Artish Huddersfield CIC

HEALTH AND SAFETY

Policy Created: 20th March 2023

Review Date: March 2027

Policy aims:

Statement of intent
The policy of the Artish Huddersfield CIC is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility
Overall and final responsibility for health and safety at all events and activities organised by the Artish Huddersfield CIC lies with the directors. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.
For our regular director meetings, the responsible person is Karen Marsden
For all other events, the responsible person will be named in advance, and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements
The main activity of the Artish Huddersfield CIC is to organise social activities and support for the Kirklees community. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event, including: equipment, venue, volunteers, and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

Artish Huddersfield CIC may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. In this case, we will carry out a general risk assessment for the event/activity/equipment/venue.

- All general risk assessments will be reviewed at least once a year.
- We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
- All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
- We will always follow the NSPCC guidelines of a 1 adult:10 child ratio (1:8 for SEND) and will cancel sessions if this ratio cannot be maintained due to staff absence.
- Artish Huddersfield CIC will hold Public Liability Insurance

This policy will be reviewed every year

Signed:  Dated: 20th March 2023

Name (please print): D P Barker

Position in organisation: Director

Review Date:

- March 2024 - No changes
- March 2025 - No changes
- March 2026 - No changes

- March 2027 -
- March 2028 -