



Health & Safety Policy

Health and Safety at Work Act, 1975

This policy was adopted on 16th August 2022
This policy is due for review on 16th August 2023
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POLICY STATEMENT, DUTIES & RESPONSIBILITIES

1.1

Art Inc recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers.

It is the policy of the Group/Organisation to promote the health and safety of the committee members, volunteers, staff and of all visitors to the organisation's premises at The Orchards, Gleneagles Court, Brighton Rd, Crawley, RH10 6AD, and to that intent to:

Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;

Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;

Encourage persons on the premises to cooperate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory; to report this to Crawley Community Action, the managers of the premises, to

ensure the provision and maintenance of plant, equipment and systems of work that Art Inc will provide sufficient information, instruction, training and supervision to enable



everyone to avoid hazards and contribute to their own safety and health;

Art Inc provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);

Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Groups/Organisation's activities;

Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Groups/Organisation's activities;

Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;

Provide information to other employers of any risks to which those employer's workers on the Groups/Organisation's premises may be exposed.

This policy statement and the procedures for its implementation may be altered at any time by the Art Inc Team. The statement and the procedures are to be reviewed in August of each year by the Safety appointed person.

A report on the review, with any other proposals for amendment to the statement of procedures, is to be recorded and kept and shared with staff regularly at least 3 times a year (termly).

The Art Inc Health & Safety Policy is driven by not only our legal obligations but our values

- Empathy
- Nurture
- Clear Boundaries
- Dreams

1.2 Statutory Duty of Art Inc

Art Inc will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

Make workplaces safe and without risks to health;

Ensure equipments are safe and that safe systems of work are set and followed;

Ensure articles and substances are moved, stored and used safely;

Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, Art Inc will:

Assess the risks to health and safety of its volunteers/workers;

Make arrangements for implementing the health and safety measures identified as necessary by this assessment;



Record the significant findings of the risk assessment and the arrangements for health and safety measures;

Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;

Appoint someone competent to assist with health and safety responsibilities;

Set up emergency procedures;

Provide adequate First Aid facilities;

Make sure that the provider of the work space; Crawley Community Action satisfies health, safety and welfare requirements, eg

for ventilation, temperature, lighting and for sanitary, washing and rest facilities;

Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;

Prevent or adequately control exposure to substances that may damage health;

Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;

Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;

Provide health surveillance as appropriate;

Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;

Ensure that appropriate safety signs are provided and maintained;

Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of Art Inc staff:

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;

To co-operate with the Group/Organisation on health and safety;

To use work items provided by Art Inc correctly, including personal protective equipment, in accordance with training or instructions;

Not to interfere with or misuse anything provided for health, safety and welfare purposes;

To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Group/Organisation;

Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the Art Inc Director. This person is to take



responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Please see the accident and injury policy.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Art Inc Director.