

HEALTH AND SAFETY POLICY

Chrysalis Arts Development Ltd (CAD) are committed to providing a safe working environment for all those working with the organisation. The aim of this policy is to encourage the active co-operation of Directors, Associates, contract workers, and volunteers to ensure the health and safety of all people who are affected by the operations of the Company.

CAD undertakes to do everything reasonably practicable to provide and maintain a safe and healthy working environment for all those involved at The Art Depot and during project site work.

CAD recognises the legislative framework with regards to Health and safety including;

- Health and Safety at Work Act, 1974
- Offices, Shops and Railway Premises Act 1963
- Workplace (Health and Safety) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Control of Substances Hazardous to Health (COSHH)
- Environmental Protection Act 1990 (particularly Section 34, Duty of Care, Controlled Waste)
- Occupiers Liability Act 1957, 1984
- Construction (Design & Management) Regulations 1994

Key Responsibilities

CAD and its project Managers through delegation will be responsible for:

- Ensuring that co-workers contracted for services, contractors, volunteers, and visitors are aware of safety procedures
- Establishing that all equipment and substances used are suitable for the task
- Providing adequate training, instruction and supervision to ensure that work is conducted safely
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- Bringing to the prompt attention of the Board any health and safety issues which require their attention
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors
- Maintaining safety data sheets for COSHH purposes, to be obtained prior to ordering a substance for the first time.
- Establishing emergency procedures for special events.
- Ensuring that qualified First Aiders are available to support the Company’s work.
- Ensuring that a First Aid kit is always available at The Art Depot and on site as required.
- Ensure that Risk Assessments are carried out for each appropriate aspect of the

company's work.

- Establish and maintain procedures to ensure that the design of all new structures are such that they are as safe as is reasonably practicable, and they are assessed from a health and safety standpoint during construction and before being used, so that any necessary safeguards can be incorporated. Similar procedures for ensuring that the health and safety implications of any work or alterations are assessed and steps taken to incorporate any safeguards deemed necessary, shall be established.
- Consult with colleagues in checking the effectiveness of procedures & measures.

In addition, responsibilities under CDM Regulations require designers to :

- Make the client aware of their duties
- Identify significant health and safety hazards and risks of any design work (including post contract variations)
- Give adequate regard to the hierarchy of risk control
- Provide adequate information on health and safety to those who need it
- Co-operate with the Planning Supervisor, and where appropriate, other designers involved in the project.

All contracted workers and volunteers must :

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts and/or omissions
- Work in accordance with information and training given
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any defects in plant and equipment, or short comings in the existing safety arrangements, to the named H & S representative without delay.
- Not undertake any task for which authorisation and/or training has not been given.

The Board will

- Consider Health and Safety as a permanent agenda item, allowing matters arising in connection with Health and Safety to be discussed.
- Review the annual health and safety training plan.
- Nominate a Health and Safety representative for the Company.
- Ensure that written procedures are in place for dealing with specialist H&S issues

Owner

Procedure lead

Formally endorsed by

Last review

Next review

CAD Board

Rick Faulkner

CAD Board

Feb 2023

March 2026