

HEALTH & SAFETY POLICY (Artspace/New Mercury)

General Policy Statement

1. The management of Cinderford Artspace recognises and accepts the responsibility to provide and maintain safe working conditions and a healthy environment for all staff and users of the New Mercury premises or Cinderford Artspace's outreach provision.
To achieve the above, it is policy to:
 - 1.1 Provide equipment and systems of work that are safe and free from risks to health
 - 1.2 Provide physical features within the Organisations premises that will ensure adequate heating, lighting and sanitation
 - 1.3 Provide an efficient power supply within that Organisations premises that will ensure adequate heating, lighting and sanitation
 - 1.4 Ensure that all workers have the necessary experience and capability to carry out the tasks they will be expected to undertake.
 - 1.5 Ensure the absence of risks to health in connection with the use, storage and handling of substances by carrying out an assessment of their effects, as required by the COSHH regulations, and implementing all control measures found to be necessary.
 - 1.6 Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety of all staff and users of the premises. To ensure that all staff receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
 - 1.7 To consider all Health and Safety factor when procuring equipment, obtaining new services, or when changing procedures or work patterns. To ensure that all necessary safety precautions are taken and that safety instructions have been understood.
2. It is also recognised that employees and workers have a responsibility for their personal safety and a duty of care to their fellow employees. The employee's responsibilities will therefore include:
 - 2.1 The duty to comply with all safety instructions and directions laid down.
 - 2.2 The duty to use properly the means and facilities provided for Health and Safety.
 - 2.3 The duty to refrain from the wilful misuse of, or interference with, anything provided in the interests of Health, Safety and Welfare and any action that may be construed as dangerous.

HEALTH AND SAFETY PROCEDURE

Organisational Structure and Responsibilities for Health and Safety

MANAGEMENT:

The General Manager is responsible for safety in the organisation and will monitor the safety policy on a regular basis. The Board will be kept updated with health and safety matters to ensure that sufficient resources are available to provide any protective equipment, clothing, information and training for employees and volunteers in order to achieve and maintain a high standard of safety.

The General Manager **Hannah Elton-Wall** is has overall responsibility for ensuring the maintenance of safety records; investigation of accidents; providing accident statistics; keeping a watching brief on changing safety legislation; and reporting to the Board. **Hannah Elton-Wall** and **Rob Toomer** are responsible for day to day management of Health and Safety checks and procedures and are responsible for ensuring that the organisations obligations in respect of assessment, control and monitoring of hazardous substances are met. Hannah Elton-Wall and Rob Toomer will:

- a) Make arrangements for annual testing of appliances, fire alarm and extinguishers, emergency lighting, lift, kilns, boilers, electrics etc
- b) Review risk assessments (venue, classroom, visual display units, work at height, lone working, manual handling, machinery/equipment, work related driving etc)
- c) Review Artspace Health & Safety policies

Because of the complex nature of Cinderford Artspace's operations, the wide range of activities undertaken with people of varying age and ability/disability, and the use of equipment and materials appropriate to each activity, day to day implementation of health and safety standards is shared with other members of the team.

Cleaners **Stacey Rowles and Maureen Steel** will

- a) Ensure good housekeeping standards are applied and cleaning materials are stored safely
- b) Monitor all cleaning materials and avoid using those which contain hazardous substances
- c) Ensure that appropriate warning is given of occasional hazards e.g wet floors

Team Support Officer **Dan Trythall-Guy** will

- a) Monitor general art materials ordered for use in the workshops and ensure that tutors are made aware of all hazard sheets provided by suppliers which should be filed in the appropriate workshop
- b) Inspect first aid provisions on a regular basis and replenish kits as required

General Manager **Hannah Elton-Wall** has responsibility for

- a) Carrying out periodic testing of fire alarms in each zone

Youth Arts Manager **Rob Toomer** has responsibility for

- a) Ensuring that fire escapes are not obstructed
- b) The maintenance and regular checking of electrical equipment (loose wiring, trailing cables etc)
- c) Ensuring that people using the equipment have appropriate chairs properly adjusted

The Pottery Technician **Jane Spray** is responsible for

- a) Ensuring the hazards presented by clay and clay dust are kept to a minimum including:
 - The regular cleaning of floors and surfaces. The floor of the workshop should always be damped before being swept
 - The storage of clay in a separate store room accessible to staff only
 - The use of face masks when breaking up clay
- b) Controlling the use of hazardous substances within the pottery by:
 - Obtaining, and maintaining a file of manufacturers data sheets, on all hazardous substances
 - Ensuring that all hazardous substances are kept in the clay store and only brought out for use under supervision
- c) Supervising the safe use of the kilns by ensuring that only trained staff/volunteers load and unload and switch on kilns

Artistic Director **Sally Gibson** is responsible for the safe use of all circus equipment:

