



GARSINGTON OPERA

AT WORMSLEY

Health and Safety Policy

Part 1: Statement of Intent

This is the health and safety policy statement of Garsington Opera.

Our health and safety policy is to:

- prevent accidents and cases of work-related mental and/or physical ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure staff (by which we include PAYE employees, self-employed and short-term contracted staff both at this point and throughout this policy) are competent to do their work
- provide personal protective equipment
- consult with our staff on matters affecting their health and safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, include evacuation in case of fire or other significant incident
- review and revise this policy regularly

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Founder Leonard Ingrams OBE • *President* Rosalind Ingrams • *Chairman* Bernard Taylor CBE DL • *Artistic Director* Douglas Boyd • *Executive Director* Nicola Creed
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Nigel Higgins • Catherine Ingrams • Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Wormsley Estate – Angus Boyd-Heron and Steve Hawkins

Great Milton Office – Steve Hawkins and Helen Kirkaldie

2. Day-to-day responsibility for ensuring this policy is put into practice:

Wormsley Estate - Angus Boyd-Heron and Steve Hawkins

Great Milton Office – Steve Hawkins and Helen Kirkaldie

3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Wormsley Estate

Angus Boyd-Heron and Steve Hawkins - Safety, risk assessments, consulting staff, accidents, first aid and work-related ill health.

Angus Boyd-Heron and Steve Hawkins - Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Angus Boyd-Heron and Steve Hawkins - Maintaining equipment information, instruction and supervision, training

Great Milton Office

Steve Hawkins and Helen Kirkaldie - Safety, risk assessments, consulting staff, accidents, first aid and work-related ill health.

Steve Hawkins and Helen Kirkaldie - Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Steve Hawkins and Helen Kirkaldie - Maintaining equipment information, instruction and supervision, training

4. All staff should:

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

Part 3: Arrangements for Health and Safety

Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.
- We will share the risk assessments and the resulting procedures with staff and subcontractors.

Training

- We will give relevant staff and subcontractors health and safety induction and provide appropriate training (including manual handling, working at height, and electrical safety).
- We will provide personal protective equipment to staff.
- We will make sure suitable arrangements are in place for staff who work remotely.

Consultation

- We will consult staff routinely on health and safety matters as they arise, and formally when we review health and safety.

Evacuation

- We will make sure escape routes are always well signed and kept clear.
- Evacuation plans are tested from time to time and updated if necessary.

Document Control

Original Author	Cate Dennes
Original Decision-maker	Steve Hawkins

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