

# Health and Safety Policy - ROJA ARTS CIC

## POLICY STATEMENT

### Part 1: Statement of intent

This is the health and safety policy statement of ROJA ARTS CIC.

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure that employees and artists who use our spaces and facilities are competent to do their work
- provide personal protective equipment where needed
- consult with our employees and artists who use our spaces and facilities on matters affecting their health and safety
- provide and maintain safe equipment
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

### Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety: Oliver Squirrell

2 Day-to-day responsibility for ensuring this policy is put into practice: Oliver Squirrell

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: Oliver Squirrell and Consuela Caston - accidents, first aid and work-related ill health.

Oliver Squirrell – safety, risk assessments, consulting employees and artists who use our spaces and facilities, monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, maintaining equipment, information, instruction and supervision, training.

4 All employees should:

- cooperate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

### **Part 3: Arrangements for health and safety**

#### *Risk assessment*

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

#### *Training*

- We will give staff, subcontractors and artists who use our facilities health and safety induction and provide appropriate training.
- We will provide personal protective equipment where needed.

#### *Consultation*

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

#### *Evacuation*

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.