- a) Aerial equipment
 - Ensure all trapezes, ropes, silks etc are safely rigged
 - Check ropes, shackles etc for wear on a regular basis and organise repairs and renewals
 - Keep all aerial equipment safely out of reach when not in supervised use
 - Ensure sufficient experienced adult supervision at all times when equipment is in use (see Child Protection Policy)
 - Ensure that a crash mat is under the equipment at all times when it is in use
 - Ensure that nobody uses the equipment without being properly trained to do so and without warming up first
- b) Other equipment:
 - Ensure that all equipment is regularly checked for wear and maintained properly
 - Ensure that all equipment is stored safely when not in use
 - Ensure sufficient experienced adult supervision at all times when equipment is in use
 - Ensure that nobody uses the equipment without being properly trained to do so

Tutors

All tutors employed by Cinderford Artspace have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Tutors must ensure that all tasks carried out under their tuition are performed with regard for the health and safety of all those involved. Tutors should:

- Carry out a risk assessment for each learner group/activity/teaching environment, having regard to the particular needs of that group
- Keep a register of all those attending each session. In the case of children and vulnerable adults who are not accompanied by a carer an emergency contact number should be entered on the register
- Inform each group of the procedures in the event of fire
- Ensure that all fire exits are kept free of obstruction at all times

- Ensure that the risks attending the use of all hazardous substances are explained to their group, that such substances are only used under appropriate supervision and are put away in the appropriate place at the end of each session
- Record all accidents in the Accident Book and report them to the Manager as soon as possible

GENERAL ARRANGEMENTS

First Aid and Accidents

1. First Aid Boxes
 - There is a first aid box kept in Studio 1 (general art and craft studio down stairs)
 - There is a second first aid box stored in the kitchen
2. All accidents should be recorded in the Accident Book (stored with the first aid kits) and reported to the General Manager as soon as possible
3. All members of the core team undertake Emergency First Aid at Work training
4. In the event of accidents or injuries beyond simple first aid the responsible member of staff should ring the ambulance service
5. NO drugs or painkillers should be given to any person except their own prescribed medication if required

Fire

1. All fire exits are appropriately labelled
2. Fire extinguishers are situated near all fire exits
3. Fire extinguishers are annually inspected and maintained
4. Smoke alarms are in operation throughout the building
5. The Fire Alarm System is checked annually
6. A general fire drill will be carried out in accordance with the organisations fire schedule

In Case of Fire

1. The member of staff working in the area where the fire breaks out will set off the fire alarm
2. A member of staff will check the operating panel in the front office to determine which zone the fire is in, ensure that it is isolated by fire doors and supervise the evacuation of that part of the building first
3. The member of staff will determine whether the fire can be safely tackled with the appropriate fire extinguisher and will either ring the fire brigade or delegate a specific other person to do so, depending on the circumstances
4. The member of staff at 1) and 2) above will generally be a member of the core team
5. All tutors working in the building are responsible for ensuring their group/class leaves safely by the nearest fire exit and assembles in the corner of the car park furthers from the building
6. The tutor will take their register with them and check that everybody for whom they are responsible for is out of the building
7. Evacuation of the building
 - People in studio 2, darkroom, upstairs office and kitchen will use the outside fire escape from studio 2*

- People in studio 1, art store and kiln rooms will use the ground floor external door from that studio
- People in the long gallery, spiral gallery office and reception will use the front door
- People in the tech/photocopier room or toilets will use the side door
- People in the rear workshop/office will use the door from the workshop

8. THE LIFT MUST NOT BE USED IN THE EVENT OF A FIRE

9. If a wheelchair user is using any of the upstairs rooms, there must be two able bodied people in the building to assist their exit in case of fire. To exit upstairs rooms, use the outside fire escape from studio 2. *There is a small step leading from studio 2 onto the fire escape, **to aid the exit of a learner in a wheelchair, use the wooden ramp stored in the boiler cupboard** and push the wheelchair onto the platform at the top of the fire escape stairs.

Lift

1. The lift is a disabled platform lift and should only be used by wheelchair users, or those people who cannot safely negotiate the stairs to enable access to all parts of the building
2. The lift should be switched on when needed, but turned off in the evening when only able bodied young people are in the building
3. If the lift jams between floors, the member of staff responsible for the occupant should
 - Switch off the lift
 - Open the door nearest to the occupant by unscrewing the screw at the top left hand corner of the door (with the allen key located on the key board in the fuse cupboard in the spiral gallery – keys marked 'LIFT' on the board with a 'GARTEC' keyring) and pressing down the safety catch with a flat head screw driver. This enables access to the occupant who can either be reassured while further measures are taken or helped out if this is safely practicable
 - Contact a core member of staff to assist with manual operation
 - The lift can be manually lowered by accessing the emergency panel in the cupboard nearest the door in studio 2. The instruction booklet for manual operation is located inside the emergency panel
 - Before manual operation check the trip switches inside the emergency panel and adjust if possible
 - If the problem cannot be remedied contact the suppliers GARTEC 01296 397100

Review. This health and safety policy is a working document subject to continual appraisal. It will be formally reviewed annually by the General Manager in consultation with the staff and the Board of Trustees.