

**THE ART MINISTRY
HEALTH AND SAFETY POLICY**

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Art Ministry
Allan Webb - Trustee
Session and Activity Leaders

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from The Art Ministry's activities wherever they take place	Allan Webb - Trustee	Relevant risk assessments are carried out and recorded and updated every year or when circumstances change, whichever earlier.
To provide adequate training to ensure staff and volunteers are competent to do their work	Allan Webb - Trustee	Staff and volunteers are advised on health and safety as part of their induction and provided with training where it is necessary to manage a risk.
To engage and consult with staff, volunteers and service users on day-to-day health and safety conditions and provide advice and supervision on occupational health	Allan Webb – Trustee All staff All volunteers All service users	We will routinely consult and advise on health and safety matters responding to and raising concerns in a timely manner.
To implement emergency procedures - evacuation in case of fire or other significant incident	Session Leaders Activity Leaders	Escape routes to our art room are well sign posted and evacuation procedures are in place and regularly tested. Session and Activity Leaders familiarise themselves with escape routes at external venues.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Allan Webb - Trustee	Toilets, washing facilities and drinking water are available. Regular portable electrical appliance testing takes place. Hazardous substances are logged and stored in a lockable fire proof cabinet.
Health and safety law poster is displayed:	Yes	
First-aid box and accident book are located:	Yes, in the art room.	
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Yes, in the appropriate record book held in the art room.	
Signed: (Employer)		Date: 1 st October 2025
Subject to review, monitoring and revision by:	Allan Webb - Trustee	Every: 12 months or sooner if work activity changes