**Gorse Hill Studios Creative Community**

**HEALTH AND SAFETY POLICY**

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| **Issue** | **Page(s)** | **Issue Date** | **Additions/Alterations** | **Initials** |
| 1 | All | July 2015 | All | JL  |
| 2 | All | April 2017 | All – updates | JL  |
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**POLICY STATEMENT**

Gorse Hill Studios is a charity youth organisation who set out to engage with young people and offer a place where they can express themselves freely within creative arts, these include:

* Music
* Drama
* Dance
* Art
* Digital Arts

GHS are aware that every young person has unique needs, but also accepts that everyone has the right to express themselves in a friendly, safe environment. Everyone involved in the organisation is required to read this policy carefully and read any future updates;

**1. SAFEGUARDING**

Gorse Hill Studios is committed to safeguarding the well-being of every child and vulnerable adult who uses our project. It is the responsibility of each of us to prevent the physical, sexual or emotional abuse of the people we work with, and in particular those most vulnerable, including children.

It is the duty of all those who work with children and vulnerable adults to prevent harm and abuse of every kind, and to report any abuse discovered or suspected.

**2. HEALTH AND SAFETY**

Our Health and Safety policy sets out our intentions and practicalities for the management of health and safety issues, including risk assessments. Health and Safety is a shared responsibility across all departments, staff posts and volunteer roles.

This general policy document applies to all staff, volunteers and centre users and summarises the main priorities for health and safety management. Staff are provided with a Health and Safety Handbook which contains further detail of specific roles and responsibilities.

**3. EQUALITY AND DIVERSITY**

We are committed to the principles and practice of accessible and appropriate services that meet the needs of our community including participation in service design, delivery and evaluation. Our equality and diversity policy sets out this commitment and practical steps we can take towards this vision.

**HEALTH AND SAFETY POLICY**

The Board of Directors of Gorse Hill Studios (the Board) recognises that it is responsible for the management of a number of premises and for the health and safety issues connected to that management.

The Board recognises that the development of a policy under the Health and Safety at Work Act 1974 lies ultimately with it and that under that Act it has a duty of care for its employees, volunteers and other persons who visit or use its premises.

1. **Responsibilities of the Board**

The Board will:

1. designate a Director of the Board to be the responsible person for Health and Safety matters;
2. ensure that it fulfils its responsibilities as described in this policy;
3. comply with all relevant legislation designed to secure good standards of health and safety at work.
4. ensure, so far as is reasonably practical, safe and healthy working conditions; safe equipment and systems at work by the provision of practical equipment and/or clothing to minimise unavoidable risks;
5. provide such information, training and supervision as is necessary to ensure health and safety in all its premises;
6. delegate the day to day responsibility for the organisation and administration of health and safety in each of its premises to designated employees and to ensure that they carry out their responsibilities (see 3 below);
7. monitor and discuss all accidents and hazard reports and record any action taken in the minutes of its meetings;
8. take immediate action to rectify any accident or hazard reported to it and to enter details of the action taken on the original report form;
9. conduct a thorough investigation into the cause of any accident or illness reported to it and take all necessary corrective action to avoid any similar occurrences;
10. ensure that employees and volunteers are trained in safe working practices and that a copy of this policy is given to all existing employees, volunteers and to new employees and volunteers as part of their induction;
11. ensure that copies are made available for reference by users of the premises, hirers, tenants, members of the public, contractors etc.;
12. undertake an annual review of this policy.
13. **Duty of Care**

The Board has a duty of care in respect of the health and safety of all people using or working in its premises whether employees, volunteers, hirers, visitors, members of the public, contractors etc. and will:

1. conduct its undertakings in such a way as to ensure, so far as is reasonably practical that no-one entering its premises is exposed to risks to their health and safety.
2. ensure that all new and existing equipment is properly maintained and inspected regularly, that all plugs and fuses are applicable to the product and that wherever possible that when new equipment is purchased it is fitted with non-removable plugs which comply with the British Safety Standards.
3. encourage employees and non-employees to have a corresponding duty of care by looking after their own health and safety and that of others that may be affected by their acts or omissions
4. ensure that all employees, volunteers and occupiers of the premises are aware of any safety hazards in or on the premises in order to ensure safe systems of work.

**3. Responsibilities of designated persons**

The Board will designate and train employees who will:

* 1. ensure a safe working environment for all employees in accordance with the organisation’s policy and procedures
	2. keep a record of hazards, accidents and/or incidents reported to them
	3. report unresolved health and safety problems and concerns to the Board.
	4. conduct or organise regular safety inspections
	5. ensure that all harmful or toxic substances are kept in their sealed containers in the cupboards provided and that all employees and volunteers are given instruction on the cautious use of these substances and on the procedure that must be followed if the vapours are inhaled or any such substance has been in contact with their skin.
	6. **Responsibilities of employees, volunteers and other occupants**

Employees, volunteers and other occupants of the premises will be expected to:-

1. take care of their own health and safety and that of others who may be affected by their acts and omissions;
2. co-operate fully with the Board in implementing Health and Safety procedures;
3. raise concerns about Health and Safety with a designated person in the first instance and if these are unresolved to the Chair of the Board
4. take immediate action, if a hazard can easily be rectified, and enter the details on a Hazard Report form;
5. report any hazard that cannot easily be rectified to an officer of the Board of Directors and enter the details on the a Hazard report form;
6. ensure that the offices are kept clean, safe and clear of all dangerous obstructions;
7. ensure that they do not act in manner which is likely to endanger or jeopardise their own health or that or a colleague or visitor to the premises.
8. Room hire customers / partners sharing building space **must** ensure adequate insurance, risk assessment and levels of supervision as set out in room hire policies and procedures.
	1. **Wilful neglect**

The wilful neglect of health and safety precautions or misuse of or interference with safety equipment by an employee will result in disciplinary action, in the case of a volunteer a review of his/her placement and in the case of a centre user a review of their attendance.

**6. Accidents or illness**

Employees, are required to;

(a) seek immediate medical assistance for anyone volunteering, working in, or using Gorse Hill Studios premises in the case of injury or illness.

(b) complete, as soon as possible, a work-place Accident/Incident Report after any accident/incident has been dealt with.

(c) present to the Board all Accident/Report forms following a reported incident.

**7. Inspections**

1. The Health and Safety Executive, Local Authority or Fire Authority Inspectors have the right to enter the premises at any reasonable time, without notice, and expect full co-operation.
2. The inspectors will discuss any changes or improvements necessary with the designated person who will note these informal warnings which, if ignored, may be the subject of legal enforcement and will be in breach of Health and Safety regulations.
3. The inspectors will send a written report of any recommendations made to the Board which will take the appropriate action. A written outline of any action taken will be sent to the inspectors.
4. **Fire procedures**

All employees, volunteers and organisers of activities and events must ensure that they have read and understood the publicly displayed “In case of Fire” procedures for the premises in which they are working and that they respond to any alarm immediately notwithstanding that they may know it to be a drill.