

# Health and Safety Policy - Fluxus Cornwall CIC

December 2024

This policy was accepted by Tina Varcoe and Paddy Deakin (Directors) on 2/12/2024 and will be reviewed annually.

Tina Varcoe  
07412 636 580

[tina@fluxuscornwall.co.uk](mailto:tina@fluxuscornwall.co.uk)

Paddy Deakin  
07731 459 533

[paddy@fluxuscornwall.co.uk](mailto:paddy@fluxuscornwall.co.uk)

## Policy Statement

Fluxus Cornwall CIC is committed to providing a safe and healthy environment for all participants, volunteers, and visitors. Our workshops involve the use of a range of tools and materials, and we take every reasonable measure to minimise risks and ensure safety. Everyone involved in our workshops shares the responsibility to create and maintain a safe environment.

## Responsibilities

### Shared Responsibilities:

- Safety First Culture:** Everyone is responsible for ensuring the workshops are safe. Participants, staff, and volunteers must remain vigilant and proactive in identifying and addressing potential hazards.
- Respect for Health and Safety:** Making light of or ignoring health and safety practices is not acceptable. All individuals are expected to take health and safety issues seriously and act in the best interests of everyone's well-being.
- Encouraging Confidence:** We encourage everyone to feel confident in speaking up if they notice potentially unsafe behaviour or conditions. All concerns will be taken seriously, listened to, and acted upon without fear of reprisal.
- Report Hazards:** Promptly report any hazards, unsafe conditions, or near-misses to a staff member or workshop facilitator.

### Management:

- Ensure the premises are safe and meet legal health and safety standards.
- Provide appropriate training for staff and volunteers on the safe use of tools and equipment.
- Maintain an up-to-date risk assessment for all workshops and activities.
- Ensure all tools and equipment are regularly inspected and maintained.
- Make first aid kit is available at all workshops.

## **Participants:**

1. Follow all safety instructions provided during workshops.
2. Use tools and equipment only as instructed by workshop facilitators.
3. Report any hazards, accidents, or near-misses immediately to a staff member or volunteer.
4. Wear appropriate clothing and personal protective equipment (PPE) as required.

## **Risk Assessment and Control Measures**

Fluxus Cornwall CIC conducts regular risk assessments to identify and mitigate potential hazards associated with the use of DIY tools and materials. These assessments consider:

- Proper tool handling and storage.
- Electrical safety for powered tools and devices.
- Adequate supervision of participants, particularly younger individuals, or those new to using tools.
- Fire safety measures, including the availability of extinguishers and clear evacuation routes.

## **Common Control Measures:**

- Display safety instructions clearly in workshop spaces.
- Supervise participants when using sharp, hot, or powered tools.
- Provide PPE such as safety goggles, gloves, and aprons as necessary.
- Clearly label and safely store hazardous materials (e.g., adhesives, paints, solvents).

## **First Aid and Emergency Procedures**

1. **First Aid:**
  - A first aid kit is available at every workshop.
2. **Emergency Procedures:**
  - All participants are briefed on emergency exits and evacuation procedures.
  - In the event of a fire, an evacuation drill will be conducted promptly, and a roll call will ensure all participants are accounted for.
  - Emergency services will be contacted immediately if needed.

## **Tool and Equipment Safety**

1. Tools are inspected before and after each workshop for damage or wear.
2. Damaged tools are immediately removed from use and either repaired or replaced.
3. Participants are trained on proper tool use as part of their activity.

## **Participant Safety**

1. A ratio of facilitators to participants ensures appropriate supervision levels.
2. Age-appropriate activities and tools are provided to ensure younger participants are safe.
3. Parental or guardian consent is required for minors to participate in workshops.

## **Monitoring and Review**

This policy is reviewed annually or whenever significant changes to activities, equipment, or locations occur. Feedback from participants and staff is encouraged and used to improve safety practices.

**Date of Last Review:** 2/12/2024

**Next Review Date:** December 2025

Signed:

**Paddy Deakin**

Director, Fluxus Cornwall CIC