



## **Health & Safety Policy**

### **Statement of General Policy**

In compliance with the Health and Safety at Work Act 1974, The Nutshell Arts CIC recognises that it has a responsibility to ensure all reasonable precautions are taken to provide and maintain safe and healthy working conditions, equipment and safety systems of work for all employees, volunteers and visitors and will:

1. Provide and maintain plant and systems of work that are safe and without risk to health.
2. Ensure safe handling, storage and use of substances.
3. Provide information, instructions, training and supervision as is necessary to enable employees and volunteers to carry out their duties in a manner which prevents harm to themselves or others.
4. Maintain its premises in a safe and healthy condition.
5. Provide safe means of access and egress from its premises.
6. Provide a working environment that is safe, without risks to health, and that provides adequate facilities and arrangements for welfare.
7. Consult with employees on health and safety matters.

Under the Health and Safety at Work Act 1974 employees have an equal legal duty to exercise personal responsibility to ensure the health and safety of themselves and of others who may be affected by their acts or omissions at work and also to co-operate so far as necessary to enable The Nutshell Arts CIC to comply with any relevant statutory requirements and our commitment to providing a safe and healthy working environment.

## **Responsibilities**

- Overall and final responsibility for health and safety is that of the Director.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

### Director

- Overall and final responsibility for health and safety
- Responsible for ensuring actions are taken to remove/reduce risks
- First Aid
- Safety officer
- Fire officer
- Responsible for risk, fire risk and COSHH assessments
- Ensuring equipment meets health and safety standards and is maintained
- Fire safety equipment and electrical equipment testing

### All employees

- Co-operate on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person

## **Consultation with employees**

- Consultation with employees on health and safety matters will be carried out by the Director through regular staff meetings.

## **Health and safety risks arising from our work activities**

- Risk assessments will be undertaken by the Director.
- The findings of risk assessments will be reported to the Director.
- Action required to remove/control risks will be approved by the Director.
- The Director will be responsible for ensuring the action required is implemented.
- The Director will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every six months or when the activity changes, whichever is the soonest

## **Safe plant and equipment**

The Director will be responsible:

- Identifying all equipment and plant needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented
- Check the new plant and equipment meets health and safety standards before it is purchased.
- Any problems found with plant and equipment should be reported to the Director.

## **Safe handling and use of substances**

The Director will be responsible for:

- Identifying all substances which need a COSHH assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in the COSHH assessments are implemented
- Check that new substances can be used safely before they are purchased.
- ensuring that all relevant employees are informed about COSHH assessments.
- Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the office.
- Health and Safety advice is available from the office.
- Supervision of young workers/trainees will be arranged, undertaken and monitored by the Director.
- The Director is responsible for ensuring that employees working at locations under the control of other employees, are given relevant health and safety information.

## **Competency for tasks and training**

- Induction training will be provided for all employees by the Director.
- Job specific training will be provided by the Director or a competent external training body as required.
- Specific jobs requiring special training are:
  - Director – operation of technical equipment
  - Staff Members – first aid and fire training
- Training records are kept by the Director.
- Training will be identified, arranged and monitored by the Director.

## **Accidents, first aid and work-related ill health**

- Health surveillance will be arranged by the Director.
- Health surveillance records will be kept by the Director.
- First aid boxes are kept in the office.
- The Director shall ensure that an adequate number of employees receive first aid training
- All accidents and cases of work-related ill health are to be recorded in the incident book. The book is kept in the office.
- The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Review health and safety risk assessments every six months or when the work activity changes, whichever is soonest
- Review COSHH assessments every six months or when the work activity changes, whichever is soonest
- Review health and safety documentation annually
- Carry out an investigation of any accidents or incidences of ill health not classed as minor
- Report to the board of The Nutshell Arts CIC the outcome and recommendations of any investigation of any non-minor accidents or incidences.

The Director is responsible for:

- Investigating accidents
- Investigating work-related causes of sickness absences
- Acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

- The Director is responsible for ensuring the fire risk assessment is undertaken and implemented and that all staff receive fire training
- Escape routes are checked by a member of staff every day.
- Fire extinguishers are maintained and checked by a qualified external supplier annually.
- The alarms are tested by a qualified external supplier annually.
- Emergency evacuation will be tested every six months.