

Cinderford Artspace

Health & Safety Policy

Updated - **February 2025** by Jim Bell and Connor Grimshaw

Approved by Board - February 2025

Review period - **Annual**

Originally created 2018 by Roland Dowding

GENERAL POLICY STATEMENT

Artspace's organisational responsibilities

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. Provide equipment and systems of work that are safe and free from risks to health
2. Provide physical features within Artspace's premises that will ensure adequate heating, lighting, sanitation and appropriate welfare areas for all members of staff.
3. Provide an efficient power supply within Artspace's premises that will ensure adequate heating, lighting and sanitation
4. Ensure that all workers have the necessary experience, training and capability to carry out the tasks they will be expected to undertake.
5. Ensure the appropriate control 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.
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.
7. To consider all factors pertinent to health and safety 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.

Employee and worker responsibilities

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:

1. To comply with all safety instructions and directions laid down.
2. To use the means and facilities provided for health and safety appropriately.
3. 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.
4. To effectively communicate any issues that arise to the appropriate responsible person to ensure effective implementation of this policy.

HEALTH AND SAFETY PROCEDURE

Organisational structure and responsibilities for Health and Safety

Management

The **Artspace Management Committee** has overall responsibility for Health and Safety at Artspace. This responsibility is delegated to the Development Director and Artistic Director, who are responsible for the implementation of this policy across the organisation. The management committee, or a designated representative of the committee have oversight of this policy and will be kept updated via quarterly management committee meetings 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 **Development Director** has managerial oversight of the Facilities Manager, and overall responsibility for the implementation of the Health and Safety policy, they will monitor the policy on a regular basis and report any issues to the management committee.

The **Facilities Manager** is responsible for ensuring the maintenance of safety records; investigation of accidents; providing accident statistics; day to day management of Health and Safety checks and procedures; responsibility for ensuring that the organisation's obligations in respect of assessment, control and monitoring of hazardous substances are met; keeping a watching brief on changing safety legislation.

Delegated roles and responsibilities

The Development Director **Jim Bell** will:

- a) Review and update the Health and Safety policy with the Facilities Manager on an annual basis
- b) Report relevant Health and Safety information to the Board
- c) Ensure new members of staff are given appropriate health and safety training and that refresher training is available for existing members of staff and freelance tutors and artists

The Facilities Manager **Connor Grimshaw** will:

- a) Arrange annual testing of appliances, fire alarm and extinguishers, emergency lighting, lift, kilns, boilers, electrics etc
- b) Review venue 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 with the Development Director and other members of staff and trustees as appropriate.

- d) Inspect first aid provisions on a regular basis, make a record and replenish kits as required.
- e) Ensure that staff have access to appropriate training, procedures and equipment in the event of a fire.
- f) Ensure the suitability of electrical equipment.
- g) Ensure that our building is accessible to staff and learners, and that our works areas are suitable for employees

Because of the varied 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.

Artistic Director **Sally Gibson** will:

- a) Report relevant Health and Safety information to the Board relating to circus and aerial equipment and use
- b) Maintain and accept responsibility for correct use of all aerial and other Engage circus equipment.
- c) Ensure all trapezes, ropes, silks etc are safely rigged by a member of the team who has undertaken aerial rigging training. Calculations must be made to ensure the correct strength hardware is used for rigging in each circumstance.
- d) Check ropes, shackles, carabiners and fabric etc for wear on a regular basis and organise repairs, renewals, disposals. All tutors who have undertaken aerial rigging training are required to undertake visual checks of ropes, shackles, carabiners and fabrics prior to use
- e) Keep all aerial equipment safely out of reach when not in supervised use.
- f) Ensure that all other non-aerial circus equipment is regularly checked for wear, maintained properly or taken out of service.
- g) Ensure that all other non-aerial circus equipment is stored safely when not in use
- h) Ensure sufficient experienced adult supervision at all times when equipment is in use. (see Child Protection Policy). Levels of supervision required may change according to who is learning and what is being taught.
- i) Ensure that nobody uses circus equipment without understanding how to use it or without an instructor who can teach correct use
- j) Ensure that safety matting which can absorb impact is under aerial equipment at all times when it is in use. Different kinds and depths of matting may be used with different equipment.
- k) Tutors leading aerial and other physical activity sessions within circus must make sure that their participants have warmed up before use.
- l) No solo aerial training is permitted.
- m) Ensure that equipment is sanitised when necessary after use, or washed if necessary.
- n) Ensure that all one off events/ outreach projects have their own circus Risk Assessment which considers the participants, the activity and venue. Any of the circus tutors may carry out the risk assessments.

