



1. Policy Statement

Yorkshire CREATE is committed to providing a safe and healthy environment for all employees, volunteers, artists, participants, visitors, contractors, and members of the public who use our facilities or participate in our workshops, classes or events.

We recognise our responsibility to comply with all relevant health and safety legislation and to take reasonable steps to prevent accidents, injuries, and work-related ill health.

This policy outlines our commitment to:

- Providing safe premises, equipment, and systems of work
- Identifying and managing risks associated with arts activities and events
- Ensuring staff and volunteers are trained and supported to work safely
- Promoting a culture where health and safety is everyone's responsibility

Health and safety considerations will be integrated into all activities including exhibitions, workshops, performances, rehearsals, and community programmes.

2. Responsibilities

2.1 Directors

The Directors have overall responsibility for health and safety and will:

- Ensure adequate resources are available for health and safety management
- Review health and safety performance regularly
- Ensure the policy is implemented and reviewed annually

2.2 Centre Director

The Director or designated Health and Safety Lead is responsible for day-to-day implementation and will:

- Ensure compliance with relevant health and safety legislation
- Maintain risk assessments and safety procedures
- Ensure staff and volunteers receive appropriate training
- Investigate accidents and incidents

- Ensure safety checks of the building, alternative venues and equipment are carried out

2.3 Freelancers and Volunteers

All freelancers and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Follow all safety procedures and instructions
- Use equipment safely and report faults
- Report hazards, accidents, or near misses immediately
- Participate in relevant training

2.4 Visiting Artists, Contractors and Hirers

All external users of CREATE Studios must:

- Follow Yorkshire CREATE's health and safety rules
- Provide their own risk assessments where appropriate
- Ensure equipment brought into the building is safe and suitable
- Cooperate with staff on emergency procedures

3. Risk Assessment

Risk assessments will be carried out for:

- Workshops and classes
- Exhibitions and installations
- Performances and rehearsals
- Events and festivals
- Use of specialist equipment (tools, lighting, sound equipment, etc.)

Risk assessments will:

- Identify hazards
- Evaluate risks
- Implement control measures
- Be reviewed regularly and before major events

4. Safe Premises and Equipment

Yorkshire CREATE will ensure that:

- The building is maintained in a safe condition

- Electrical equipment is regularly tested
- Fire safety equipment is maintained
- Evacuation equipment is maintained
- Tools, materials, and equipment are stored safely
- Hazardous materials (such as paints or solvents) are used and stored correctly

5. Fire Safety

Yorkshire CREATE will maintain appropriate fire safety procedures including:

- Clearly marked fire exits and escape routes
- Fire alarms and extinguishers
- Emergency evacuation procedures
- Staff training in evacuation procedures
- Regular fire drills

Visitors and participants will be informed of evacuation procedures where appropriate.

6. First Aid and Accident Reporting

- First aid kits will be available and regularly checked
- A trained first aider will be present during operating hours
- All accidents, injuries, and near misses must be recorded in the Accident Book
- Serious incidents will be reported according to legal requirements
- More details for this are available in Yorkshire CREATE'S First Aid Policy

7. Safeguarding Public and Participants

Yorkshire CREATE will:

- Ensure all activities are supervised where necessary
- Provide safe access and circulation within the building
- Manage crowd safety during events
- Provide clear signage and guidance to visitors

8. Manual Handling

Staff and volunteers involved in moving equipment, artwork, staging, or furniture will:

- Receive guidance on safe manual handling
- Use appropriate lifting techniques
- Work in teams when lifting heavy objects

9. Hazardous Substances

Where art materials or cleaning substances are used:

- Appropriate storage and labelling will be maintained
- Safety data sheets will be available where required
- Protective equipment will be used where necessary
- Ventilation will be provided for activities involving fumes or dust

10. Training

Yorkshire CREATE will provide appropriate health and safety training, including:

- Staff induction training
- Fire safety awareness
- First aid awareness
- Equipment safety training

Training needs will be reviewed regularly.

11. Monitoring and Review

Health and safety performance will be monitored through:

- Regular building inspections
- Risk assessment reviews
- Incident reporting and investigation
- Staff feedback

12. Policy Approval

This policy has been approved by the management of Yorkshire CREATE and is effective from the date below.

Signed: RLloyd

Name: Rowena Lloyd

Position with Yorkshire CREATE: Director

Adopted on: January 2026

Review date: January 2027

