

Elmsgrove Community Arts CIC
Health and Safety Policy
Adopted on: 9th June 2025

Health and Safety at Work Act, 1974

Contents

PART ONE

- General Statement of Policy, Duties & Responsibilities

PART TWO

- Organisation of Health and Safety

PART THREE

- Arrangements and Procedures

Appendices

- Appendix A – Accident Reporting
 - Appendix B – Control of Substances Hazardous to Health (COSHH)
 - Appendix C – Fire Prevention
 - Appendix D – Health and Safety Inspection
 - Appendix E – Display Screen Equipment (DSE)
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PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Elmsgrove Community Arts CIC (hereinafter “ECACIC”) acknowledges and embraces its statutory obligations 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, and all other relevant legislation, to provide, to the fullest extent reasonably achievable, a safe and healthy working environment for all workers—whether paid or voluntary—as well as all visitors to its premises.

For the purposes of this policy, terms such as “staff,” “workers,” and “employees” shall be understood to include both paid personnel and volunteers (hereinafter collectively “personnel”).

It is the policy of ECACIC to:

- Take all reasonably practicable measures to safeguard the health, safety, and welfare of all personnel on the premises;
- Provide adequate working conditions and facilities to ensure any work undertaken does not pose unnecessary risk;
- Encourage all persons on the premises to cooperate fully in identifying and reporting hazards or unsafe conditions;
- Ensure plant, equipment, and systems of work are safe, properly maintained, and fit for purpose;
- Maintain safe arrangements for the use, handling, storage, and transport of articles and substances;
- Provide sufficient information, instruction, training, and supervision to enable all personnel to contribute to their own health and safety;
- Provide specific training and instruction for those with particular health and safety responsibilities, such as the appointed Health and Safety Officers;
- Make suitable arrangements to protect the health and safety of the public and others affected by ECACIC activities;
- Undertake suitable and timely risk assessments, including those pertaining to vulnerable groups such as new or expectant mothers and young persons under eighteen;
- Provide information to other employers whose workers may be exposed to risks on ECACIC premises.

This policy and its implementation procedures may be amended at any time by the Management Committee. The Health and Safety Sub-committee or appointed persons shall review the policy annually during the summer and submit reports and recommendations to the next ordinary meeting of the Management Committee.

1.2 Statutory Duties of ECACIC

ECACIC commits to ensuring, so far as is reasonably practicable, the health, safety, and welfare at work of all personnel and visitors by:

- Maintaining safe workplaces and safe systems of work;
- Ensuring machinery and equipment are safe, properly maintained, and inspected;
- Providing volunteers and workers with necessary information, instruction, training, and supervision;
- Carrying out comprehensive risk assessments and implementing appropriate control measures;
- Recording significant findings of risk assessments confidentially and securely;

- Appointing competent persons to assist with health and safety matters;
 - Establishing emergency procedures and maintaining adequate First Aid facilities;
 - Ensuring compliance with workplace health, safety, and welfare standards, including ventilation, lighting, temperature, and sanitary facilities;
 - Preventing or controlling exposure to hazardous substances;
 - Controlling risks from fire, electrical equipment, noise, and radiation;
 - Minimising risks from manual handling;
 - Providing health surveillance where appropriate;
 - Supplying necessary protective clothing and equipment free of charge where risks cannot be otherwise controlled;
 - Providing and maintaining appropriate safety signage;
 - Reporting specified injuries, diseases, and dangerous occurrences to relevant enforcing authorities in a timely manner.
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1.3 Duties of ECACIC Personnel

All personnel (employees and volunteers alike) are expected to:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions;
- Cooperate fully with ECACIC on health and safety matters;
- Use equipment, including personal protective equipment (PPE), correctly and in accordance with provided instructions;
- Avoid misuse or interference with health and safety provisions;
- Report accidents, injuries, and dangerous occurrences promptly and accurately.

Health and Safety legislation applies equally to employees, volunteers, and all who occupy or use ECACIC premises.

