

Artists Attic Trust

Health & Safety

Last updated: Feb 20243

It is the general policy of Artists Attic Trust to provide adequate control of the health and safety risks arising from our activities in accordance with the Health and Safety at Work(etc.) Act 1974 and any other regulations relevant to our activities:

- We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all users and volunteers.
- We will provide such information, training and supervision as is needed for this purpose and will seek external advice/support where necessary..
- We will ensure safe handling and use of hazardous substances and any other materials requiring specific handling is in line with relevant regulations.
- We will ensure that all volunteers are competent to do their tasks and give them adequate training.
- The welfare of all users, volunteers and office holders is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Safeguarding Policy.
- The Board of Trustees is responsible for the regular review and maintenance of this policy which will be reviewed and revised as necessary.

1. Responsibilities

Artists Attic Trust (CIO) is a charity, number 1198542, managed by a board of trustees. Bruce Bird is the trustee with overall responsibility for Health & Safety..

Trafford Parsons is the Lead Artist responsible for implementing the policy in all public facing activities.

A Lead Artist is appointed to lead on and deliver individual projects. The Lead Artist is responsible for ensuring compliance with this policy. Advice will be sought from suitably qualified sources regarding specific activities.

All partners have a duty to:

- cooperate with the Lead Artist on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- use equipment correctly in accordance with training and instructions
- report all health and safety concerns to an appropriate person.

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2. Partner/third party responsibilities

Trustees, paid staff, volunteers (all collectively known as Partners in the charity) together with all third parties, contractors etc are required to:

- Take care - to prioritise their safety and that of their colleagues.
- Cooperate with all those working to deliver both our charitable objectives and safe and responsible working conditions.
- Handle and use equipment in accordance with the instructions and maintain their workspace in a clean and organised manner..
- Report accidents or incidents to the Lead Artist of their activity or to a trustee using the report form included in the project file for each activity.
- Training and PPE - Set out expectations around training and use of personal protective equipment (PPE).

3. Risk assessments

- An overall Property/Fire Risk Assessment will be carried out by a professional assessor every three years.
- Risk assessments will be carried out by the trustees for each activity undertaken. A copy will be held in the project file. Responsibility for observing the requirements arising from the risk assessment lies with the Lead Artist for that project.
- Risk Assessments will be reviewed on a quarterly basis to ensure that action items have been carried out and risks have been removed/reduced.

4. Staff consultation

All partners are encouraged to offer suggestions to reduce risk and to report occasions or circumstances that they feel will result in risk to any partner or member of the public. Reports should be made to the Lead Artist or any trustee.

5. Safety functions and responsible persons

- The trustees are responsible for ensuring that suitable and adequate first aid equipment is available during all activities.
- Suitable first aid training will be arranged for all Lead Artists who will be required to maintain their currency..
- All accidents are to be recorded in the Accident Book. The book is located in the top left drawer of the office desk.
- Safeguarding incidents are to be recorded on the Safeguarding report form included in all project brief folders and returned to the Safeguarding Officer on completion.

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Last review	Adopted
26 Feb 2024	