

Policy name: Health and Safety Policy
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Updated by: N/A
Approved by: Jemima Montagu
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Introduction

Art Explora is committed to ensuring the health, safety and welfare of all staff, volunteers, interns, freelancers, partners, visitors and members of the public. Art Explora recognise that legal requirements for safety set only a minimum standard and are committed to achieving best practice in safety wherever possible.

The Health and Safety Policy is made available to all staff, including freelancers, volunteers and interns. This policy has been approved by Jemima Montagu, the person with executive responsibility for health and safety. A copy of this policy is given to every new employee.

This policy is formed of 2 sections:

Part one is a summary statement of intent, which outlines Art Explora's commitment to provide a successful health and safety management system.

Part two outlines the detailed arrangements made by Art Explora to manage health and safety.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will review this policy annually to ensure it is achieving its aims.

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.

Stephanie O'Neill-Winbow & Emily Williams have overall responsibility for health and safety and the operation of this policy.

Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager. You must co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Information and consultation

We will inform and consult directly with all staff regarding health and safety matters.

Emergency Procedures

All staff should familiarise themselves with all Somerset House Emergency Procedures during induction. This document is available online and clearly displayed in the office. Line managers will be responsible for pointing this out to new starters.

Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely. Staff will be given a health and safety briefing [and manual handling guidance](#) upon commencement of employment.

Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately

be reported to your line manager. Do not attempt to repair equipment unless you are appropriately trained to do so.

Accidents and first aid

Details of first aid facilities are displayed on the noticeboard. All accidents and injuries at work, however minor, should be reported to the Health & Safety Leads and recorded in an [incident report form](#).

Fire safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace. During induction, all new staff should be shown where evacuation meeting points, fire alarm call points and extinguishers are.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Fire drills will be held regularly by Somerset House and must be taken seriously.

Risk assessments and measures to control risk

We carry out general workplace risk assessments ([template here](#)) periodically. The purpose is to assess the risks to health and safety of employees, volunteers, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

All risk assessments should be signed off by a second assessor. Please see the Risk Assessment Template [here](#)

Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) as a significant part of your work you are entitled to a [workstation assessment](#). Further information on workstation assessments and the use of DSE can be obtained from the Health & Safety Leads.

We are committed to reviewing our policy and good practice annually.