



The Institute  
of Contemporary  
Music Performance

## HEALTH AND SAFETY POLICY STATEMENT

|   |                               |
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| <b>Owner:</b>                                 | Business Development Director |
| <b>Effective from:</b>                        | March 2018                    |
| <b>Date of last review:</b>                   | March 2018                    |
| <b>Reviewed by:</b>                           | Business Development Director |
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| <b>Date of next review:</b>                   | March 2019                    |
| <b>Informed by Quality Code Chapters: B10</b> |                               |

### 1. DECLARATION

- 1.1. The Corporate Board of ICMP give notice of their corporate and personal responsibility for all health and safety matters, as set out in the Health and Safety at Work Act 1974 and all other specific health and safety legislation applicable to our undertakings.
- 1.2. They commit to maintain a working environment where the health and safety of our students, staff and others is assured.
- 1.3. We commit to engendering a positive and proactive health and safety culture throughout all levels of the organization. We also fully accept our responsibility for other persons whose health and safety may be affected by our activities
- 1.4. We will endeavor to go beyond what is required legislatively to promote good health and wellbeing, prevent injury and loss, and to promote continual improvement.
- 1.5. This statement aligns ICMP's managerial and operational responsibilities to facilitate the implementation of our Health and Safety objectives and the Corporate Board is committed to ensuring the highest standards are achieved.
- 1.6. This statement, along with all sub-policies, guidance and manuals that comprise the Health and Safety handbook, comprise ICMP's Health and Safety arrangements.
- 1.7. We understand that we are obliged to ensure that our Health & Safety handbook is fully and completely understood by staff, and that its procedures are implemented and maintained at all times.
- 1.8. Every new employee will be given Health and Safety Induction and guidance when they join, and each employee will be given refresher information, instruction and training as is necessary to enable the safe performance of work activities
- 1.9. Adequate facilities and arrangements will be maintained to enable employees to raise issues of Health and Safety.

- 1.10. Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside ICMP.
- 1.11. Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of others who may be affected by his or her acts or omissions.
- 1.12. The successful implementation of this policy requires total commitment and co-operation from all levels of management and employees within ICMP
- 1.13. All of the components of the Health & Safety handbook shall be periodically and systematically reviewed by both internal and external audit procedures.

## **SIGNATORIES**



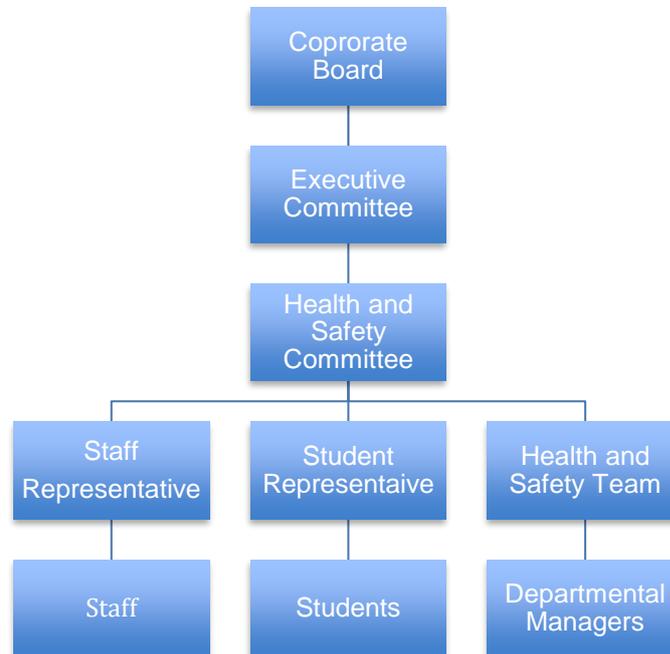
Dan Howard  
Chair of the Board of Directors, April 2018



Paul Kirkham  
Chief Executive, April 2018

## 2. RESPONSIBILITY FOR THE MANAGEMENT OF HEALTH AND SAFETY

2.1. Effective health and safety management depends upon commitment, co-operation and effort by all. The identification of responsibility and accountability for health and safety at ICMP is a key part of our activities and the development of a positive safety culture.



### 2.2. Corporate Board

2.2.1. Our corporate board is ultimately responsible for providing a safe and healthy environment and in providing health and safety leadership for staff, students and others. They discharge the operational management of this duty to the Executive Committee and sub-committees as articulated below. The board receive and annual report on all matters pertaining to health and safety. The Business Development Director is the 'Health and Safety Champion' on the corporate board and is the Chair of the Health Safety and Security Committee, which means all matters of Health and safety are brought to the Board's attention.

