Health & Safety Policy

Owner: Director | Adopted by CIC: 11 October 2026 | Review: October 2027 | Version: 1.0

CH11MP Creative CIC — Connecting Communities through Creativity
Connecting Communities through Creativity

1. Statement of intent

CH11MP will take reasonably practicable steps to protect employees, freelance workers, volunteers, participants, visitors and others affected by its activities. Creative activity will be planned and delivered safely without removing the welcoming character of the programme.

2. Responsibilities

The Director has overall responsibility for health and safety. Every representative must take reasonable care, follow controls, use equipment correctly and report hazards, incidents and concerns. Host venues remain responsible for premises matters under their control.

3. Risk assessment

- Assess venues, activities, materials, equipment, access, manual handling, slips and trips, fire, first aid and participant needs.
- Record significant findings and identify controls before delivery.
- Review assessments after change, incident or new information.
- Stop or modify activity where controls are inadequate.

4. Workshop controls

- Use age-appropriate, non-toxic materials wherever practicable.
- Maintain safe walkways and protect floors without creating trip hazards.
- Provide instructions and supervision for tools and equipment.
- Consider allergies, ventilation, hygiene, mobility, dexterity and sensory needs.
- Store and transport materials securely.
- Complete safe set-up and clear-down.

5. Venues, fire and emergencies

Before delivery, the facilitator will identify emergency exits, assembly arrangements, first-aid provision, welfare facilities and the venue contact. In an emergency, venue procedures and emergency-service instructions take priority.

6. Incidents and near misses

Accidents, ill health, damage and near misses must be reported promptly and recorded. The Director will investigate proportionately, implement improvements and make RIDDOR reports where legally required.

7. Lone working and travel

Lone-working and travel risks will be assessed. Representatives must maintain agreed contact arrangements, avoid unsafe situations and report changes to plans. Personal vehicles used for business must be roadworthy, insured and legally compliant.

8. Consultation and review

Workers and volunteers will receive relevant information, instruction and opportunities to raise concerns. This policy and supporting assessments will be reviewed annually and after significant incidents.

References

Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; COSHH 2002; HSE guidance.

Approval

Approved by: Craig King, Director
Signature: _____ Date: _____
Next review due: October 2027