



## Health and Safety Policy

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### Twin Wave CIC

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Twin Wave CIC provides the following activities:

- Creative therapies consisting of music workshops, sound therapies, creative writing and music technology.

This Policy will operate within the ethos and principles of Twin Wave CIC to promote equality of opportunity and anti-discriminatory practice towards all persons (freelance staff, students, volunteers including trustees and service users).

Twin Wave CIC is committed to protecting the health and safety of its freelance staffs, students, volunteers or service users and all others with whom our work brings us into contact. Twin Wave CIC's policy is to aim to provide a safe and healthy working environment for everyone.

Twin Wave CIC recognises its responsibilities under the Health and Safety at Work Act and other related legislation. Twin Wave CIC believes that communication, co-operation and consultation with all is essential and a copy of this policy is available to each person.

Action may be brought if there is neglect or abuse of health and safety requirements.

#### **Responsibilities:**

The final overall responsibility for the health and safety rests with the Directors. They will:

- Have discussed, researched, produced, adopted and distributed this Health and Safety policy.
- Discuss Health and Safety issues at least once a year.
- Keep up to date with responsibilities on health and safety and revise this policy as necessary.
- Answer questions from anyone about the policy and related matters.
- Ensure the day to day compliance with Health and Safety.
- Ensure as far as is reasonably possible any premises being used for Twin Wave CIC's activities comply with the Workplace regulations, the Offices Shops and Railway Premises Act and other relevant legislation.
- Receive reports from anyone on accidents, near misses and defects and report any relevant incidents to the necessary authorities (under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Liaise with any bookers and venues being used to ensure safe working practices, and the safety of participants and audiences for Twin Wave CIC's activities.



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All persons need to:

- Take reasonable care for the health and safety of him / herself / them self and all others who may be affected by his or her acts or omissions.
- Follow any safety instructions given.
- Not to operate any machinery unless proper training has been given.
- Co-operate with other persons in the operation of the Health and Safety policy.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Follow procedures for fire, first aid, hazardous substances (if applicable), security and the use of any equipment.
- Ensure that they are aware of the relevant health and safety representative(s) on sites where Twin Wave CIC work is taking place.
- Report any accident, danger, defect or near miss immediately to the relevant health and safety representative(s) on sites where Twin Wave CIC work is taking place and ensure that is noted in the relevant accident and incident book/s as appropriate.
- Report, as soon as is possible, any accident, danger, defect or near miss to the senior Twin Wave CIC person who is present at a particular activity and they in turn they must ensure that the Directors of Twin Wave CIC are informed at the earliest opportunity.

### Further Information

- Health & Safety Executive - visit [www.hse.gov.uk](http://www.hse.gov.uk) or call their Infoline on 0541 545500 for information on Health and Safety issues and to download their free publications.
- British Safety Council - visit: [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)

### Review of this policy

**Twin Wave CIC is committed to reviewing our policy and good practice annually.**

**This policy was last review on 15/11/2018**

**Date of next review 15/11/2019**



**15<sup>th</sup> November 2018**

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**Signature**

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**Date**

**Paul Midgley  
Director**