

OT creative

SPACE

Health & safety Policy

This is the Health and Safety Policy Statement of OT Creative Space, in accordance with Health and Safety at Work Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our artists and volunteers on matters affecting their health and safety to provide and maintain safe equipment and facilities.
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for artists and volunteers to ensure all are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Directors of OT Creative Space.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the company secretary. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

However all artists and volunteers have to: co-operate with the Directors on health and safety matters and not interfere with anything provided to safeguard their health and safety; take reasonable care of their own health and safety; and report all health and safety concerns to the Health and Safety Lead.

Health and safety risks arising from our work activities

Risk assessments for any new activities must be undertaken PRIOR to the event and submitted to the health and safety lead who will review the control measures and ensure any action has been implemented.

Consultation with our artists and volunteers

OT Creative Space will consult with artists and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures.
- Arrangements for getting competent people to help satisfy health and safety laws.
- Information we give to our artists and volunteers on the risks to health and safety arising from their work:
- Measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures planning and organising health and safety training and the health and safety consequences for them of any new technology we plan to introduce.

The information provided to artists and volunteers will be in a form that can be easily understood. OT Creative Space will consult directly with artists and volunteers through team meetings and face-to-face discussions.

OT Creative Space will allow enough time for artists and volunteers to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

OT Creative Space will take artists and volunteers views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

- The studio manager will be responsible for identifying all equipment needing maintenance.
- The studio manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The health and safety lead will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the studio manager immediately.
- The studio manager will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The studio will check that new substances can be used safely before they are purchased. OT creative SPACE does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

The Health and Safety Law poster is displayed in the Shop along with the latest buildings and employers liability insurance. Supervision of new starters and volunteers will be arranged, undertaken and monitored by the studio manager. The Directors are responsible for ensuring that our artists and volunteers working at locations other than the studio are given relevant health and safety information. Competency for tasks, training and Induction training will be provided for all artists and volunteers by the health and safety lead. Training records are kept up to date by the Health and Safety lead and studio Manager. Training will be identified, arranged and monitored by the Health and Safety Lead.

Accidents and first aid surveillance will be carried out and periodically presented to the directors. The first aid box is kept in the main space on the wall. The appointed first aiders are listed above. All accidents are to be recorded in the accident book. The book is kept in the studio office. The Studio Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will: carry out inspections and spot checks investigate any accidents or sickness absences that occur. The Health and Safety Lead is responsible for investigating accidents.

Emergency procedures – fire and evacuation The Director is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the Studio Manager each day. Fire extinguishers are maintained and checked by our contractors every year. Alarms are tested by the studio Manager every week. Emergency evacuation drills are the responsibility of studio Manager and will be tested every week.

Fire Drill Procedure: A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers on each floor.