



Artytime

Health and Safety Policy Statement

It is the policy of Artytime to ensure, so far as is reasonably practicable, the health, safety and welfare of our personnel whilst they are working, and also the health and safety of our volunteers, plus any others who may be affected by our undertakings.

It is Artytime's intention to provide a safe and healthy work environment for all personnel and to provide a safety conscious environment.

Artytime will endeavor to:

- Provide and maintain safe working environments without risk to health and safety.
- Set standards that comply with all relevant statutory requirements relating to health, safety and the environment with regard to their effect on personnel, volunteers, customers, contractors and the public.
- Safeguard personnel and others from foreseeable hazards with regard to health, safety or the environment in existing processes and working systems
- Ensure that when new equipment, processes or premises are introduced, adequate guidance, instruction and supervision will be provided for safe methods of work to be developed.
- Ensure all personnel are aware of their own responsibilities in respect of relevant health, safety and environmental matters.
- Aim to achieve the commitment and active involvement of all volunteers and staff in order that safety awareness and positive attitudes are fostered and continuous efforts made to improve safety performance.
- Ensure that people carrying out work are informed of relevant standards; are trained in procedures as necessary; and that systems are established for monitoring compliance, without detracting from the individuals legal responsibilities, to ensure that requirements are met.
- Promote good health and be concerned with the prevention of occupational and non-occupational disorders and diseases.

- Co-operate with appropriate authorities and other organisations, both to ensure that policies are updated and to contribute to the formulation of standards and means of compliance.
- Retain, and review as necessary, existing arrangements and thereby maintain effective consideration of health and safety measures.
- Ensure that these objectives are being fulfilled through auditing activities through competent assessment.

We will achieve the above objectives by educating all volunteers and staff in our health and safety policy.

Date: March 2016 this policy will be reviewed on a bi-annual basis to take account of changes in circumstances or legal requirements.

Reviewed April 2018

Procedures

Artytime take a common sense view to the procedures in our day-to-day work. These involve:

- Ensure the fire drill procedure is explained
- Ensure all attendees know where the nearest toilets are situated
- Ensure the room is checked for trip hazards and made safe
- Any tables that need moving are done with care
- Ensure if you need to lift anything heavy you get help
- Ensure you are aware of any allergies or health problems an attendee may have. Adjust your session as required to ensure the attendee can still take part in some way.
- Ensure all attendees know how to use the equipment safely.

This is not an all-encompassing list and we trust you as a responsible adult to maintain appropriate health and safety measures to ensure you and your attendees are kept safe.