



Policy name: Health and Safety Policy & Procedures

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Policy

North Tyneside Art Studio (NTAS) offers people a safe, non-judgmental environment in which they can take positive steps to manage, improve and sustain their own mental health and well-being.

The studio provides for a wide range of different needs and interests with a flexible and varied choice of activities.

The health and safety of the people using the studio is of paramount importance and North Tyneside Art Studio is committed to:

Providing adequate control of health and safety risks arising from activities.

Consulting with employees and users on matters affecting their health and safety.

Providing safe equipment and materials and maintaining safe and healthy working conditions.

Providing information, instruction and supervision for employees and users as appropriate.

Reviewing and revising this policy annually to ensure it remains relevant and complies with current legislation, including:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health and Safety and Welfare) Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

The Control of Substances Hazardous to Health Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health and Safety (First Aid) Regulations 1981

Manual Handling Operations Regulations 1992, amended 2002

Display Screen Equipment Regulations 1992

Responsibilities

Overall responsibility for health and safety lies with the Board of Trustees. Operational management of health and safety in the studio is delegated to the Director.

All employees, artists, studio users, volunteers and visitors must:

Cooperate with studio management on health and safety matters.

Not interfere with anything provided to safeguard their health and safety.

Take responsible care of their own health and safety and that of others.

Report all health and safety concerns to the Director.

Procedures

Premises

To avoid entry by unauthorised persons the front door to the studio must be kept shut and entry gained via the buzzer and intercom.

Entry into the main building at the Linkskill Centre is by secure code and this code should not be given to anyone other than studio staff and users.

If any stranger is seen acting suspiciously this must be reported immediately to studio staff or the Linkskill staff in Reception.

The studio cannot be responsible for personal possessions so do not leave items such as purses, keys and mobile phones unattended.

Adequate facilities such as toilets and washing facilities will be provided by the studio and any defects or damages must be reported to the Director.

Fire

The materials and processes used in the studio pose a significant fire risk and it is the responsibility of all staff and users to minimise this risk, as follows:

Smoking and the use of e-cigarettes or vapour cigarettes is not permitted anywhere within the building. Smokers are only permitted to smoke in the designated areas in the Linkskill Centre grounds.

The kilns become very hot when in use and nothing flammable should be placed on or near them.

The work areas must be kept free of clutter, particularly around electric heaters.

Dust, wood shavings, loose paper, small pieces of wood and board are all highly flammable and must be cleared up.

Any rags or absorbent paper soaked in white spirit must be disposed of in the large bins outside. Do not tie these in plastic bags as they could ignite.

Flammable liquids must be stored in the lockable metal cabinet.

In the event of a fire:

Fire exits are the front door and the single door with a panic bolt in the garage space. The routes to these fire exits must be kept clear at all times in order that they are accessible both on foot and in a wheelchair.

Fire extinguishers are situated near the sinks and the rear fire door and there is a fire blanket in the metal work area.

A fire alarm buttons are located near the toilet and by the small door in the garage space.

If a fire is discovered the nearest fire alarm button must be activated and the fire brigade alerted.

Employees should tackle the fire using the fire extinguishers provided only if it is safe to do so.

All studio users must exit the building via the nearest fire exit. Studio employees are responsible for ensuring that all users are out of the building, including assisting those who need it.

All employees and users will gather at the assembly point **across the yard from the studio building** and the Director, Operations Manager , or in their absence the most senior member of Studio staff present, will be responsible for ensuring that everyone is accounted for.

Equipment checks:

A registered contractor will test fire extinguishers and alarm systems once a year.

The alarm will be tested every week

Fire evacuations will be conducted every six months.

Hazardous Substances

Information relating to the Control of Substances Hazardous to Health (COSHH) is displayed within the studio and must be observed.

Dust is a major health risk and can damage the lungs and cause cancer. It can also increase the spread of a fire or cause explosions. Dust is released by MDF, chipboard and hardboard when sawn; clay dust and quartz powder can cause silicosis (damage to the lungs); and glaze powders can be toxic if inhaled. To minimise the risk from dust:

All dust must be removed using the vacuum cleaner or sweeping compound. Spray the air with water as you go and mop floors regularly.