### 2.3. Executive Committee

2.3.1. Our Executive Committee, led by the Chief Executive, has operational responsibility to ensure compliance with the Health and Safety policy as articulated through the handbook. The Executive Committee are charged with ensuring that suitable resources are available for the effective implementation of the Health and Safety handbook, that standards are met, and continual improvement is assured.

2.3.2. This committee delegates the audit and oversight of health and safety activities and matters to the Health Safety and Security Committee. The Executive Committee receive the minutes for this committee to be assured suitable actions are being identified and implemented.

## **2.4. Health Safety and Security Committee**

2.4.1. The Health Safety and Security Committee acts as a forum to discuss health and safety matters, and to provide leadership in effective management of health and safety. From the committee's terms of reference, its principal functions are:

- the promotion of the health, safety and welfare of all persons when on ICMP premises, and
- to provide a strategic and integrated approach to site security and the personal security of staff and students when engaged upon activities relevant to the ICMP's purposes

2.4.2. Responsibility for the following rests with this committee;

- To consider and advise on policies for health, safety and welfare, both statutory and otherwise and monitor and review their effectiveness.
- To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- To promote health and safety training at ICMP at all levels and to ensure that appropriate emergency procedures are in place.
- To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- To receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- To consider reports of formal audits of ICMP work places and activities and such other reports as may be submitted.
- To request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections.
- To consider and keep under review building work which may be needed to conform to good health, safety and welfare practice

- To keep under review communications and publicity relating to health, safety and welfare at ICMP and where necessary to recommend any improvements or changes.
- To consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons
- Consider relevant health, safety and welfare matters raised by members of the Committee and the wider ICMP community.
- Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.
- To discuss security issues relating to all premises, including receipt of and consideration of near miss reports and incidents
- To consult with relevant stakeholders and to take actions on security as appropriate.
- To annually review and recommend updates to associated ICMP policies and procedures via an annual report to the corporate board

## **2.5. Health and Safety Team**

2.5.1. The Health and Safety Team is operationally responsible for implementation of operational Health and safety procedures and will receive all reports and notifications regarding matters of Health and Safety, and is responsible for:

### **2.5.2. Risk Assessment**

- Coordination and delivery of regular risk assessment activities
- Responding to any actions highlighted through such Risk Assessment

### **2.5.3. Inspection and testing**

- Ensuring inspection regimes are in place regarding maintaining health and safety standards
- Ensuring that all pre-planned maintenance, testing and documenting of systems is conducted

### **2.5.4. Accidents and Incidents**

- Ensuring that arrangements are in place to receiving reports of and documenting and processing all incidents and accidents.
- Documenting and responding to actions raised through incident and accident reports

#### **2.5.5. Training and staffing**

- Providing a health and safety advisory service to staff.
- Ensure adequate cover is in place
- Assist ICMP's disciplinary committee if acts of misconduct are alleged.

### **2.6. Departmental Management**

2.6.1. Department Managers are responsible for health and safety matters in their Departments. In particular they will:

- Ensure that the Health and Safety Policy statement, ICMP Policies and individual responsibilities and duties are understood and implemented by all managers and supervisors under their control
- Ensure that plans are prepared and implemented to achieve set objectives for the reduction of risks to health and safety
- Ensure that within their Department the arrangements and resources for providing health and safety are satisfactory
- Be responsible for ensuring that adequate training is given to employees within their department to ensure compliance with ICMP health and safety standards
- Be responsible for resolving health and safety problems / queries referred to them
- Ensure effective means of involvement, communication and consultation with employees
- Promote a high standard of health and safety
- Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimize all risks found and that the assessments are reviewed regularly

- Establish written safe operating procedures and instructions, for use within their Department
- Ensure that all employees under their control are fully conversant with, and understand, ICMP health and safety policy as it applies to them
- Ensure that adequate training is given to employees within their department to ensure compliance with ICMP health and safety standards
- Ensure that recommendations which will eliminate or reduce hazards or prevent recurrence of accidents are implemented as soon as possible
- Ensure that health and safety aspects for new or revised operations or layout within their areas of control are fully considered
- Establish regular health and safety and housekeeping inspections of all areas within their control
- Ensure that health and safety problems/queries referred to them are resolved or referred to the Health and Safety Team
- Be conversant with ICMP accident reporting procedures
- For evacuation purposes check that all exits from their Department are kept clear at all times
- Continuous review of health and safety performance in areas under their control

## **2.7. Safety Representatives**

- 2.7.1. ICMP acknowledges the importance of employee involvement in Health and Safety matters and the importance of the positive role played by safety representatives appointed under the Health and Safety at Work, etc. Act 1974 and the Safety Representatives and Safety Committees Regulations 1977.
- 2.7.2. ICMP will provide the facilities and assistance that safety representatives can reasonably require in order to carry out their functions.
- 2.7.3. The appointed safety representatives must represent our staff and our students in consultations with the ICMP and ICMP must consult these representatives so that arrangements can be made which will enable both ICMP and our staff and students to co-operate effectively in promoting and developing measures to ensure the Health and Safety of all at ICMP and in checking the effectiveness of such measures.

