



### **Starlight Arts UK Charity**

Starlight Arts is a Charitable Incorporated Organisation (CIO) with the following trustees: Laura-Anne Bassenger, Rachel Downs, Sylvimaree Westlake and Chris Bassenger.

Starlight Arts registered address is: 84 Lincoln Gardens, Scunthorpe, North Lincs, DN16 2ED

Registered CIO number 1201332

### **HEALTH & SAFETY POLICY**

This is the Health and Safety Policy Statement of Starlight Arts, in accordance with Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks in all areas.
- to consult with stakeholders on matters affecting their health and safety.
- to provide and maintain safe working environment.
- to ensure safe handling and use of any substances.
- to provide information, instruction, and supervision for volunteers.
- to ensure all volunteers are competent to do their tasks, and to provide adequate training.
- to prevent accidents and cases of work-related ill health.
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals, yearly as a minimum.

#### **1.0 Responsibilities Overall and final responsibility for health and safety is that of the Trustees of Starlight Arts**

Including day-to-day responsibility for ensuring this policy is put into practice, and to ensure health and safety standards are maintained/improved.

However, all volunteers must:

- co-operate with supervisors and managers on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **1.1 Health and safety risks arising from work activities Risk assessments.**

The findings of the risk assessments will be reported to Chair/Trustees. Action required to remove/control risks will be approved by the trustee board.

Responsibility for ensuring the action required is implemented falls to all Trustees, who will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

### **2.0 Consultation with volunteers**

Starlight Arts will consult with volunteers on any new measure which may substantially affect their health and safety at work (for example new equipment, new ways of working and new procedures)

#### **2.1 Arrangements for getting competent people to help satisfy health and safety laws**

the information we give to volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures planning and organising health and safety training and the health and safety consequences for them of any new technology we plan to introduce.

The information provided to volunteers will be in a form that can be easily understood.

Starlight Arts will consult directly with volunteers through team meetings and face-to-face discussions.

Starlight Arts will allow enough time for volunteers to consider the issues and give informed responses. Volunteers are encouraged to ask questions, raise concerns and make recommendations.

Starlight Arts will take volunteers views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **3.0 Safe equipment**

The Trustees will be responsible for identifying all equipment needing maintenance.

The Trustees will be responsible for ensuring effective maintenance procedures are drawn up.

Chair/Trustees will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Charity Trustees immediately.

The Trustees will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances - Trustees will check that new substances can be used safely before they are purchased. Starlight Arts does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision The Health and Safety Law poster is displayed within Ashby Community Centre

Health and safety advice is available from the Manager of Ashby Community Centre

#### **4.0 Supervision of volunteers and work experience students or individuals will be arranged/undertaken/monitored by Charity trustees.**

The Chair/Trustees are responsible for ensuring that volunteers working at locations under the control of others are given relevant health and safety information.

Competency for tasks and training Induction training will be provided for all volunteers by the Trustees.

Job specific training is not required for any jobs within Starlight Arts.

Training records are kept by the Charity Trustees.

Training will be identified, arranged, and monitored by Charity Trustees.

#### **5.0 Accidents, first aid and work-related ill health.**

Health surveillance is not required in relation to any jobs at Starlight Arts.

The first aid box is kept in Starlight Arts cupboard and also in Ashby Community Centre office.

The appointed person first aider is Laura Bassenger – Founding Trustee

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in Starlight Arts cupboard

Laura Bassenger (Founding Trustee) is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

#### **5.1 Monitoring**

To check working conditions, and ensure safe working practices are being followed, we will carry out inspections and spot checks investigate any accidents or sickness absences that occur.

Charity Trustees are responsible for investigating accidents.

Chair/Trustees are responsible for investigating work-related causes of sickness absences.

Chair/Trustees are responsible for acting on investigation findings to prevent a recurrence.

#### **5.2 Emergency procedures**

##### **Fire and evacuation:**

The trustees are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked every day.

Fire extinguishers are maintained and checked by Chubb Fire every year.

Alarms are tested by the manager of Ashby Community Centre every week.

Emergency evacuation drills are the responsibility of the Trustees and Ashby Community Centre manager, and will be tested every week.

Fire Drill Procedure:

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers

**LAURA ANNE BASSENGER – HEALTH & SAFETY OFFICER FOR STARLIGHT ARTS**

**HAZEL FLETCHER – HEALTH & SAFETY OFFICER FOR ASHBY COMMUNITY CENTRE (BUILDING)**