



Health and Safety Policy

Arts 4 Wellbeing

(Updated March 2025)

General Policy Statement

1. The Board of Directors of Arts 4 Wellbeing recognises and accepts the promotion of health and safety measures for all employees, sub-contracted tutors, members and volunteers and visitors to the premises.
2. Arts 4 wellbeing will therefore take all reasonable practical steps to prevent personal injury and damage to property and to protect from foreseeable work hazards, staff, sub-contracted tutors, volunteers, members, visitors, directors and the public in so far as they come into contact with the arts studio or its activities.
3. In particular, responsibility will be taken for: -
 - Providing and maintaining safe access
 - Providing and maintaining a safe and healthy working environment
 - Providing safe working systems and equipment
 - Providing safe arrangements for use, storage and handling of equipment and substances
4. Providing sufficient information, instruction, supervision and training to enable staff and sub contracted day tutors to recognise and avoid hazards to contribute positively to their own health and safety at work and that of their colleagues.
5. Arts 4 Wellbeing will institute and maintain the necessary arrangements to ensure that this policy is implemented and monitored and updated when new legislations are issued.
6. Arts 4 Wellbeing will ensure that the policy is up-to-date.
7. Arts 4 Wellbeing will expect all staff and sub contracted tutors to co-operate in the implementation of this policy.
8. The Directors of Arts 4 Wellbeing delegated day to day responsibility for Health and Safety matters to the Manager.

Health and Safety Policy

1. Introduction

The aims of this policy are:-

To provide for health and safety welfare of staff to ensure that the planning and organisation of work activities and the equipment take into account health, safety and welfare as far as is reasonably practicable.

To create a sense of safety awareness amongst staff and sub contracted tutors, to clearly identify the responsibilities of staff in minimising the hazards associated with their work.

To ensure that any parts of the building, equipment, fittings and work activities do not endanger the health and safety of any persons using the organisations building or equipment.

Staff and sub contracted tutors will be consulted about any measures to be taken for ensuring their health and safety and any amendments or modifications in respect of this policy.

The Policy will be reviewed every 2 years and amended as necessary, or when new legislation is introduced.

2. Organisation

The Directors have responsibility for the implementation of this policy.

All staff, sub-contracted tutors, volunteers, board of directors, and others irrespective of their position – have a duty to co-operate with the organisation in the operation of this policy by:

- Working safely and efficiently
- Using any protective clothing provided
- Meeting statutory obligations
- Taking reasonable care of themselves and others affected by their activities
- Reporting any and all incidents which have led to (or may have led to) injury or damage
- Following all procedures designed to ensure safe systems and a safe place of work
- Assisting in the investigation of any incidents with the objective of introducing measures to prevent recurrence

The Directors, staff and sub-contracted tutors within the organisation have a requirement to carry out – as far as is practical – the following duties:

- To understand the organisations safety policy and the basic requirements of Health and Safety at Work Act 1974 as well as any other relevant legislation and to ensure that the rules are observed.

Health and Safety Legislation Changes October 2017

In 2017 the Fire Safety in the Design, Management and Use of Buildings standard published 2008 was updated to ensure that controls are in place to safeguard the buildings occupants in the event of a fire, including firefighters.

The standard also provides guidance on new and existing buildings designing Fire Safety Measures on new and existing buildings for designing fire safety measures updated fire drill procedures including fire wardens and training.

To ensure the place of work under their control is maintained in a condition that is safe and without risk to health for all.

To provide such supervision as is necessary to ensure that safe methods of work are introduced and followed and that all necessary equipment is provided and maintained to comply with statutory requirements and the organisations Health and Safety Policy.

To define the duties and responsibilities of employees under their control.

To ensure the appropriate training of all employees under their control.

To ensure that all dangerous incidents or accidents are reported to the Chairman of the Board of Directors and then to the appropriate external organisations e.g., STMBC Environmental Health Dept, and complete relevant RIDDOR/COSHH documentation.

To take all responsible steps to promote health and safety consciousness amongst all staff and sub-contracted tutors.

To provide and disseminate appropriate information and instruction to everyone concerned on all matters pertaining to safety.

To ensure that staff and subcontracted tutors are aware of the organisational structure and therefore to whom they are responsible.

To ensure that all staff, visitors, subcontracted tutors, members sign in when they enter the studio and record the time they leave.

To ensure all members have completed Arts 4 Wellbeing Health and Safety Induction.

Hazards

The organisation will ensure that the possibility of accidental injury is mitigated by all responsible and practical means. Risk assessments will be carried out: reviews undertaken and necessary action implemented.

All machinery or equipment, which may constitute a hazard, will be safeguarded and regularly maintained and any potential danger clearly notified. Appropriate training and clear instructions will be provided for the benefit of the operator.

All staff must use any and all safeguards provided, keep all workplaces tidy and report all defects with equipment immediately.

Trained authorised staff should only use machinery and chemicals.

Instructions will be clearly displayed regarding the actions to be taken in the event of fire.

Staff and subcontracted tutors must ensure that they are aware of the procedures for raising the alarm, the location and operation of the fire-fighting equipment and the location of the fire exits and assembly points.

Fire drills will be carried out at random intervals to ensure that all staff understand the procedure in the event of a fire.

Defective electrical equipment must be reported immediately and not be used again until repair.

Sockets must not be overloaded and wires must not be trailed across passageways and corridors.

When not in use appliances should be switched off and unplugged, particularly at night and weekends.

Arrangements will be made for the regular inspection of electrical appliances by a competent person on an annual basis or as and when required.

Smoking is not permitted in the building or near the building.

Accidents

An accident book will be maintained and all staff must enter details of injuries – however slight – resulting from an accident or mishap occurrence during the course of their work.

A first aid box will be available in the organisations offices and will accessible for staff and sub contracted tutors at all times.

Training

All necessary training (including up to date and refresher training) will be provided to take account of revised practices, new machinery or equipment.

Staff or subcontracted tutors will not be required to operate equipment or machinery until they have been given adequate training and instruction.

Members, Visitors and Contractors

Arts 4 Wellbeing is liable for any actions by visitors or contractors which affect safety on it's premises.

Visitors and contractors should be made aware of any potential hazards and similarly, any hazards they might create for the staff, and members for their actions. These must be identified and explained.

The board of directors and management will ensure adequate cover is obtained and that such insurance cover is reviewed regularly.

Work station Assessments

All persons using a work station will have a work station assessment carried out and will be reviewed every year or if and when changes to their personal circumstances apply.

Changes to Legislation

All appropriate policies and procedures will be updated as and when changes to legislation by the government are announced or when statutory procedures are introduced by funding bodies.

An example of these is:-

- Brexit
- Pandemics (of any kind)
- Data Protection Act 2018 (GDPR)