

Health and Safety Policy

Date created:	February 2017
Person responsible:	Alyson Jones
Trustee responsible:	Rae Leaver
Date of this review:	November 2022
Date of next review:	November 2023

Tangled Feet Limited is committed to protecting the health, safety and welfare of all its employee's and other persons who may be affected by its work activities or undertakings.

The Tangled Feet Health & Safety Policy has been designed to comply with the legal requirements placed on 'employers' as defined in Section 2(3) of the Health and Safety at Work etc. Act 1974 (HASAW Act).

Tangled Feet recognises and accepts its responsibility as an 'employer' for securing the Health and Safety of its employees (HASAW Act; Section 2 (3) duties) and other persons who may be affected by its work activities or undertakings (HASAW Act; Section 3 duties), such as our appointed contractor's, participants and members of the public.

The Health and Safety Policy draws together the organisation's intentions and responsibilities. It works alongside risk assessments that are created for each activity.

1) Statement of Intent:

This policy has been developed using guidance and a template provided by the Health and Safety Executive.

- 1.1 Tangled Feet Ltd (the Organisation) recognises and accepts the legal and moral duties placed upon it as an 'employer', under the legal requirements made under the Health and Safety at Work etc. Act 1974, and in other supporting health and safety legislation and Approved Codes of Practice.
- 1.2 The Organisation is committed to developing a culture, across all levels of the Organisation that is supportive of health and safety and the promotion and adoption of safe working practices. Health and Safety will be considered as an integral part of the Organisations planning and delivery of activities.
- 1.3 As an Organisation, we will ensure that adequate arrangements are put in place to comply with all relevant health & safety legislation and best practice.
- 1.4 Risks to the safety and wellbeing of our employees and any other persons, who may be affected by our work activities or undertakings, will be identified and suitable control measures put in place to either eliminate or minimise risk.
- 1.5 We will provide and maintain safe equipment, machinery and facilities and maintain safe and healthy working conditions to prevent accidents and cases of work-related ill health.

- 1.6. Where occasion arises for our employees or agents to conduct their duties on a site managed by a third party, such as event site or theatre, we will ensure co-ordination and co-operation with this third party to ensure compliancy and safe working practices are maintained. All staff will be briefed as required on working requirements and any risks will be assessed and controlled through suitable and sufficient Risk Assessments and Method Statements and other accompanying Health & Safety documentation as is required.
- 1.7 As an Organisation we will ensure that performance is monitored and reviewed at all levels of the Organisation in relation to health and safety to reduce the risk of injury or ill-health to any persons as a result of our actions.
- 1.8 The Organisation is committed to ensuring that staff receive appropriate training, information, supervision and instruction to enable them to carry out their duties safely and will ensure adequate levels of competency for the required task.
- 1.9 The Organisation will ensure that appropriate records are maintained and any incidents or near misses are reported, including to the HSE as required, so as to comply with legislation and to enable the Organisation to investigate and review its procedures as required to reduce the risk of further such incident.
- 1.10 The Organisation will consult with all employees and volunteers on matters affecting their health and safety.
- 1.11 A copy of this statement will be made available to all employees and we will, as necessary, introduce and make available supplementary procedures or arrangements to comply with any new, amended or revised legislation, or Approved Code of Practice. Where necessary, we will introduce policies or procedures which relate to specific health and safety law or best practice guidance, and thereby outline our control measures for minimising risk.
- 1.12 Our Policy will be reviewed on a 12-month basis.

2) Responsibilities for Health and Safety

Primary responsibility for Health and Safety lies with the Trustees of the charity with one Trustee, Rae Leaver, responsible for reporting at all Board meetings and ensuring the staff's obligations are met and that a periodic review of the policy and supporting procedures is carried out. The Trustees delegate the management of Health and Safety and the delivery of this policy to the Co-Artistic Directors, Nathan Curry and Kat Joyce or their appointed successors. In circumstances where shortfalls in standards are identified, when new legislation is introduced, or amended, the organisation will ensure that appropriate steps are taken to secure compliance with the legal duties made.

Tangled Feet employees and volunteers are required to work within the Health and Safety Policy at all times and to not undertake any activities that could be a risk to any participant in Tangled Feet's activities.

All employees and volunteers have a duty to be alert to health and safety risks and to report them immediately to the Co-Artistic Director or Project Production Stage Manager. Employees and volunteers in breach of the Health and Safety Policy and associated Risk Assessments may be subject to disciplinary procedure. Extreme violations of the organisation’s policy and procedure will be classified as gross misconduct.

This is the statement of general policy and arrangements for:
Tangled Feet Ltd.

Overall and final responsibility for health and safety is that of:
The Charity Trustees

Day-to-day responsibility for ensuring this policy is adhered to is delegated to:
Nathan Curry Co-Artistic Director (Co-AD) and Kat Joyce, Co-Artistic Director (Co-AD) along with Project Production Stage Managers (PPSM) for projects or their appointed successors

Policy Commitment	Responsibility	Action / Arrangements
Providing adequate control of health and safety risks arising from our activities	NC and KJ PPSM	<ul style="list-style-type: none"> • Risk Assessments are created for all types of activity and events and the actions arising from the assessments are actioned • Risk Assessments provided by external companies are approved by the Co-Artistic Directors or Project Production Stage Manager • Risk Assessments for general and ongoing activities are reviewed annually • Suitable and sufficient safety briefings and / or inductions to be undertaken by all staff as required
Reporting, recording and reviewing any incidents or ‘near misses’	All NC and KJ General Manager	<ul style="list-style-type: none"> • All employees and contractors have a responsibility to report any workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Co-ADs • The PPSM / Co-ADs shall ensure that RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requirements are adhered to http://www.hse.gov.uk/riddor/reportable-incidents.htm • The PPSM / Co-AD shall ensure that all other accidents and occurrences that are not reportable under RIDDOR are logged within an Accident Book / Log and that the General Manager keeps all emails, information and detailed reports on file
Consulting with our employees on matters affecting their health and safety	NC and KJ	<ul style="list-style-type: none"> • Health and Safety matters discussed at staff meetings • The Co-AD’s or Trustees are always available to discuss health and safety matters • Health and safety procedures and unusual risks are discussed at staff/production meetings
Preventing accidents	NC and KJ	<ul style="list-style-type: none"> • Health and Safety matters discussed at staff meetings

and cases of work-related ill health	and employees	<ul style="list-style-type: none"> • Employees responsible for maintaining awareness of colleagues and reporting concerns around occupational health • Flexible attitude to working hours and staff cover for medical appointments • Staff stress levels monitored by the Co-ADs and procedures put in place to make adjustments and manage where possible
Pandemic (COVID-19)	NC and KJ General Manager PPSM	<ul style="list-style-type: none"> • Specific risk assessments regarding COVID-19 will be done on a project by project basis in line with current government guidelines and will be reviewed on a regular basis • Tangled Feet will request COVID-19 risk assessments from venues, partner organisations to protect its workforce and participants. • Coronavirus (COVID-19): working safely HSE guidance will be reviewed on a regular basis to ensure compliance and the safety of staff, participants and the public. This will include following specific industry guidance for Events and Attractions, education and childcare settings and out of schools activities guidance. • Every contract will list duties in line with current government guidelines which will include 'Lateral Flow tests to be completed when requested' and 'Self Isolation Information'

Tangled Feet holds Public Liability to a value of £5million and an Employers Liability Insurance to a value of £10million.