



HEALTH & SAFETY POLICY

Colman Creative Parties

Registered Address: 221 Campkin Road, Cambridge, CB4 2LE

Business Address: Unit 20, Roman Way, Godmanchester, PE29 2LN

Date of Last Review: 24.05.2022

To Be Reviewed On: 24.11.2022

Purpose and Statement

Colman Creative Parties recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

Colman Creative Parties is committed to protecting the health and safety of its employees, freelancers, volunteers, customers and all others with whom our work brings us into contact. The Company’s policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.

The company recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

Distribution

- All staff and volunteers
- This policy will be made available to members of the public on request
- Confirmation of receipt of information - Signed statement from recipient to be held on file
- Be available on our website at www.colmancreative.co.uk/policies

Responsibilities

Overall and final responsibility for the safety and wellbeing of the staff rests with the owner of Colman Creative Parties.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the owner. This is reflected in job descriptions in the company.

Where activities are undertaken in partnership with other organisations or in hired or rented premises these responsibilities will be undertaken in partnership with the designated health and safety personnel of those organisations and premises.

All staff members are made aware of their own responsibilities. All employees and freelance staff should:

- Cooperate 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

A copy of this policy is given to each staff member and forms the basis of an induction session on Health and Safety issues. Copies of the policy are available from the General Manager and owner. Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.

Colman Creative Parties will ensure it has sufficient insurance policies for all its activities and equipment. Freelance staff are also required to have their own personal Public Liability insurance.

Health and Safety Risks arising from our activities:

- Risk assessments will be undertaken by the delegated employees above
- Findings of risk assessments will be reported to the owner
- Action required to remove/control/manage risks will be approved by the owner
- The General Manager will be responsible for ensuring the action required is implemented
- Assessments will be carried out frequently

Safe equipment:

- The General Manager & owner will be responsible for identifying all equipment needing maintenance
- The General Manager & owner will be responsible for ensuring effective maintenance procedures are drawn up
- The General Manager & owner will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with equipment should be reported to The General Manager & owner
- The General Manager & owner will check that new equipment meets health and safety standards before it is purchased

Competency for tasks and training

- Induction training will be provided for all employees by the owner & General Manager
- Job specific training will be provided by the owner & General Manager
- Specific jobs requiring special training will be identified by risk assessment of each project as it arises.
- Training records are kept at the Colman Creative Parties office
- Training will be identified, arranged and monitored by the owner & General Manager

Accidents, first aid and work-related ill health:

- Health surveillance is required for employees doing the following jobs – none at present.
- Health surveillance will be arranged by the owner
- Health surveillance records will be kept at the Colman Creative Parties office.
- A specific risk assessment will be undertaken by the owner for any employee or freelance staff member who notifies of pregnancy

- First Aid boxes are kept at Prendergast and the Colman Creative Parties office. Travelling First Aid Kits are taken to all events and workshops lead by Colman Creative Parties
- The appointed persons/first aiders are Chloe Colman, Paula Colman & Chloe Adams
- There will always be at least one qualified first aider at Colman Creative Parties classes
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the Colman Creative Parties office
- All accidents and cases of ill health regarding customers at Colman Creative Parties are to be recorded in the office accident book. The book is kept in the admin storage drawer which is always in presence of the General Manager
- All accidents and cases of ill health regarding customers at other sites are to be recorded in the Parties Accident Book. The book is kept locked at the in the admin storage drawer which is always in presence of the General Manager
- All customer injuries will be reported to parents/guardians verbally either immediately (in the instance the injury is sufficient to be considered an emergency) or at the end of the relevant session
- All head injuries will be recorded in the appropriate accident book and reported to parents via verbally and in writing
- The General Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Display Screen Equipment

Colman Creative Parties recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way daily.

Workers' Entitlement:

Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform the owner, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be related to display screen work
- It is recommended by an option at the time of an eye examination that the worker should have
- eye tests at regular intervals

Spectacles

If, as a result, of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

Monitoring:

- To check our working conditions, and ensure our safe working practices are being followed we will include Health and Safety as an agenda item at termly staff meetings, each initial production meeting and every alternate Board of Trustees meetings
- The General Manager & owner will always ask for health and safety information from the venues they will be using
- The owner is responsible for investigating accidents
- The owner is responsible for investigating work-related causes of sickness absences
- The owner is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures – fire and evacuation

- The named personnel in Responsibilities (pg. 2) above are responsible for ensuring fire risk assessments in each area have been undertaken and implemented in conjunction with the Health and Safety designated employees at the venues. (See appendix 1)
- Escape routes are checked by the named personnel in Responsibilities (Page 1) above.
- Fire extinguishers are maintained and checked by the owner at the venue
- Alarms are tested by specific venue in line with their company's Health and Safety Policy
- Emergency evacuation will be tested annually and once in the duration of each community project or professional production

Further Information can be found in Colman Creative Parties's separate Fire policy.

Appendix 1 - Designated Health and Safety Representatives at Regularly Hired Venues by Colman Creative Parties

Chloe Colman - Owner

Chloe Adams - General Manager