



# Health & Safety Policy

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## Part 1: Statement of intent

It is the policy of MÓTUS that Health and Safety and the Protection of the Environment are fundamental to its business objectives. MÓTUS is committed to the achievement of the highest safety standards within its organisation and in its business activities and services to the local arts community.

MÓTUS will:

- Assess the risks to health and safety and ensure that all practical and effective measures are taken to protect the health, safety and welfare of its workforce, volunteers, contractors, and others that may be affected by its activities.
- Investigate injuries and incidents to determine cause and develop and implement action plans to avoid recurrence.
- Implement a Safety Management System (SMS) to ensure effective planning, organisation, control, monitoring and review of health and safety measures. MÓTUS recognises the value of its workforce and acknowledges that as an employer it has duties under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions.

MÓTUS will, so far as is reasonably practicable, pursue the following health and safety objectives:

- Provide adequate control of the health and safety risks arising from its work activities.
- Set standards that comply with all relevant statutory requirements.
- Consult with the workforce on matters affecting their health and safety.
- Provide and maintain safe equipment and safe systems of work.
- Provide information, instruction and supervision for its freelance practitioners and commissioned artists.
- Ensure those working for MÓTUS are competent to do designated tasks and provide adequate training.
- Provide suitable protective clothing, first aid and fire prevention equipment if required.
- Prevent accidents and cases of work-related ill health.
- Provide relevant information to all contractors and evaluate their safety systems for compliance with MÓTUS' standards.



- Maintain safe and healthy working conditions.
- Monitor health and safety performance and maintain appropriate records.
- Audit and review for compliance and revise this policy annually or more frequently as necessary.

## **Part 2: Responsibilities for health and safety**

All members of MÓTUS' workforce and Volunteers have important responsibilities and must co-operate, participate and be fully committed to policy implementation.

MÓTUS expects organisations and individuals with which it does business to demonstrate the same levels of commitment to this policy or a comparable policy, which, together with MÓTUS health and safety organisation and arrangements will be brought to their attention.

This policy will be reviewed annually.

1. Overall and final responsibility for health and safety: Chair of the Board and Trustees.
2. Day-to-day responsibility for ensuring this policy is put into practice: Artistic Director
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: the Chair who delegates day to day administration to the Directors, Trustees and Volunteers where appropriate.

Everyone who works with us should:

- a) co-operate with supervisors and managers on health and safety matters;
- b) take reasonable care of their own health and safety; and
- c) report all health and safety concerns to an appropriate person (as detailed above).

## **Part 3: Arrangements for health and safety**

- Risk Assessments will be undertaken for all relevant activities and events,
- First aid kit will be available for every event or workshop,
- Accidents and or Incidents are to be logged in an internal Incident report log

## **Part 4: Recording and Reporting**

Serious incidents relating to Health and safety will be reported to the Board.



## Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Jan 2025	Initial draft approved	Annually

### Attachments:

1. Useful Links.
2. Risk Assessment Matrix.
3. Risk Assessment Template.

### Useful Links:

[HSE: Charities](#)

[HSE: H&SW getting started toolkit](#)

[HSE: H&SW made simple](#)

[HSE: H&SW policy](#)

[HSE: H&SW toolbox](#)

**International.** The Charity Commission's guidance on [how to manage risks when working internationally](#) and the FCO's [guidance on foreign travel](#) are to be brought to the attention of those responsible for managing activities overseas.



## RISK ASSESSMENT MATRIX

The threat any risk poses is a combination of the probability (likelihood) of it happening and the impact if it did. This matrix can be used as a very simple tool to assess a risk.

		Probability – a risk will materialise		
		Low	Medium	High
Impact – if it did	Low	Very Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	Very High

## RISK ASSESSMENT TEMPLATE

Details about risk:	Person carrying out review		Date Review carried out	
	Appointment		Date of next review	

Questions to ask yourself:

What existing risk controls are in place?	
Are existing controls effective and adequate?	
Are relevant policies in place and up-to-date?	



Does everyone who needs to, know about them and are these applied consistently?	
Has any necessary training been carried out and is it up-to-date?	
Is any necessary equipment available and serviceable?	
Are any repairs, maintenance or new equipment needed?	
Is any signage needed and in place?	

Assessing the risk:

What is the probability of the risk happening?	
How much of an impact would it have, if it did happen?	
What is the risk rating?	Low/Medium/High

Any action required:

Action required	Who is responsible	Deadline to complete