The Cleaner **Steve Merrell** 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.

The Programme Manager **Catherine Hawkridge** will:

- a) Monitor general art materials ordered for use in the workshops and ensure that tutors are made aware of all safety data sheets provided by suppliers which should be filed in the appropriate workshop.
- b) Ensure tutors have completed their session risk assessments, and that the risk assessments are fit for purpose, for activities under the Adult Education, young carers and youth arts programmes

The Pottery Technician **Derek Lamb** will:

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

Tutors will:

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.

- a) Carry out a risk assessment for each learner group/activity/teaching environment, having regard to the particular needs of that group.
- b) Keep a register of all those attending each session. This includes making sure that all attendees are signing in when entering the building. 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.
- c) Inform each group of the evacuation instructions in the event of an emergency.
- d) Ensure they understand how to evacuate all of their learners from a venue before they begin a session.
- e) Ensure that all fire exits are always kept free of obstruction.
- f) 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.
- g) Record all accidents in the Accident Book and report them to the Facilities Manager as soon as possible.

GENERAL ARRANGEMENTS

First Aid and Accidents

1. First Aid Boxes
 - a. There is a first aid box kept in Studio 1 (general art and craft studio downstairs).
 - b. There is a second first aid box stored in the kitchen.
 - c. There is a third first aid box in the pottery
 - d. There is a fourth first aid box which may be taken off site for outreach classes. It is located in the reception area
2. All accidents should be recorded in the Accident Book (stored with the first aid kits), filed in the artspace office and reported to the Facilities 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 staff and visitors are to sign in and out of the building with the book provided in reception.
2. All fire exits are appropriately labelled.
3. Fire extinguishers are situated near all fire exits.
4. Fire extinguishers are annually inspected and maintained by the contractor.
5. Smoke alarms are in operation throughout the building.
6. The Fire Alarm System is checked annually by the contractor.
7. A general fire drill will be carried out in accordance with the organisation's fire schedule.
8. All employees, and any tutor using the building after hours, are to be fire warden trained.
9. Anyone using the building who is unable to follow the fire evacuation instructions must have their needs met by a General or Personal Emergency Evacuation Plan. It is the responsibility of enrolling staff to ensure this is done for vulnerable learners and it is the responsibility of tutors to ensure they understand any plans that have been made.

In the Event of Fire

1. The member of staff working in the area where the fire breaks out will set off the fire alarm.
2. Instructions about what to do in the event of a fire are displayed by every fire escape in the building
3. Both quick and detailed instructions for fire wardens are available in the Fire Warden Procedure document, which is available on the shared drive and is circulated to fire wardens whenever it is updated or annually (whichever is sooner).
4. **THE LIFT MUST NOT BE USED IN THE EVENT OF A FIRE**
5. To evacuate the performance room, everyone must use the external fire escape. Anyone unable to use the external metal stairs must remain in the place of absolute safety (the metal balcony before the external staircase). There must always be enough room to accommodate everyone who needs

this space, which may limit the number of people able to use the upstairs space and will be accounted for in personal or general emergency evacuation plans.

6. The evac chair may be used by trained staff to evacuate a person from this area, but it does not form a required part of the evacuation plan and is only to aid the evacuation of a willing person

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 people are in the building.
3. If the lift jams between floors, the member of staff responsible for the occupant should:
4. Check that the red stop button has not been engaged by mistake and that the black buttons to identify the level the lift is travelling to are still working. This may rectify the problem. If it doesn't then proceed as follows:
5. Switch off the lift.
6. Open the door nearest to the occupant by unscrewing the screw at the top corner of the door above the handle (with the allen key located in the pinned up poly pocket in the performance room boiler cupboard marked 'LIFT' with a 'GARTEC' keyring) and pressing down the safety catch with the provided screwdriver. This enables access to the occupant who can either be reassured while further measures are taken or helped out of the lift if this is safely practicable.
7. Contact a core member of staff to assist with manual operation.
8. 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.
9. Before manual operation check the trip switches inside the emergency panel and adjust if possible.
10. 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 Development Director and Facilities Manager in consultation with the staff and the Board of Trustees.