

# Health & Safety Policy

## Statement:

- To make available information on the control of the health & safety risks arising from workshop activities delivered on behalf of Leaf Arts.
- To make available information as to the safe handling and use of substances, for all artists I collaborate with.
- To make available information as to the correct way of approaching and completing Risk Assessments.
- To guide artists I collaborate with on how to minimise the risk of accidents, if need be.
- To review and amend this policy as and when necessary.

## Responsibilities

- Overall responsibility for health and safety issues arising from workshops delivered on behalf of Leaf Arts is the Proprietor, Brian Raymond.
- All artists I choose to collaborate with are;
  - Responsible for their own health & safety
  - Responsible for carrying out effective Risk Assessments covering Buildings, Facilities, Activities; and Substances (COSHH) for all workshops they deliver.
  - Complete a COSHH Assessment form if required.
  - Report immediately all concerns to Brian Raymond.
  - Ensure they complete a Risk Assessment before the start of any project.
- Brian Raymond is responsible for ensuring any action that may be required to remove or reduce risk is carried out under all points listed below.

## Safe Handling and Use of Substances

- All freelance artists I collaborate with are responsible for requesting COSHH Data from suppliers, for all potentially harmful substances used within workshops delivered on behalf of Leaf Arts.
- The freelance artists I collaborate with are responsible for ensuring substances are relevant and appropriate for use with the particular participant group they are working with.

## Information, Instruction and Supervision

- Health and Safety advice is available upon request from Brian Raymond.

### **Competency for Tasks and Training**

- All freelance artists I collaborate with are expected to have undertaken general training in Health & Safety and Risk Assessment prior to any collaborations with myself.
- If the artist does not have this training Leaf Arts will provide information as to where this training can be accessed.
- The freelance artists I collaborate with who use specialist equipment will be expected to produce a certificate of competence prior to using this equipment in any workshops delivered on behalf of Leaf Arts.

### **Accidents, First Aid and Work-Related Ill Health**

- All accidents that occur during workshops delivered for Leaf Arts MUST be reported immediately after the workshop using the Incident Report Form available on this website.

### **Monitoring**

- Risk Assessments are carried out and copies sent to Brian Raymond and the Project Partner prior to workshops taking place.
- Health and Safety issues are included in 'end of project evaluations'.
- An overview of Health and Safety experiences from all projects will be carried out periodically and improvements to our system implemented when necessary.
- Brian Raymond is responsible for investigating accidents and instigating procedures for preventing or minimising recurrences.