kinetika owns a mobile phone. This helps us to communicate with each other quickly and effectively and to call for assistance in case of emergency.

There is a proven link between the prolonged use of mobile phones and radiation exposure to the brain. You should therefore keep calls as short as possible and to limited amount. Consider use of text messaging where possible. If a lengthy call is required try to switch to a landline.

It is illegal to use a mobile phone while driving. This is dangerous and subject to police prosecution. Use of hands-free equipment is still distracting. If you must make or receive a call when traveling pull over and do so safely.

## Personal protective equipment

We recognise that personal protective equipment (PPE) is not a substitute for collective preventative safety measures and so we'll do everything reasonably practicable to eliminate work hazards at source whenever possible.

Where PPE is required the company provides and replaces it free of charge. Workers will be trained in its appropriate use, maintenance and storage. The Company will provide suitable storage facilities.

Workers have a duty to properly use any PPE required for the work they are doing. They must make sure it is correctly fitted, stored and cleaned, and must report any defects or maintenance required.

If you don't have the required PPE or an item needs replacing don't continue with the work until it's replaced.

### Noise

Our activities rarely produce high noise levels and such activities will be assessed on a case-by-case basis with PPE provided as identified.

### Plant and work equipment

It is the responsibility of the Studio Manager to ensure that all Company plant and work equipment is safe and serviceable for use, and ensure that the use of machinery doesn't present a hazard to workers, contractors or visitors to the premises. Particular attention will be paid to the correct fitting and operation of guards and safety devices.

Suitable information, instruction, training and supervision will be given to all workers required to operate work equipment. Suitable PPE – such as eye protection goggles etc. will be available to any workers using this equipment.

- company machinery, tools and equipment are only to be used by competent and authorised workers.
- it is the responsibility of all workers to check that any tools or equipment they use are in a good and safe condition before using them. Any tools or equipment which are defective must be reported to the Studio Manager or Project Manager.
- if mechanical plant or handling equipment is made available at a venue workers should only use such equipment if its serviceability is guaranteed and if they are competent in its operation – or if sufficient information, instruction and supervision is given.
- all tools must be properly and safely stored when not in use.
- no guards or protective devices should be removed from any machine.
- persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- workers must not use any tool or piece of equipment for any use other than its intended purpose.

### Safety signs

Safety signs are an effective way to give information, advice, instruction and warning of danger and improve safety in our work. The Business Manager, Studio Manager and Project Managers will consult on arranging suitable safety signs at our workplaces.

Workers must take notice of safety signs in our premises and when working at other places.

### Working at height

The company recognizes the dangers posed to workers from working at height and undertakes to implement the Work at Height Regulations 2005.

As far as possible work will be planned so operations are carried out at ground level and the need for operations at height eliminated as far as possible.

All access equipment must be inspected before use, and no worker will use any mobile elevated work platform unless qualified and competent to do so and using the appropriate Personal Protective Equipment. Access equipment left unattended overnight or at weekends must be left unclimbable.

Workers should remain vigilant of the hazard posed by stage edges, platforms, ramps and other unprotected edges when installing and dismantling set elements from ladders and temporary access arrangements.

No-one working for the company will undertake any climbing/rigging activities unless a specific Risk Assessment has been completed and, where appropriate, a safe method of working established and discussed with the client/venue/production management.

Work at height must not be carried out alone.

### Working hours

The company will do everything so far as is reasonably practicable to control hazards associated with long work hours and the health and safety implications of workers judgement being compromised by excessive hours.

The Company will ensure that work schedules and rotas allow for sufficient breaks and rest periods.

Workers must not undertake duties if they feel their safety is compromised by fatigue or work-hours stress.

### Workplace safety

Any place where work activity is undertaken by the Company is covered by the *Health and Safety at Work etc Act 1974*, *Workplace (Health, Safety & Welfare) Regulations 1992* and associated regulation. This includes parks, roads or any space we may be working in.

- The workplace must be laid out and equipment installed in such a way as to avoid obstruction to any exits, gangways, stairways, lifts or escalators.
- The workplace should not present unnecessary slip, trip or fall hazards to workers, visitors or to any other users of the premises
- The workplace must be kept clean and free from litter & waste or spillage
- Adequate lighting must be provided for safe movement of public and workers
- Unauthorised persons shall not have access to any hazardous part of the workplace, such as electrical supply equipment, staging and performance areas and so on.
- Particular care should be taken at the edges of any platforms, ramps, steps and treads or on uneven ground. Be aware of any incomplete performance areas or set sections.
- Any cases, boxes or packing materials are stored safely and away from public areas
- Personal belongings must be stored responsibly around work areas
- Promptly resolve or report any problems with the stability or security of any staging or set elements

### **On sites:**

Before starting work at a site or venue, the Project Manager or the Safety Contact will brief workers, contractors and sub-contractors employed directly by Kinetika with the venue arrangements – including evacuation routes, fire points, first aid provision and welfare facilities. The means of

contacting key venue staff should be established, and the means of raising the alarm in an emergency must be made known to all staff.

### Workshops

Whenever we organise and run workshops we will designate a Safety Contact. They might be the Project Manager, Lead Artist, Workshop Leader or other worker. This is to identify that person as responsible for making sure that all safety information and arrangements are identified and implemented. The Safety Contact will also make sure they are given or obtain relevant safety information by the venue and premises.

Their duties include but are not limited to making sure they:

- have and understand all the necessary safety information for our activities, including risk assessments and COSHH assessments etc.
- have all necessary PPE for the planned workshop activities, including allowance for those with particular sensitivity to substances
- know the exact postal address of the venue – this is to make sure they can summon help in an emergency
- have access to means of calling for help in an emergency – for example making sure they have a mobile phone with good reception or access to a landline telephone
- are given and understand all the relevant safety information from the venue and premises including fire, first aid and emergency evacuation arrangements
- pass on the relevant safety information to the other workers and workshop participants
- implement the relevant emergency procedures if required