



## Health & Safety Policy and Procedures

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## Health and Safety Policy

It is Suffolk Artlink's intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety at work of all our people (including trustees, staff, volunteers and contractors) and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

Suffolk Artlink aims for best practice and to exceed the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects Suffolk Artlink's commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

**1. Awareness:** All our people and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our business.

### 1.1 Health and Safety Policy statement

Adequate resources will be provided to ensure all our people, the contractors and stakeholders are aware of this policy and committed to its effective implementation.

### 1.2 Communication and consultation

There will be active open communication and consultation between all our people, the sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

### 1.3 Management roles and responsibilities

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles. Senior management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect health and safety.

### 1.4 Hazard identification

We will identify our workplace health and safety hazards. We will inform our people, the sub-contractors and stakeholders, as appropriate, of these workplace hazards.

We will require our sub-contractors and stakeholders to identify health and safety hazards that may impact on our work activities.

**2. Competence:** All our people and stakeholders have the competence to undertake their work with minimum risks to health and safety.

#### 2.1 Health and safety training

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.

We will ensure the health and safety competence of our sub-contractors and stakeholders.

#### 2.2 Behaviour and culture

Senior management will demonstrate leadership in health and safety. Senior management will undertake inspections to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.

#### 2.3 Risk assessment and management

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our sub-contractors and stakeholders to identify health and safety risks that may impact on our work activities.

**3. Compliance:** Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.

#### 3.1 Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

#### 3.2 Monitoring performance

We will actively and openly review on our health and safety performance and the senior managers will report health and safety incidents to the board of trustees.

**4. Excellence** Suffolk Artlink aims to excel in the way it manages health and safety by:

#### 4.1 Developing innovative practices

We will constantly encourage, develop, review and share health and safety good practice both internally and externally.

#### 4.2 Influencing stakeholders and being influenced

We will only work with partners and clients who are willing to meet and achieve our health and safety expectations.

We will listen to our partners and clients and we will learn from them in order to implement better practice.

#### 4.3 Work-related health

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people's fitness for work. Health surveillance will be conducted to satisfy health and safety legislation.

Our policy will be delivered by:

- generating a culture that does not tolerate threats to health and safety; and
- ensuring the real involvement of all our people, the sub-contractors and stakeholders.

# Health and Safety Procedures

## Monitoring and Review

1. All staff will be expected to bring to the notice of the General Manager any areas where Suffolk Artlink's Health and Safety Policy and Procedures may be inadequate or are not being complied with and implemented.

Problems, where possible, should be dealt with by the General Manager and staff member reporting concerns. Suggestions or any other matters that cannot be resolved will be passed to the Co-Directors for consideration.

2. All Managers will receive such training in health and safety as is required for them to be able to carry out the functions for which they are responsible in a safe manner.

3. The General Manager is responsible for ensuring, on a day-to-day basis, that the Suffolk Artlink's Health and Safety Policy and Procedures are complied with, that Statutory Regulations are not breached and that any hazards or defects identified are dealt with immediately.

4. The General Manager will keep an overview of all matters concerning health, safety and welfare within the organisation. They will liaise closely with all staff providing practical help and guidance.

5. The Health and Safety Policy and Procedures will be updated whenever necessary due to a change in legislation or the work of the charity. In any event the whole document will be reviewed and amended as necessary at least annually.

## Consultation with staff

Under the Health and Safety (Consultation with Staff) Regulations 1996, employers are required to consult with those staff outside the scope of the Safety Representatives and Safety Committees Regulations 1977 in good time, on issues which may affect their health & safety.

## Training

Suffolk Artlink is aware of the need to make provision for adequate training in order that staff are competent to discharge their health and safety responsibilities.

The relevant Line Managers are responsible for identifying training needs and where necessary will seek advice from the General Manager for specific areas of health and safety training.

Where there are identifiable training needs, arrangements will be made to provide suitable training for all levels of staff to include new starters, change of roles within the organisation and following any performance appraisals carried out.

Current arrangements are as follows:

1. New entrants receive induction, job training and health and safety training.

The Line Manager carries out the induction, to 'health and safety'.

During this period, training includes instruction and information on, the use and maintenance of personal protective equipment, safety at work, health and safety law, Suffolk Artlink's policies and procedures and the existing emergency arrangements.

- 2 Refresher training is provided as required, especially when new or proposed legislation, codes of practice, or technical data indicate that changes are required in safety standards.

The level, depth and suitability of the training provided shall be periodically reviewed by the General Manager, additional resources will be made available where required.

