



# 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*

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*manage health and safety risks in our workplace*

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*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*

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*provide personal protective equipment where needed*

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*consult with our employees and artists who use our spaces and facilities on matters affecting their health and safety*

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*provide and maintain safe equipment*

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*maintain safe and healthy working conditions*

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*implement emergency procedures, including evacuation in case of fire or other significant incident*

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*review and revise this policy regularly*

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### Part 2: Responsibilities for health and safety

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

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

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*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.*

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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.*