



HEALTH AND SAFETY POLICY

In fulfilment of its legal and moral responsibilities, it is the Policy of Artlift to take all possible steps to maintain and ensure a safe and healthy working environment for all employees, contractors and others who are affected by Artlift activities, including (but not exclusively) participants, carers / personal assistants, volunteers and exhibition visitors.

Our management of Health and Safety arrangements comply with the Health & Safety at Work Act 1974, The Management of H & S at Work regulations 1999, and all associated legislation, regulations, ACOPs.

Our Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities so far as it is reasonably practicable.
- To provide, maintain and ensure the inspection of Artlift workspaces and equipment so that it is safe and without risk to health.
- To provide information, instruction and supervision for employees, contractors, volunteers and participants.
- To ensure all employees and volunteers are competent to do their tasks, have adequate training and know their responsibilities.
- To consult with our employees and volunteers on matters affecting their health and safety.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To maintain adequate monitoring systems relating to health and safety and reporting systems to the Board of Directors.
- To maintain adequate insurance policies, and to ensure that freelance contractors have, as minimum, public liability insurance.

The overall and final responsibility for Health and Safety is with the Board of Directors. However, the day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Executive Director.

All employees, including freelance contractors, have a legal responsibility to:

- Know and implement Artlift's Health and Safety Policy.
- Cooperate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others who could be affected by their actions.
- As Artlift's work is predominantly with vulnerable adults, pay particular attention to health and safety considerations that may be compounded by participants' access requirements.
- Report all health and safety concerns to the Executive Director.

Last updated: June 2020

Signed off by the Board: 19 June 2019

Due for review: June 2020

Artlift will make all members of staff aware of health and safety and risk assessment issues and requirements during induction or briefing regarding roles and/or projects and support arrangement of training where required.

All accidents and cases of work-related illness must be recorded, within 24hrs, in the incident log or on an Accident Report Form (to be provided in a Google Drive folder), which should be returned to the Executive Director within 48hours.

All artists (and other relevant staff / contractors and volunteers) must, as a condition of their employment, undertake basic First Aid Training, and will be asked to provide proof of such training.

Artists should carry out a Risk Assessment at the relevant venue(s) before beginning any courses or projects and revisit the Risk Assessment weekly noting any changes and/or action required as the project / course progresses. Where Artlift is delivering contracted services for a third party, the Risk Assessment should be countersigned by the partner organisation's representative.

There are five steps to Risk Assessment:

- Look for hazards.
- Decide who might be harmed and how.
- Evaluate the risk – are existing precautions adequate?
- TAKE ACTION.
- Review and revise as necessary.

Risk Assessment Forms and Accident Report Forms are available in Artlift's Google Drive folder. These should be completed either before or during a first visit the centre(s) where the work is located. A copy of completed forms should be returned to the Programme Coordinator within 48hrs who will keep them on file for inspection at any time.

This policy requires the wholehearted cooperation of employees, contractors and volunteers and acceptance by each individual of their responsibility to take reasonable care for the health and safety of themselves and any other persons who may be affected by their action.