Always wear a dust mask when sawing or sweeping.

If possible, only use the jigsaw outside.

Always wear a dust mask when using quartz or other powders and ensure they are securely contained when you have finished. Mop up any spills immediately.

Clean the ceramics area each time you use it. The surfaces should be wiped to remove clay and the floor mopped with regular changes of water.

Glaze powder must be kept in the lockable ceramics cupboard.

Fumes pose a major health risk. The chemicals in glues, white spirit, oil paints, spray paints, rubber moulding compounds and epoxy resins, and lead solder are all toxic. To minimise the risk from fumes:

Always use the above substances in well-ventilated areas.

Always use a mask when using sprays and spray outside.

Don't leave opened containers or soaked rags lying about.

Ensure that other people in the studio are not adversely affected by what you are doing.

Many substances in the studio are poisonous if consumed. To minimise the risk from poisonous substances:

Keep your working areas clean and never eat or drink while working.

Always wash your hands before eating or making a drink.

Only eat and drink in the clean area – there is a table provided for this purpose.

Don't contaminate the fridge, urn, microwave, mugs or cutlery with paint, clay or other substances.

The small sink is for washing mugs and hands and the sponge for crockery should not be used for any other purpose.

Always wash mugs, cutlery and crockery as soon as you have finished using them.

Keep the fridge, microwave and tea urn table clean and tidy.

Never use mugs as white spirit containers or leave jars of chemicals around the sink.

Accidents

The main risk factors for accidents within the studio are:

Trips and falls

Being hit by falling objects

Cuts from tools or sharp edges such as glass, metal or wire

Heat burns

Electrocution

Damage to eyes, mouth, skin by chemicals

All employees and studio users are responsible for minimising the risk of accidents by:

Ensuring all passageways are kept clear and that no objects are placed on the floor or in a position where they might be knocked over (particularly easels with boards on).

Firmly securing hanging objects.

Minimising the trailing of electrical wires, never using extension leads across passageways and always unwinding extension leads fully.

Unplugging and putting away electrical items after use.

Not using liquids near power tools or electric heaters.

Not storing electrical items underneath ceiling leaks.

Safely storing sharp tools and saws.

Storing glass where it will not fall or be knocked or fallen against.

Storing liquids such as paint, varnish, white spirit, glue, bleach, detergents etc. with secure lids so they cannot be spilled.

Wearing gloves and overalls to prevent contamination of clothes and skin.

Wearing safety goggles when using the jigsaw or cutting glass.

Rolling back long sleeves, removing loose clothing and jewellery and tying back long hair when using power tools.

First Aid

First Aid Kits are located in the filing cabinet in studio 3, in the drawer with the green First Aid sign. Please note that members of staff are not permitted to dispense aspirin, painkillers, plasters or antiseptics.

There is a trained first aider based in the Linkskill Reception (telephone 296 8000) and in serious cases call an ambulance by dialling 999.

All accidents must be logged in the accident book located in the office.

Display Screen Equipment

Studio employees and users will be shown how to use display screen equipment properly and how to adjust the workstation to provide a comfortable position that minimises strain.

Anyone using display screen equipment must have a regular short break (e.g. 5 minutes every hour) if natural breaks do not otherwise provide this.

Manual Handling

No employee or Studio user must move any load that they think may cause them an injury.

Two or more people are required to lift heavy items using the correct technique shown in the Manual Handling Guide.

Cleaning

The cleaner is contracted to clean the toilet, including mopping the areas, replenishing paper towels and emptying bins.

If you make a mess in the studio it is your responsibility to clear it up and to keep your workspace clean and hazard free.

It is not within the duties of the studio staff to clean up after users and all users should leave workspaces clean and ready to be used again, either by them or by another user.

Children

Clear signage stating that children must be accompanied at all times (this is a specific action required, rather than highlighting responsibility only, and is important for evacuation of premises)

Risk assessments of facilities should highlight any additional control measures in respect of children being present

Names of children to be added to signing-in book highlighting person with supervisory responsibility

Ensure public liability insurers are aware that children may be present and that NTAS meets any related conditions of insurance.