



Skimstone Arts



Health and Safety Policy

Revised: February 2024

In ANY case of concern contact the designated safeguarding officers:

Claire Webster Saaremets, Artistic Director: 07803 670 654

Peter Saaremets, Lead Artist: 07855 674 012

Our Mission Statement: Skimstone Arts works with diverse artists and those at risk of isolation to make work with, for and about the world that matters to them.

Skimstone Arts is a registered charity Charity registration number: 1182284

Charity name: SKIMSTONE ARTS

Skimstone Studios, The Newbridge Project Art Centre, Clarence Walk,
Shieldfield Centre 4-8, off Stoddart Street, Newcastle upon Tyne. NE2 1AL.

www.skimstone.org.uk

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HEALTH AND SAFETY POLICY

Responsibilities of Skimstone Arts

1. Overall and final responsibility for health and safety is that of Skimstone Arts ' Artistic Director – Claire Webster Saaremets, supported by Lead Artist – Peter Saaremets

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the company freelance and volunteer staff and the YAC (Young Artist Collective) Leadership Team and communicated to those accessing our studio e.g vulnerable young people/ artists, all will be referred to as company members.

3. All company members have to:

- Co-operate with the Artistic Director on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to Artistic Director or Lead Artist (as detailed in this policy statement).

Break times

Smokers - When on break go down to the basement and stand out of the way of doors obstructing entrances and exits and avoid amassing in large groups.

Fire alarm or evacuation situation

In case of emergency follow The Newbridge Project exit strategy proceeding directly to the evacuation point using only the stairs i.e. not the lifts.

Health and Safety risks arising from our work activities at Skimstone Arts' Studio

- Risk assessments will be undertaken by the Artistic Director and company members responsible for different projects and performance related work
- The findings of the risk assessments will be reported to Artistic Director
- Action required to remove/ control risks will be approved by Artistic Director
- Artistic Director will be responsible for ensuring the action required is implemented.
- Artistic Director will check that the implemented actions have removed/ reduced the risks.
- Assessments will be reviewed every 3 months – or when the work activity changes, whichever is soonest.

Consultation with freelance and volunteer staff and YAC Leadership Team of Skimstone Arts '

All company members can discuss health and safety issues with the Artistic Director, alternatively they may wish to consult each other and report back to the Artistic Director.

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Safe Equipment of Skimstone Arts

- Artistic Director, Lead Artist and company members will be responsible for identifying all IT, audio, Sound, Projection, lighting and video equipment needing maintenance. Lead Artist will ensure the updating of PAT Testing requirements.
- Artistic Director and Lead Artist and company members will be responsible for ensuring effective maintenance procedures are drawn up.
- Artistic Director, Lead Artist and company members will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with IT, audio, sound, projection, lighting and video equipment should be reported to the Artistic Director and Lead Artist.
- Artistic Director and Lead Artist will check that new IT equipment meets health and safety standards before it is purchased.

Information, Instruction and supervision of Skimstone Arts

- The 'Health and Safety Law' poster is displayed at the entrance to the premises
- Health and Safety advice is available from the Artistic Director, Lead Artist
- Health and Safety induction of new members will be arranged and monitored by Artistic Director, Lead Artist - This includes specific risk assessments which must be undertaken and shared by external professionals e.g. Connexions, NHS, for any young people using the Skimstone premises.
- Artistic Director and company members are responsible for ensuring that Skimstone members working at out of premises locations are given relevant health and safety information.

Competency for tasks and training for Skimstone Arts

- Health and Safety induction training will be provided for all employees by the Artistic Director and Lead Artist.

- Job specific health and safety training will be arranged by Artistic Director, Lead Artist
- Health and Safety Training records will be kept by the Artistic Director
- Health and Safety Training will be identified, arranged and monitored by Artistic Director.

Accidents, First Aid and Work related Ill Health - Skimstone Arts

- The first aid box is kept at the back of the Skimstone Arts office near the files.
- The appointed first aiders are Claire Webster Saaremets and Peter Saaremets
- All accidents and cases of work-related ill health are to be recorded in the accident book

The book is kept on the Artistic Director's desk in the Skimstone Arts office.

- Artistic Director, Lead Artist and company members are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring Skimstone Arts

- To check Skimstone Arts' working conditions, and ensure our safe working practices are being followed, we will monitor conditions regularly and report to our Board of Directors.
- Artistic Director, Lead Artist is responsible for investigating accidents.
- Artistic Director is responsible for investigating work-related causes of sickness absences.
- Artistic Director, Lead Artist and company members are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures - Fire and Evacuation - Skimstone Arts

- The Newbridge Project Building Manager is responsible for ensuring the fire risk assessment is undertaken and implemented every 3 months and reports to Artistic Director and Lead Artist.
- Escape routes are regularly checked by The Newbridge Project Building Manager
- The Newbridge Project Building fire extinguishers are provided and maintained by The Newbridge Project Building Manager.
- Alarms are regularly tested by the B&D Studio Manager.
- Emergency evacuation testing is organised by The Newbridge Project Building Manager
- Fire procedures are displayed on each floor of the premises as well as by the Skimstone Studios, The Newbridge Project Art Centre, Clarence Walk, Shieldfield Centre 4-8, off Stoddart Street, Newcastle upon Tyne. NE2 1AL. www.skimstone.org.uk

entrance/ exit door of the Skimstone Arts premises.

- Smoking is not allowed in any of the Skimstone Arts premises,
- The Newbridge Project Building Manager will regularly monitor its fire policy in line with the objectives set within its Disability and Access Policy.

Personal Protective Equipment

No personal protective equipment is considered necessary following risk assessments having been carried out, except gloves are provided if handling framed artworks containing glass.

Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors (registered PAT Testers) in accordance with the Electricity at Work Regulations 1989.

Skimstone Arts Fire Procedure

ON DISCOVERING A FIRE

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the Assembly Point – Billboard next to NCP Carpark

ON HEARING THE FIRE ALARM

- Leave by the nearest fire exit taking any visitors with you.
Do not delay your exit to collect belongings.
- Close windows and doors behind you
- Do not use lifts
- Go immediately to the Assembly Point and ensure that you are accounted for
- Do not re- enter the building until the all clear has been given

IF ASSISTING WITH THE EVACUATION

- Commence the sweep from the furthest point away from your fire exit so that you are always moving towards a place of safety
- Thoroughly check the area to ensure that all occupants have evacuated.
- Checks on toilet areas should include a check on each individual cubicle

- Never open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of your hand
- If you encounter any persons present they should be instructed to evacuate immediately.

All visitors and members of the general public should be ushered to an exit- not just pointed in the general direction of one.

- Do not delay your own evacuation if you encounter somebody who refuses to leave.

If you wish to discuss this policy or any area of it please contact Claire Webster Saaremets immediately.