

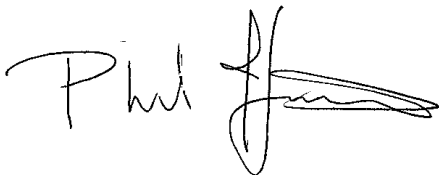
Cromer Artspace Health and Safety Policy

1. General Policy Statement

Cromer Artspace recognises and accepts its responsibility for the health, safety and welfare of its volunteers, Trustees, artists, contractors, visitors, members of the public, contractors and any other people who might be affected by its activities. Cromer Artspace's policy is governed by the Health and Safety at Work etc. Act (1974), the Management of Health and Safety at Work Regulations (1999) and other associated legislation, and by the Equality Act (2010).

This Health and Safety Policy outlines the arrangements that are in place for ensuring the health and safety of all people affected by Cromer Artspace's activities. In order to fulfil its responsibilities, Cromer Artspace aims to ensure that:

- buildings managed by Cromer Artspace provide a safe and healthy environment all users
- there is a safe working environment for volunteers, Trustees, artists, visitors, members of the public and contractors
- everyone knows and understands the risks involved in their work and their responsibilities for their own and other peoples' health and safety through the provision of induction, information, training and supervision
- there is a regular assessment of the risks to health and safety associated with Cromer Artspace's activities and that measures are in place to manage those risks
- equipment provided does not present a risk to health and safety
- arrangements are in place to identify and control the risks presented by substances
- reporting and recording systems are in place to assist with monitoring accidents, incidents and ill health that may be due to work and that Cromer Artspace complies with statutory reporting requirements
- suitable and sufficient first aid is available
- volunteers are consulted on matters affecting their health and safety
- this policy is reviewed on an annual basis

A handwritten signature in black ink, appearing to read 'Phil' followed by a stylized surname.

Signed

(Chair) Date



2. Organisation and Responsibilities

a. The Cromer Artspace Trustees

The Trustees have the overall responsibility for the health and safety of volunteers, artists, visitors, members of the public, contractors and anyone else affected by Cromer Artspace's activities.

The Trustees will:

- review Cromer Artspace's health and safety policy and performance annually
- receive and comment on reports of health and safety issues and take action as needed
- ensure that the health and safety implications of decisions are addressed
- ensure that risk management systems are in place and are effective

The Trustees will appoint one of its members as 'Director of Health and Safety' in line with Health and Safety Executive Guidance. This Committee member will take the lead on health and safety matters.

b. Director of Health and Safety/Lead Trustee

The Health and Safety Lead Trustee will have overall responsibility for health, safety and welfare within Cromer Artspace. S/he will:

- ensure measures are in place to identify and report risks and to minimise those risks
- ensure that volunteers have information, instruction and training so that they know the risks they are exposed to in their work and what measures they need to take to minimise those risks, and are familiar with Cromer Artspace policy and procedures relating to Health and Safety
- ensure that volunteers know and understand the risks and are taking appropriate measures
- ensure that health and safety policies and procedures are in place and are monitored
- ensure that an annual risk assessment takes place of all Cromer Artspace activities
- ensure that there are sufficient resources in the budget for health and safety
- present a Health and Safety Report to the Trustees every year
- ensure volunteers are supplied with personal protective equipment as necessary and are trained in its use
- receive reports of any accidents or incidents, investigate and make changes to procedures and working practices as necessary
- report a serious incident under the RIDDOR regulations should the need arise
- ensure adjustments to working practices are carried out where indicated following accidents/incidents

c. Project Teams



Project Teams have the overview of different Cromer Artspace Projects and report to the Trustees. Project Teams are responsible for:

- undertaking risk assessments of projects or activities they are responsible for
- ensuring precautions are in place as needed
- ensuring that volunteers, visitors, artists and contractors are fully informed of their health and safety roles and responsibilities and any precautions they need to take
- undertaking weekly health and safety inspections of any buildings under the management of Cromer Artspace, when in use

d. Volunteers

Volunteers are responsible for their own health and safety and also for ensuring that they do not put other people at risk. Volunteers are responsible for:

- taking care of their own health and safety and that of other people by reading information given and following policies, procedures and directions
- not interfering with anything provided to safeguard their health and safety and using any personal protective equipment provided
- reporting any health and safety concerns to the relevant person
- reporting any accidents, incidents or near-misses and completing an accident/incident report form

e. Artists and contractors

Artists and contractors are expected to follow Cromer Artspace's Health and Safety Policy and procedures and any instructions they are given as part of their agreement with Cromer Artspace.

3. Risk Assessments

- An annual written Risk Assessment will be undertaken by the Trustees. This will identify the risks that volunteers, Trustees, artists, visitors, members of the public, and contractors might be exposed to as a result of Cromer Artspace's activities, the measures that are in place to reduce the risk and manage the level of any residual risk.
- If any new activities are started between annual risk assessments, a risk assessment will be undertaken of that new activity by the person leading the implementation of that activity. The new activity will be incorporated into the annual Risk Assessment at its next review. An action plan will be drawn up from the Risk Assessment.
- If a Cromer Artspace-led activity takes place in a building under the management of another organisation, that organisation will be asked to provide a copy of the Risk Assessment for that building and this will be considered before the venue is booked.
- Artists or others undertaking events or activities in a building under the management of Cromer Artspace will be asked to complete and submit a Risk Assessment before the start of their event or activity.