1.4 Policy for Visitors and Contractors

Upon arrival, all visitors and contractors shall report to the designated duty representative of the Management Committee or their duly appointed delegate (hereinafter “duty representative”). This individual shall be responsible for visitor safety, including assistance with evacuation in emergencies. The location of the sign-in book and visitor badges shall be clearly indicated.

Visitors and contractors must sign in upon arrival and sign out upon departure. Contractors must promptly report any safety concerns or unsafe practices to the duty representative, who will investigate and, where appropriate, report to ECACIC.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Sub-committee

The Management Committee shall appoint a Health and Safety Sub-committee, comprising committee members and staff representatives (both paid and voluntary), charged with:

- Overseeing all Health and Safety matters on behalf of the Management Committee;
- Reviewing policy and procedures regularly;
- Conducting biannual safety tours and inspections;
- Ensuring that risk assessments, including those relating to hazardous substances (COSHH), are completed and kept up to date;
- Taking necessary action to fulfil health and safety responsibilities with delegated authority to act promptly, reporting back at the earliest opportunity;
- Reporting health and safety performance to the Management Committee.

Contractors shall report safety concerns to the duty representative for investigation and action.

Safety Tours

Safety inspections shall occur at six-month intervals, with reports submitted to the next Management Committee meeting. Actions arising from these inspections will be implemented as reasonably practicable. Accident records shall be reviewed during these tours to identify trends and remedial actions.

2.2 Health and Safety Rules

All personnel are required to exercise care to avoid accidents and comply with all published health and safety rules:

- **Accident Records:** All injuries to workers or visitors, however minor, must be recorded on official accident forms, which will be handled with strict confidentiality in accordance with data protection legislation and securely stored;
- **Fire Precautions:** Personnel must familiarise themselves with fire escape routes and comply strictly with fire procedures;
- **Equipment Use:** Only equipment authorised by ECACIC may be used and must be operated strictly according to provided instructions;
- **Safety Clearways:** Corridors, doorways, and emergency exits must remain unobstructed and well-lit at all times;

- **Maintenance:** Defective equipment or structures must be reported immediately to the Health and Safety Officer or duty staff;
 - **Hygiene and Waste Disposal:** Waste facilities must be kept clean, with waste disposed of appropriately and promptly;
 - **Food Hygiene:** Personnel handling food must adhere to specific hygiene standards, including thorough handwashing, reporting illnesses, wearing clean clothing, separating raw and cooked food, and proper waste disposal;
 - **Display Screen Equipment (DSE):** Workers regularly using display screen equipment are advised to take five-minute breaks every hour and may request an eye test at ECACIC's expense if experiencing discomfort;
 - **Alcohol, Drugs, and Tobacco:** Smoking, recreational drug use, and alcohol consumption on premises during working hours are strictly prohibited.
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PART THREE

Arrangements and Procedures

The appointed Health and Safety Officer, named by the Management Committee, is responsible for ensuring the implementation of this policy and the proper assignment of health and safety responsibilities. Contact details shall be displayed prominently throughout the premises.

3.1 First Aid and Accident Reporting

- The names of current First Aiders and locations of First Aid Boxes shall be clearly displayed in prominent locations;
 - In case of injury or illness, staff must be alerted immediately and emergency services contacted without delay (dial 999);
 - All accidents must be reported promptly and recorded on accident forms;
 - The Health and Safety Officer shall investigate incidents thoroughly and submit detailed reports to the Management Committee;
 - Confidentiality of accident records shall be maintained at all times.
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3.2 Fire Drills and Evacuation Procedures

- All personnel must be familiar with fire procedures, including locations of alarms, exits, and firefighting equipment;
- Fire alarms and emergency lighting will be tested monthly;
- Fire drills and fire prevention checks will be conducted quarterly, at varying times to simulate realistic conditions;

- The last person leaving the premises will perform a fire prevention close-down check;
 - Upon discovering a fire, the alarm must be sounded immediately, and all persons evacuated via the nearest safe exit;
 - Assembly point is located at: **[Insert specific location here prior to final distribution]**;
 - The Fire Brigade must be contacted immediately after any fire incident.
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3.2.3 Bomb Warnings

