



# Health and Safety Policy

## GoCreate Taunton CIC

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## Introduction

*In art, safety is about more than rules and regulations. It is the responsibility of educators to know and point out potential hazards and ensure precautions are observed. A part of a child's education should involve safe practice when using materials. Good practice is safe practice. It is the educators responsibility to ensure that children act safely.*

*We strongly recommend the Guide to safe practice in art and design from the National Society for Education in Art and Design (NSEAD).*

*It is the policy of GoCreate Taunton to do all that is reasonably practical to prevent personal injury and damage to property and to protect all staff and members of the public who come into contact with the organisation from foreseeable hazards.*

*In particular, GoCreate Taunton has a responsibility to:*

- a) Provide and maintain safe and healthy working conditions,*
- b) Provide training and instruction to enable employees to perform their work safely and efficiently.*
- c) Maintain a constant and continuing interest in health and safety matters by consulting with and involving members of staff or their representatives when possible.*

*All accidents will be recorded in the accident/incident book.*

## Health and Safety Organisational Structure

The Board of Directors - is responsible for ensuring GoCreate is complying with Health and Safety at Work legislation and has overall responsibility for providing a healthy and safe work environment.

Staff & Volunteers– all staff and Volunteers are responsible for adhering to the Health and Safety policy and working in a manner which does not put their own or other people's Health and Safety at risk.

## Evacuation procedure

When the fire bell sounds all staff and visitors must leave the building via the nearest exit.

In the event of a fire drill, the Centre Manager or Duty Manager will normally inform GoCreate staff and participants in advance.

- a) The office door(s) must be closed on exit.
- b) People must leave via the nearest exit and proceed to the assembly point which is on in the car park at the side of Flook House
- c) The Centre Manager or Duty Manager or Workshop Leader will be responsible for checking that all staff and client groups have left the building.
- d) Nobody has the right to enter the building until the all-clear has been given by the Centre or Duty Manager or Workshop Leader.
- e) Throughout the evacuation procedure no-one should take any action which would put themselves or others at risk.

Fire extinguishers are the responsibility of GoCreate and the Flook House Manager.

### Control of substances hazardous to health (coshh)

GoCreate Taunton will strive to ensure that employees and participants do not come into contact with substances which are dangerous to health in compliance with the Control of Substances Hazardous to Health Regulations . Our products are generally bought from educational suppliers for educational purposes , are generally approved for school use and often come with health and safety guidance. Where appropriate a harmful substance will be substituted with one which is safer. Dangerous chemicals will be stored safely, clearly labelled and isolated from employees except when they are being used. Staff operating any toxic chemicals must ensure the area is properly ventilated and all guidelines adhered to.

### Lifting procedures

- Avoid the need to undertake any manual handling activities involving risk of injury.
- Do not jerk or shove the body while lifting, as twisting the body would cause injury.
- Lift in stages – from the floor to the knee and from the knee to the carrying position.
- Hold weights close to the body.
- Bend the legs while lifting and keep the back straight.
- Grip heavy loads with palms and not fingertips. Do not change grip while carrying.
- Do not let your load obstruct your view – make sure the route is clear before you start moving.
- If you feel the load is too heavy, ask for assistance. Where possible use a trolley to move heavy weights. The guidelines recommend a safe maximum weight for lifting at work - 25kg for man, 16kg for a woman. This relates to loads held close to the body at around waist height.

### Smoking

A no smoking policy operates in all parts of Flook House.