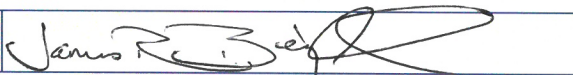


Health and safety policy

This is the statement of general policy and arrangements for: Tees Valley Arts (Name of company)		
James Beighton (Executive Director) (Name of Employer/Senior manager) has overall and final responsibility for health and safety		
Peter Neal (Operations Manager) (Member of staff) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	James Beighton (Executive Director)	Relevant risk assessments completed and actions arising out of those assessments implemented (Risk assessments reviewed when working habits or conditions change).
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Peter Neal (Operations Manager)	Staff, subcontractors and volunteers given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment (where necessary). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	James Beighton (Executive Director) Peter Neal (Operations Manager)	Staff routinely consulted on Health & Safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	James Beighton (Executive Director)	TVA follows Emergency Procedures as outlined by our landlord Python Properties. All escape routes are well signed and kept clear at all times. A full unscheduled building evacuation is undertaken annually.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Peter Neal (Operations Manager)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	01 August 2017
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Main Office: Fixed to the back of the front door
First-aid box is located:	Main Office: Fixed to the wall to the left of the kitchen door
Accident book is located:	Main Office: Directly above the First Aid box, to the left of the kitchen door