

Y HEALTH, SAFETY & WELFARE POLICY

Creative Lives wishes to ensure the health, safety and welfare of its staff and visitors to its premises and events. It seeks to minimise the risk of accidents and work-related ill health as well as to provide a positive and healthy environment in which to work. What makes one person safe may not apply to others – hence the addition of ‘welfare’ to the title of the policy.

Creative Lives operates staff teams and offices in England, Wales, Scotland Northern Ireland and the Republic of Ireland and also supports a number of staff who work from home. Creative Lives aspires to be a model of good practice for the amateur arts sector and staff will be encouraged to refer to the relevant Creative Lives Briefings on aspects of health, safety and welfare for additional guidance.

1. Who is responsible

The Chief Executive has overall responsibility for the implementation of the Policy. The Senior Managers in each office are responsible for the day-to-day operation of the Policy.

Staff and volunteers are responsible for co-operating with managers and supervisors on health and safety matters; not interfering with anything provided to safeguard their health and safety; taking reasonable care of their own health and safety; and reporting all health and safety concerns to the relevant senior manager (or the Chief Executive). The Chief Executive will be responsible for implementing changes required by new legislation or regulations.

2. Policy Detail

- Supporting procedures for each office are developed on the following basis:
- An annual risk assessment to identify any issues, gaps in training and recommendations. The risk assessment will need to be updated within a year whenever circumstances change e.g. new equipment, change of office, new kinds of work undertaken, health status of a member of staff changes
- Changes in legislation and regulations will be incorporated into procedures to enable Creative Lives to remain legally compliant.
- Incidents must be reported/recorded according to best practice recommended by the Health and Safety Executive
- Appropriate information and training for all staff is a requirement and will be included in staff/volunteer inductions and appraisals. In particular this must include:
 - Emergency procedures e.g. in the event of fire

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- First aid (each office must have a first aid box and staff with first aid training, or if in a shared building have access to central first aid)
- As Creative Lives staff are required to travel and often work from home: staff who work on their own from home or frequently work away from the office will be assessed and advised as part of the annual risk assessment, they should complete a working from home risk assessment to be shared with their Line Manager and HR Director.
- Creative Lives staff are entitled to a work environment free from health risks, e.g. overcrowding, lack of appropriate desk space and equipment, offices not regularly cleaned.

Each office will develop its procedures using the following templates provided by Creative Lives:

- Risk Assessment form
- Health & Safety Procedures form

Final day-to-day procedures for each office will be agreed with the Chief Executive.

Appendix: Connection to existing Creative Lives policies and procedures
This policy supports and connects to the following existing Creative Lives policies:

G: Equal Opportunities Policy

J: Flexible Work Policy

K: Volunteer Policy

L: Protection and Safeguarding of Children and Vulnerable Adults Policy

P: Communications Policy

T: Staff Development Framework

U: Career Break Policy

W: Family Friendly Policies

X: Harassment, Bullying & Sexual Harassment Policy

AC: Home working Policy

Approved by the Creative Lives Board of Trustees, August 2019

Review by July 2022