4. Building Inspections



The relevant Project Team will ensure that any building under the management of Cromer Artspace is inspected monthly using a standard checklist during periods that the building is open to visitors. The outcome of the inspection will be reported to the Trustees who are responsible for ensuring that any remedial action is taken.

5. Risks and Precautions

5.1 Fire

- A Fire Risk Assessment will be carried out annually for any building under the management of Cromer Artspace as part of the annual Risk Assessment process. This will identify the fire risks in the building and the work practices and the measures in place to minimise the risks. An action plan will be drawn up from the fire risk assessment.
- If Cromer Artspace is delivering activities in a building under the management of another organisation, a copy of the Fire Risk Assessment for that building will be requested from the management.
- Fire precautions will be in place in all buildings under the management of Cromer Artspace as follows:
 - a fire alarm/bell
 - fire instruction notices
 - fire extinguishers
- The fire alarm/bell will be tested weekly and the fire extinguishers will be subject to a visual check. The fire extinguishers will be serviced annually by a specialist contractor.
- All volunteers will be introduced to fire precautions as part of their induction at Cromer Artspace.
- All furniture and fittings used in the building will be fire retardant in accordance with the Furniture and Furnishings Regulations 1988

5.3 Personal Safety

- Volunteers will be provided with information and training about keeping themselves safe while volunteering with Cromer Artspace.
- When volunteers are the only people in a building when the activity has been organised by Cromer Artspace, a minimum of two volunteers will be on the rota.
- When volunteers are volunteering with visiting artists, the artists will be expected to ensure that volunteers are not left on their own in the building.

5.4 Lifting and Handling

- A risk assessment will be undertaken of any activity that involves lifting and handling heavy or large objects.
- Anyone who may be asked to assist with lifting and moving heavy or large objects will be provided with appropriate instructions and training, including in the use of any equipment.

5.5 Control of Substances Hazardous to Health

A central list will be held of all substances used within Cromer Artspace, the risks they pose and the control measures that should be adopted. This will be updated annually by the Lead Trustee.

5.6 Electrical Safety

- a. The integrity and safety of the electrical installation in any building under the management of Cromer Artspace will be checked every seven years by a competent electrician. If the landlord is responsible for the electrical installation, they will be asked to provide a copy of the test certificate and any actions and recommendations following the inspection.
- b. Electrical appliances and equipment will be purchased from reputable suppliers, manufactured to an appropriate standard and where possible they must be CE marked. The equipment should be used correctly and not abused, there should be no unauthorised repairs and the equipment should be periodically subject to a Portable Appliance Test. Portable appliance will be checked every two years by a competent electrician.
- c. All appliances will be fitted with plugs and fuses that comply with the Plugs and Sockets Regulations 1994.
- d. Any electrical appliances used on Cromer Artspace premises must have been subject to a Portable Appliance Test within the past two years and be subject to a visual inspection before use. No unauthorised equipment can be used on Cromer Artspace premises or during Cromer Artspace activities.

6. Protective Equipment

When risks cannot be controlled in any other way, volunteers will be provided with personal protective equipment. This may include gloves, overalls and safety glasses. If protective equipment is provided, volunteers will be trained in its safe use.

7. First Aid

A first aid box will be provided in any building under the management of Cromer Artspace. The box will be checked regularly by a member of the relevant Project Team. If an item of First Aid Equipment is taken from the first aid box a corresponding accident report form should be completed.

8. Food safety

A fridge is provided for the use of artists and volunteers. The fridge temperature will be monitored and recorded daily while the building is in use and action taken if the fridge is not operating at a safe temperature. The contents of the fridge will be checked on a weekly basis and any out-of-date food items will be disposed of.

9. Information and Training

As part of their induction at Cromer Artspace, volunteers will receive information and training in the relevant policies and procedures, risks associated with Cromer Artspace activities and in their particular role, and the measures in place to reduce those risks

10. Recording, Investigating and Reporting Accidents and Incidents

It is the responsibility of all volunteers to report accidents and incidents as follows:

- all accidents will be recorded in the Accident Book
- all accidents and incidents will be reported on an Accident and Incident Report Form

Accident and Incident forms will be passed to the Lead Trustee who will review the form and make adjustments to work practices as necessary. If an accident or incident highlights the need for wider policy change, this will be reported to the Trustees.

If an accident is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, it is the responsibility of the Lead Trustee to make the initial report by telephone and to complete the necessary paperwork. For Guidance on reporting see www.hse.gov.uk/riddor. The following accidents and incidents are reportable:

Incidents involving volunteers are only reportable where the accident arose from a work-related activity and:

- *the incident resulted in a fatality*
- or*
- *the injured person was taken directly from the scene of the incident to hospital for treatment*

Examinations and tests do not qualify as 'treatment' and there is no need to report incidents where people are only taken to hospital as a precaution.

The Cromer Artspace Trustees will review the reported accidents and incidents regularly at meetings and at the next available opportunity following serious accidents and incidents.

11. Policy Review

This policy will be reviewed annually by Trustees.