## Fire prevention

### General Statement

As far as reasonably practicable, all steps shall be taken by Suffolk Artlink to prevent, or minimise the probability of, all causes of fire, in accordance general fire safety in England and Wales is delivered through compliance with the Regulatory Reform (Fire Safety) Order 2005

Staff should report any concerns they have about fire hazards, etc to the General Manager, so that Suffolk Artlink can take the appropriate measures to eliminate the problem.

### Arrangements for the Health and Safety of Workers

In accordance with the Fire Safety (Workplace) Regulations 1999 a risk assessment of the premises and activities undertaken will be carried out by the nominated Safety Representatives. The nominated Safety Representative and Fire Marshal for Suffolk Artlink's office is the landlord, Aafke Groeneveld, Centre Manager, New Cut Arts.

Periodic inspections and assessments shall be carried out to identify fire risks and ensure that appropriate precautions are in place. Suffolk Artlink will ensure that housekeeping standards are such as to minimise the risk, and development, of fire.

## Smoking

Suffolk Artlink operates a no smoking policy in the workplace at all times, in accordance with the Health Act 2006.

## Electrical safety

Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment.

The Organisation will therefore:

- (a) Arrange for testing and inspection of appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 2018). The interval shall be determined dependant on the type of installation and equipment, its use and operation, the frequency and quality of maintenance and the external influences, to which it may be subjected.
- (c) radiant bar electric fires are prohibited under all circumstances.

### Safe working

In all fire prevention instructions to staff the following items should be included to ensure safe working arrangements.

1. Observe the following safety measures with regard to electrical equipment:
  - (a) avoid temporary connections and joints in cables
  - (b) avoid the use of adaptors and extension leads as far as practicable
  - (c) do not carry out work on electrical installations; only competent, qualified persons should undertake this work
  - (d) ensure that there is a clear space around light fittings and appliances that are sources of heat
  - (e) avoid bringing your own electrical appliances to work if at all possible, but if you do, ensure that the equipment is inspected and tested before use and put on the same maintenance routine as Suffolk Artlink's electrical appliances
  - (f) switch off all electrical equipment at the end of the working day unless its operation is required; in small premises, complete isolation of the entire electrical installation may be necessary
  - (g) Keep your work area clean and dispose of waste regularly and safely.

### Fire procedures

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered:

1. Activate the nearest and/or safest fire alarm call point on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, reception, etc.

2. Do not rely on automatic fire warning systems; summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.
3. Do not attempt to tackle the fire, unless you have been trained to do so and are not putting yourself at risk. Maintain a means of escape at all times.
4. Evacuate the building as soon as the evacuate signal is given. (Staff should be familiar with the procedure through the staging of regular fire evacuation drills.) Do not wait to conclude meetings or telephone calls or to collect belongings.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, close doors, particularly those designated as fire resisting doors.
7. Report to the pre-determined assembly point(s). Do not re-enter the building until the fire brigade officer in charge declares it is safe to do so.
8. Provide reassurance to service users where possible.

Staff should report any concerns regarding fire procedures, so that Suffolk Artlink can investigate and take remedial action if necessary.

#### Hired Venues

Suffolk Artlink recognises that, in the majority of cases, the projects and activities it delivers take place in a variety of venues and as such are subject to the health and safety policies and procedures pertaining to those venues.

Suffolk Artlink makes every effort to ensure the safety of participants, e.g. completing risk assessments prior to activities taking place and ensuring the presence of an appropriate First Aider (where necessary).

In addition to these safeguards, Suffolk Artlink Managers and Project Development Officers are responsible for ensuring that hired venues have appropriate health and safety policies and procedures and appropriate risk assessments in place.

Initial verification may be achieved via web sites where partner organisations publish their policies on line.

It is the Project Officer's responsibility to ensure that contracts to venues include reference to current and appropriate policies and procedures.

Staff should provide health and safety information to service users appropriate to their needs and the circumstances of the session.



## First Aid

Suffolk Artlink is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

To this end, the organisation will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the organisation are met.

### First aid personnel

The 'appointed person' (1-day first aid course) need not necessarily be a qualified first aider (4-day course) but they will be given a clear indication of their responsibilities and the training required in order to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals (not exceeding three years) in order to ensure that their skills are maintained.

Notices shall be displayed in the workplace giving the location of first aid equipment and the name(s) and location(s) of personnel concerned.

### First aid boxes

A suitable amount of first aid equipment is provided by the Suffolk Artlink. First Aid Kits are located at appropriate well signed points.

The first aid kits will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes will display the following information:

- (a) the name of the person responsible for their upkeep
- (b) the contents of the first aid box and replenishing arrangements
- (c) the location of the accident book.

### Recording accidents and near misses

All accidents and near misses must be recorded, however minor. Suffolk Artlink has provided an accident book in which all incidents must be noted.

