



## Health & Safety Policy

### *Document Control*

<b>Version</b>	<b>Approved by/date</b>	<b>Next review due</b>
V1.2	Board Sept 2014	Sept 2015
V1.3	Board 19/01/2019	Jan 2020
V2	Sep 2021	Sep 2022
V3	Board 18/10/22	October 2023
V4	12 <sup>th</sup> Oct 2023	October 2024

# Health and Safety Policy

## 1. Purpose

The purpose of this policy is to set out the intent and approach of Bedford Creative Arts in support of our Health and Safety obligations under both legislation and best practice.

## 2. Policy Statement

Bedford Creative Arts believes that ensuring the health and safety of those who work for and with us is essential to the success of the organisation.

As an arts organisation that works with the public, we recognise our responsibility to those who meet us and take part in our projects, workshops, and activities.

We want to empower our staff with training to ensure that our work is delivered safely and create a safe working environment for those who work with us and who take part in our activities.

We also understand our obligations as an employer according to the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974 (HSWA) and all other relevant legislation relating to our activities.

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements, as a minimum.
- Identifying hazards, and assessing and controlling risks connected to our activities
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction, and training.
- Consulting with employees and their representatives on health and safety matters.
- Implementing procedures for responding to emergency situations.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

This Policy should be read in conjunction with other relevant Bedford Creative Arts policies set out at the end of this document and any related procedures, risk assessments or work instructions. It is not intended that anything in this Policy affects an individual's statutory rights.

### 3. Scope

This policy applies to staff, freelance workers, artists, and volunteers of the organisation. Anyone with a contract to work with us is expected to support Bedford Creative Arts in ensuring a safe working environment for all as a condition of their work.

### 4. Policy Guidance

It is the intention of Bedford Creative Arts that the following principles, approach, aims, and objectives are observed:

- A clear written policy statement will promote a positive attitude towards safety and will be communicated adequately to all relevant people.
- Responsibility for health, safety and welfare is allocated to specific people and these people are informed and enabled to fully meet these responsibilities.
- All staff are provided with adequate information, instruction and training on health and safety issues and safe systems of work.
- Appropriate information on significant risks is given to artists, freelance workers, volunteers, visitors, and contractors.
- Others working with Bedford Creative Arts have sufficient experience, knowledge, and training to safely perform the tasks required of them.
- Risk assessments of premises, projects and working practices are undertaken and reviewed regularly.
- Safe systems of work are in place as identified from risk assessments.
- Sufficient funds are set aside with which to operate safe systems of work.
- Emergency procedures are in place when working in offices and temporary workplaces.
- All accidents are investigated, and any reasonably practicable remedial actions required are taken or requested.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Bedford Creative Arts' Health and Safety performance is measured both actively and reactively and is reviewed annually by the Trustees as part of risk planning.
- Appropriate consultation arrangements are in place for staff.
- Failure to act appropriately about Health and Safety at Work will be regarded as a Performance or Disciplinary issue and dealt with accordingly.

## 5. Asbestos

Bedford Creative Arts no longer operates in an office building which reduces the risk of asbestos exposure but asks that all employees report any suspicions of asbestos in their working environments to the Company & Projects Manager who will advise on next steps.

## 6. COSHH

Bedford Creative Arts understands the importance of working with COSHH materials and storing these materials responsibly. Bedford Creative Arts does not store any COSHH based items at its store at Bedford Heights. Bedford Creative Arts will continue to assess its materials and invest in a COSHH system along with Data Sheets should they become owners of COSHH Items. The Company & Projects Manager will advise employees or contractors who may be responsible for purchasing materials on best practice when using, transporting, and storing items throughout use. Bedford Creative Arts has a dedicated folder on SharePoint with Data Sheets for any COSHH materials that are purchased.

## 7. Electrical Equipment

It is the responsibility of employees and contractors to ensure equipment used for work is in a suitable working condition. Employees should visually check equipment annually to review if it is still safe to use. Bedford Creative Arts conducts annual workstation assessments which include questions regarding electrical equipment. BCA also provides PAT testing service for employee's personal and work equipment used for work purposes. The Director and Company & Projects Manager will review this to ensure that all employees are working safely.