- 2.7.4. ICMP, the recognized trade unions and the safety representatives will make full and proper use of the existing disputes and grievance procedures in operation within ICMP in order to resolve any differences arising out of consultation on Health and Safety issues.
- 2.7.5. In the absence of a representative trade union, ICMP will appoint safety representatives. One will be staff member and one will be from the student body.
- 2.7.6. The Regulations require that appointed safety representatives shall so far as reasonably practicable have been in our employment for at least two years or, alternatively have at least two years' experience in similar employment.
- 2.7.7. Each safety representative has the following functions:
- To investigate potential hazards and dangerous occurrences at ICMP (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents at the workplace
  - To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work
  - To make representations to ICMP on matters arising out of the above two points
  - To make representations to ICMP on general matters affecting the health, safety or welfare at work of the employees at our workplace
  - To carry out inspections in accordance with the Safety Representatives Regulations
  - To represent the staff or students they were appointed to represent in consultations at our workplace with inspectors of the Health and Safety executive and of any other enforcing authority
  - To receive information from inspectors in accordance with the Health and Safety at Work Act; and
  - To attend meetings of the Health safety and Security Committee.
- 2.7.8. Safety representatives are permitted to receive time off with payment to perform their functions and to undergo such training in relation to those functions as may be reasonable in all the circumstances.
- 2.7.9. We are required specifically to consult with the safety representatives, in good time, on:

- The introduction of any measure at ICMP which may substantially affect the Health and Safety of the student or staff member the safety representatives concerned represent
  - Arrangements for appointing or nominating a competent person or persons to help ICMP comply with Health and Safety requirements
  - The information we must give our employees on risks to Health and Safety, and preventative measures
  - The planning and organising of any Health and Safety training
  - The introduction of any new technology if there could be implications for employees' Health and Safety, and for the risks and hazards to which they are exposed
- 2.7.10. Our safety representatives are entitled to inspect our workplace if they have given us reasonable notice in writing of their intention to do so.
- 2.7.11. The form which the inspection may take and the number of representatives taking part in it should be agreed between us and the appointed safety representatives.
- 2.7.12. The safety representatives should record their inspections and provide us with a copy of this. Our safety representatives may carry out other inspections as provided for in the Safety Representatives Regulations.
- 2.7.13. A person will cease to be a safety representative when they cease to be employed by ICMP or leave their post, leave as a student or they resign.

## **2.8. Employees**

- 2.8.1. All employees and lecturers must take care of their own health and safety and that of others who may be affected by their actions and:
- Be fully familiar with and conform to rules, procedures and training regarding safe working
  - Use the correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risks
  - When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified

- Report unsafe plant, tools and equipment and unsafe practices or methods of work
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace
- Assist in the maintenance of good housekeeping standards
- Co-operate with us to enable all statutory duties to be complied with
- Assist where necessary in the investigation of any accidents that occur

## **2.9. Students**

- 2.9.1. We have obligations to our students and ICMP expects all management to provide sufficient information, instruction and induction to ensure that there is effective communication and consultation on safety matters.
- 2.9.2. All students should take reasonable care for their health and safety and they must abide by our rules and regulations and co-operate fully with supervisors to enable them to fulfil their obligations.
- 2.9.3. They must not interfere intentionally or misuse anything provided for health and safety purposes.

## **2.10. Notifications**

- 2.10.1. ICMP arrangements for First Aid, Emergency Evacuation, Fire Safety and Accident Reporting are all displayed on ICMP notice boards. These are also contained within the ICMP Health and Safety handbook.
- 2.10.2. The ICMP Health and Safety handbook contains the detailed organisation and arrangements in relation to all of our rules and procedures and will be communicated to all contractors prior to starting any programmed works.
- 2.10.3. This policy will be reviewed annually or as required, to ensure that the aims and objectives are achieved, and revised in the light of legislative or organizational changes.