

Turf Projects Health and Safety Policy

Adopted on: Jun 1, 2024

Review Date: Jun 1, 2025

1. Overview

At the present time Turf Projects are based at 46-47 Trinity Court, Whitgift Centre, Croydon CR01UQ with an additional Unit where staff may need to visit at 39-40, Keeley Road, Centrale Shopping Centre, Croydon and follow all aspects of Centrale Shopping Centre Health and Safety policy accordingly.

Turf Projects (the organisation) in accordance with Section 2 (3) of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, recognises and accepts the responsibilities as an employer for providing a safe and healthy workplace and working environment for all of its employees, volunteers, participants **and** visitors.

2. Terms of Policy

The overall responsibility of Health and Safety issues rests with the Co-Directors of Turf Projects. The Co-Directors will ensure as far as is reasonably practicable that this responsibility is met with particular reference to:

- a. The provision and maintenance of office and computerised equipment.
- b. The provision and maintenance of healthy and safe systems of work and working conditions.
- c. The handling, transport and storage of articles, stock, artworks and substances.
- d. The provision of sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute to their own and others safety and health at work.
- e. The maintenance of a safe place of work at headquarters office, gallery, studios, project space and off site at venues' premises where the organisation's work takes place.
- f. The maintenance of a healthy working environment and

- adequate welfare facilities, including first aid facilities in accessible places on site, in storage rooms and storage areas.
- g. Implementing appropriate security arrangements.

No safety policy is likely to be successful unless it actively involves each member of staff. In this connection, staff and volunteers are reminded of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of other employees and to cooperate with the institution so as to enable it to carry out its own responsibilities successfully.

Visitors to the space, curators & artists are also reminded to promote a safe and healthy environment for themselves and others.

3. Commitment to uphold the Health & Safety at Work Act

Turf Projects will:

- a. Expect all staff and volunteers at all levels to set an example in safe behaviour and maintain a constant and continuing interest in health and safety.
- b. Nominate a member of staff (as a “Safeguarding Lead”) responsible to be the Designated Person for health and safety matters.
- c. Provide health and safety training/first aid training where appropriate.
- d. Expect staff/visitors to take reasonable care for the health and safety of others, observing safety rules where applicable to them.
- e. Expect staff to co-operate in measures designed to promote health and safety at work including access initiatives for programming and operations.
- f. Expect staff to make constructive suggestions as to areas needing improvement particularly pertaining to the deliverables of their own contracts/roles.

4. Responsibilities

At Turf Projects, responsibilities are as follows:

- a. Co-Directors have overall responsibility for health and safety issues. The Designated Persons (all staff in the Turf Projects team) will ensure the coordination and implementation of appropriate health and safety measures within the institution.

- b. The nominated Health and Safety Advisors (Co-Directors) hold accountable to the Designated Persons. The Designated Persons will report any breaches / issues surrounding health and safety to the Management Committee (Co-Directors and/or Trustees) when appropriate.
- c. For developing a programme of action to implement appropriate health and safety standards.
- d. For monitoring the maintenance of those standards.
- e. For introducing any rules or procedures necessary for the health of employees and safe execution of work activities.
- f. The Health and Safety Advisors have a duty to ensure that health and safety policy and arrangements that have been made are converted into actions and working practices; health and safety notices are kept up-to-date and prominently displayed.

5. General Hazards

- a. Fire
 - i. Fire Notices will be prominently displayed throughout the site.
 - ii. New members of staff are made familiar with action required in the event of a fire.
- b. Electrical Equipment
 - i. No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work. This provision needs to be interpreted to err on the side of caution.
 - ii. No person should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are certain that they know what they are doing.
 - iii. Portable electrical appliances will be tested at appropriate periods.
- c. Lifting
 - i. Work in an art gallery/workspace inevitably requires the occasional lifting and moving of artwork, furniture, equipment, and so forth. However, there is no expectation on staff to move equipment and staff must not take risks of straining themselves and should consult a member of Turf Projects whenever there are problems with moving things.
 - ii. If lifting is regularly required by staff they will be properly trained.

- d. Smoking
 - i. Turf Projects operates a no smoking policy on its premises.
- e. Toilets
 - i. Toilets and washing facilities will be provided in accordance with statutory requirements for staff & volunteers.
- f. At induction all new members of staff will be made aware of the Health and Safety Policy Statement.
- g. Accidents
 - i. Staff are expected to take all reasonable precautions to prevent accidents.
 - ii. Staff must be trained to ensure that for every accident an accident form is completed.
- h. Sudden illness
 - i. Sudden illness should be reported to the Designated Persons or the Health and Safety Advisor immediately.
- i. First Aid
 - i. Notices will be prominently displayed at all times giving details of:
 - Location of First Aid Boxes
 - Staff qualified to administer Emergency First Aid
 - ii. All Turf staff are First Aid trained.

6. Procedures

These are to be followed in the event of an accident/incident will be issued to all staff.

a. Offsite - Venue Based

- i. Health and safety vetting will be carried out prior to the use of every venue that hosts the organisation. Venue use will not commence until health and safety issues are satisfactory.
- ii. Venues are required to:
 1. Hold relevant Health and Safety Policy
 2. Hold relevant and up to date insurance
 3. Have undertaken a risk assessment
 4. Hold adequate first aid equipment
 5. Inform staff and volunteers of all relevant health and safety information including qualified First Aiders.

b. Staff and Volunteers

All will be required to:

- i. Complete an induction form and return to organisation including details of allergies, next of kin and acknowledgement of relevant training.
- ii. Ensure, at induction, that all persons involved are aware of health and safety / accident procedures.
- iii. Report any accidents to the venue and to the organisation immediately.

7. Partner Health and Safety Audits

- a. In addition to the periodic vetting of Partnership venues, Health and Safety Audits of Partners' Health and Safety Policies and Procedures will be carried out. Under normal circumstances this will involve a 'desktop' audit of key information provided by the Partner in question.

The Audit will consist of an examination of:

- i. Organisation Structure – in particular, responsibilities for Health and Safety
 - ii. A Copy of the Organisation's Health and Safety Policy
 - iii. Samples of Risk Assessments undertaken
 - iv. The organisation's accident record over the current and previous two years (All reported accidents and incidents)
 - v. Accident investigation procedures
 - vi. Samples of Staff training records
 - vii. Samples of Staff induction programmes and volunteer induction programmes where appropriate
 - viii. Fire Risk Assessments.
- b. Studio members will be subject to;
 - i. Completion of a mandatory health & safety form at induction.
 - ii. An annual studio inspection to ensure health and safety procedures are being followed.