- The exact details of any bomb warning must be recorded and the police notified immediately;
 - Fire alarms shall not be sounded unless instructed; evacuation must proceed cautiously and in accordance with official directions;
 - Assembly shall take place in the car park unless otherwise directed.
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3.2.4 Theatre and Licensed Events

- Hirers must be made aware of and comply with ECACIC's health and safety policy;
 - Emergency lighting must remain illuminated during such events;
 - Any defects in facilities must be reported promptly.
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3.2.5 Cleaning Materials, Machinery and High-Risk Areas

- Portable machinery must be switched off and unplugged when not in use;
 - Cables must be securely managed to prevent tripping hazards;
 - Slippery floors shall be clearly marked with warning signs;
 - Appropriate protective clothing must be worn where necessary, and any defects reported immediately.
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3.2.6 General

- Exits and thoroughfares must remain clear at all times;
- Vehicles must not obstruct access to premises or emergency exits;
- Health and safety hazards must be reported immediately to the Health and Safety Officer or duty staff;
- Serious hazards require immediate protective action pending rectification.

Appendices

These Appendices form an integral part of this Health and Safety Policy, providing detailed procedural guidance and supporting information to ensure the health, safety, and welfare of all staff, volunteers, contractors, and visitors engaged in activities under the auspices of Elmsgrove Community Arts CIC.

Users of this policy are encouraged to consult the Appendices for detailed instructions and integrate their requirements into operational risk assessments and safety practices. Cross-references are included within the main text to guide compliance.

Appendix A – Accident Reporting

- All accidents occurring during work or on premises must be recorded on the official Accident Form and reported promptly to the designated Health and Safety Officer;
 - Serious injuries or incidents (including fatalities, fractures, amputations, or injuries causing incapacitation over three days) require immediate notification to the Health and Safety Executive (HSE) and Chair of the Management Committee, followed by formal online reporting (Form F2508);
 - Contractors' employees' accidents must be reported by the party responsible for the premises;
 - Prompt follow-up is essential if a casualty attends hospital after an incident;
 - Reportable dangerous occurrences (e.g., machinery collapse, explosions) must also be immediately reported to HSE and the Chair;
 - In cases of doubt, incidents must be reported without delay.
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Appendix B – Control of Substances Hazardous to Health (COSHH)

- A systematic assessment must be conducted for all hazardous substances encountered;
 - Employers shall prevent or adequately control exposure using engineering controls, safe systems of work, and training;
 - Personal Protective Equipment (PPE) is a last resort where other controls cannot sufficiently reduce risk;
 - Workers must receive comprehensive information, instruction, and training regarding hazardous substances.
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Appendix C – Fire Prevention

- Fire safety arrangements, including escape routes, emergency lighting, alarms, and firefighting equipment, must comply with best practice and be regularly maintained;
 - Staff and duty officers shall be trained in fire safety procedures;
 - Premises must be routinely checked at the end of sessions to ensure no fire hazards remain;
 - Reasonable precautions, such as controlling smoking areas and ensuring the safe use of heating and electrical appliances, are mandatory.
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Appendix D – Health and Safety Inspection

- Biannual inspections of premises and equipment shall be undertaken by appointed committee members or designated persons;
 - Inspection findings should be documented, reported to the Management Committee, and prompt remedial action taken where necessary;
 - Risk assessments for all activities and personnel, especially vulnerable groups (e.g., under 18s, expectant mothers), must be regularly reviewed and updated.
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Appendix E – Display Screen Equipment (DSE)

- Workers who regularly use display screen equipment as part of their duties are entitled to regular eye and eyesight tests at employer expense;
 - Reimbursement shall cover basic spectacles required solely for DSE use;
 - Employers must provide information and training on safe DSE use and workstation ergonomics.
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This policy was adopted by ECACIC on: 9th June 2025

Signed on behalf of the Management Committee:

Barry Elms – Director – _____

Next Review Date: June 2026

Committee Members Present at Review:

Date Name Signature