Accident — an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

Near miss — an unplanned event which does not cause injury or damage, but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

It is the responsibility of staff to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred.

Where the injured person is unable to enter their account into the accident book, the first aider or witness (where relevant) should enter details on their behalf. Where an accident results in admittance to hospital, or inability to continue work, the Co-Directors must be informed immediately.

**RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). The Co-Directors should check against the Health and Safety Executive information <https://www.hse.gov.uk/riddor/> for reportable injuries and report as required.**

For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason.

#### Safe System of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.

1. First aid personnel must inform the organisation when their training certification period is nearing expiry.
2. Management must ensure that staff and service users are familiar with the identity and location of their nearest first aider and first aid box.
3. The name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box and on notice boards (where practical).
4. Ensure that the contents of the first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
5. Order replacement supplies immediately after equipment has been used.
6. Ensure that there is easy access to first aid equipment and facilities at all times.
7. Summon professional medical assistance where necessary.
8. Ensure that details of all accidents are reported and entered into the accident book.

## Alcohol and Substance misuse

The policy of Suffolk Artlink is to promote a drug-free environment through a zero-tolerance of illegally-held drugs (including prescribed drugs that are illegally held) on any premises used by the charity.

Suffolk Artlink's policy and procedures for drugs and alcohol are detailed in the charity's 'Drugs Policies and Procedures'.

## Access and egress

### General Statement

The organisation is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace. The General Manager is responsible for implementing this policy which covers the following:

### Safe System of Work

The following points will assist in ensuring that safe access and egress is achieved.

1. Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.
2. Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall on to a passer-by.
3. Carry out regular inspections of walkways to ensure that they are free from obstructions.
4. Dispose of obsolete and waste items immediately.
5. Regularly check the suitability of lighting.
6. Ensure that flooring is suitable for the purpose and is maintained in safe condition.
7. Regularly check that there is sufficient space to move freely.

## Control of Substances Hazardous to Health (COSHH)

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employers are required to make arrangements to control the exposure of their staff to all substances which may affect their health.

The use of hazardous substances is not a normal part of Suffolk Artlink's activities. However, staff should be aware that seemingly ordinary arts materials can contain substances that may be harmful to some individuals, for example, people with specific allergies, nuts etc.

Managers and Project Development Officers must inform the General Manager if they intend to use hazardous substances in sufficient time for risk assessment, mitigation measures and COSHH requirements to be completed prior to their use.

Exposure must be prevented or, where this is not reasonably practicable, adequately controlled.

#### General Statement

The organisation acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff to substances hazardous to health is prevented or at least controlled to within statutory limits.

The organisation undertakes to control exposure by the substitution of harmful chemicals and substances for those which pose no threat of injury to the user, alternatively and where also necessary engineering methods and staff training will be provided.

#### Safe System of Work

All substances regulated by the Control of Substances Hazardous to Health Regulations 2002 will be stored in suitable locations which will be clearly marked in accordance with the Health & Safety (Safety Signs & Regulations) 1996.

Staff are encouraged to report defects and utilise the systems in place for prompt repair and maintenance and for the provision of temporary replacement controls (eg PPE).

The following steps can be taken to minimise the risk:

- (a) ensure hazard information is kept up to date
- (b) ensure assessments are reviewed annually and reassessed every three years or when material changes are made
- (c) ensure staff are trained in the nature of the hazards and use of control measures
- (d) ensure controls are maintained and monitored
- (e) ensure all documentation is comprehensive and comprehensible
- (f) encourage staff to report faults and problems.

Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure.

Where the hazards are known specific steps can be taken. The seven most important steps are:

1. identify the hazard
2. assess the risk
3. eliminate, prevent or control the risk
4. maintain and monitor the controls

5. monitor the health of the workforce
6. ensure assessments and controls are up to date
7. inform and train the workforce.

## Record Keeping

Under the provisions of COSHH Regulations 2002, records should be kept of the following.

1. Inventory of hazardous substances.
2. Assessment of risks of exposure.
3. Control measures provided.
4. Methods of use of control measures and defect/fault reporting.
5. Examination, testing and repairing of control measures. Either the record itself, or a summary, must be kept for a minimum of five years (regulation 9).
6. Exposure monitoring: for five years if a record of background exposure or control proving record, and for 40 years if a record of exposure of an identifiable employee (regulation 10).
7. Individual health record of exposure or potential exposure for 40 years from date of last entry (regulation 11).
8. Training given to staff.

Although COSHH specifically requires records of 5, 6 and 7 above, other items (1, 2, 3, 4 and 8 above) will assist in demonstrating full compliance.

## Review

Adopted	Revised
08/02/2021	
08/04/2025	