## 8. Hazardous waste

Bedford Creative Arts understand the responsibility of working with hazardous equipment. Risk assessments will be completed should employees need to work with hazardous materials. The Company & Projects Manager will advise on usage condition and disposal of materials when required.

## 9. Legionella

Bedford Creative Arts no longer operates in an office building which reduces the risk of Legionella but asks that all employees report any suspicions of Legionella in their working environments to the Company & Projects Manager who will advise next steps.

## 10. Manual Handling

Employees may be required to lift items. Risk assessments will be completed prior to any manual handling taking place. Bedford Creative Arts will provide training to those who may be required to lift items as part of their role. Employees are responsible for ensure they only lift what they can manage safely. Employees are to inform Bedford Creative Arts should they be unable to lift items. Any accidents are to be reported via the accident report log which can be found on the SharePoint system. The Director and Company & Projects Manager will review this log each time an incident or accident is added.

## 11. Working at Height

Bedford Creative Arts understands that some projects may require employees to work from height. Employees who are required to do this will be provided with the correct training before performing any work at height. Risk assessments will be carried out before any works take place. Employees should only work at height if they have the correct training and feel comfortable and confident doing so.

## 12. Lone Working

Employees work either at home or remotely during office hours. Employees that are working alone should read the Remote and Lone-Working Policy which provides instructions relating to their safety to ensure they take the correct precautions to protect themselves.

Risk assessments along with workstation assessments will be completed by the Projects and Company Manager to ensure staff are safe when working alone.

During project delivery and work with the public, lone-working will be avoided, and staff will be asked to ensure there are a minimum of 2 members of staff when delivering work in the community.

## 13. Training & Competence

The Director & Company & Projects Manager are trained in IOSH Managing Safely every 3 years. The Company & Projects Manager also receives First Aid training every 3 years. This ensures a basic level of management competence in these areas. Either the Director or Company & Projects Manager will approve risk assessments for all company activity and are responsible for ensuring competent persons are appointed to delivery activity, providing further specific training as required.

## 14. Wellbeing & Mental Health

Bedford Creative Arts (BCA) is committed to providing a safe and happy workplace where all participants, customers and workers are respected and treated with dignity and are free to enjoy their work. BCA wishes to ensure that, as far as reasonably practicable, the work of the company does not negatively impact the wellbeing of its staff. BCA also wishes to support a proactive approach to encouraging its staff to have a healthy & active lifestyle through the

influence of their work. BCA operates a separate Health & Wellbeing Policy that outlines its policy and procedures for creating a positive working environment.

## 15. Responsibilities

The Board of Trustees are responsible for ensuring Bedford Creative Arts have a legally compliant Health and Safety Policy in place and that it is reviewed regularly. The Trustees will review Bedford Creative Arts' Health and Safety Policy and performance annually and ensure that any necessary remedial actions are undertaken.

The Director has responsibility for ensuring the maintenance, regular review and updating of this policy and for ensuring that risk assessments are undertaken and that clear procedures and guidance supporting the application of this policy are in place, available to all staff and regularly reviewed.

All staff and volunteers are required to:

- Act with due care for the health, safety and welfare of themselves, other employees, and other persons and to act in accordance with any specific Health & Safety training received or instructions issued.
- Report all accidents and near misses in person and in writing, via email, to the Company & Projects Manager who then reports incidents to the Director and Board of Trustees.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Company & Projects Manager promptly of all potential hazards to health and safety, in particular those which are of a serious or imminent risk.
- Be aware of and apply the procedures in respect of fire, first aid and other emergencies.

## 16. Review

This policy and procedure will be reviewed 12 months after the date shown on the front page or when necessary following changes in legislation or other relevant events.

## 17. Other Relevant Policies

- Code of Conduct
- Disciplinary Policy
- Safeguarding Policy
- Remote & Lone-Working Policy
- Health & Wellbeing Policy

## 18. Legal Framework

- Health and Safety at Work Act 1974

- Management of Health and Safety at Work Regulations 1999
  - RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - Control of Substances Hazardous to Health Regulations 2002
  - Employment Rights Act 1996
  - Employment Act 2008
- And others