



Newbiggin Arts Centre

The place for all things art...where Arts are for All

Newbiggin Arts Centre Health, Safety & Wellbeing Policy

Approved by Trustees on: 23rd August 2025
Review Date: 1st September 2026

1. Introduction

At **Newbiggin Arts Centre (NAC)**, we are committed to keeping everyone safe—our staff, volunteers, participants, visitors, and the wider public. This means making sure our working environment is healthy, safe, and free from unnecessary risks.

We will:

- Follow all relevant laws, including the Health and Safety at Work Act 1974
- Provide equipment, training, and guidance to help everyone work safely
- Make sure that volunteers and staff know what to do to protect themselves and others
- Encourage open communication about health and safety at all levels

While NAC will do everything reasonable to keep people safe, everyone also has a responsibility to look after their own wellbeing and that of others. If you ever feel unsure about a task or think something is unsafe, you should **speak up immediately**—to a Trustee or the Chair of the Board.

2. Policy Statement

NAC will:

1. **Protect people at work** – Make sure all staff and volunteers can work safely and without risks to health.
2. **Protect the public** – Make sure visitors, participants, contractors, and anyone else are not exposed to danger from our activities.
3. **Follow the law** – Comply with all relevant health and safety legislation.
4. **Plan and organise safely** – Make sure responsibilities are clear, and our activities are run safely.
5. **Review regularly** – Check this policy every year and update it when needed.

3. Responsibilities

Board of Trustees: Overall responsibility for health and safety, including ensuring legal compliance.

Chair of the Board: Oversees day-to-day management of health and safety.

Administration Officer / Safety Officer: Monitors, implements, and maintains the policy on a daily basis.

All staff and volunteers:

- Take care of their own safety and the safety of others
- Follow instructions, procedures, and training
- Report any risks, hazards, accidents, or near misses

- Use protective equipment correctly

4. Working Safely

NAC will:

- Train staff and volunteers in safe working practices
- Provide safe equipment and instructions
- Assess risks before any activity, including offsite events
- Maintain first aid stations and fire safety equipment
- Encourage discussion about health and safety
- Avoid putting anyone at risk due to illness, fatigue, or reduced alertness

Staff and volunteers should:

- Report all accidents, near misses, or damage immediately
- Follow all emergency procedures
- Use equipment safely and wear protective gear when needed

5. Accidents and Near Misses

- **Accidents** – Any injury must be reported and recorded in the Accident Book.
- **Near misses** – Incidents that could have caused injury should also be recorded.
- Reporting helps us prevent future accidents and improve safety.

6. Fire Safety

- Fire alarms, extinguishers, and exit routes are in place at all NAC Centres
- All staff and volunteers must know evacuation procedures and assembly points
- Fire drills will be conducted regularly
- Never block fire doors or exits

7. Manual Handling

- Avoid lifting heavy items where possible
- Use correct lifting techniques: bend knees, keep back straight, team lift if needed
- Check for obstacles and hazards before moving objects

8. Display Screen Equipment (DSE)

- Risk assessments for computer use will be carried out
- Staff will be trained to reduce strain and take regular breaks
- Workstations will be checked for safety and comfort

9. Substances Hazardous to Health (COSHH)

- NAC assesses risks from all hazardous substances
- Staff and volunteers receive training on safe use and storage
- Assessments are updated if work processes change

10. Staff or Volunteers at Increased Risk

- Let a Trustee know if you have a condition, disability, or situation (e.g., pregnancy, medication) that could affect safety
- Extra precautions will be put in place where needed

11. Housekeeping and Workplace Safety

- Keep areas tidy and free of obstructions
- Clean up spills immediately
- Dispose of waste safely
- Mark hazards clearly

12. Smoking Policy

- Smoking is not allowed inside any NAC building, in line with UK public health laws

13. Risk Assessments

- Conduct risk assessments for all activities, both onsite and offsite
- Keep completed risk assessments on file
- Review and update assessments regularly

14. Reporting and RIDDOR

- Certain accidents, injuries, or diseases must be reported under RIDDOR
- All incidents are investigated to prevent reoccurrence
- Reports include details of the accident, witnesses, location, and follow-up actions

15. First Aid

- First aid stations are clearly marked and accessible
- Staff and volunteers should seek medical help when needed

16. Other Emerging Risks

- NAC monitors new risks in the sector
- Policies and procedures are updated as needed to keep people safe

Review

This policy will be reviewed every year, or sooner if needed.

Signed on behalf of the NAC Board of Trustees:



Steve Wilkinson
Chairman of the Board of Trustees
23rd August 2025