



# HEALTH AND SAFETY POLICY

## 1. SCOPE

This policy applies to all paid staff, trustees, volunteers, freelance staff, sessional workers, trainees, students or anyone working on behalf of Art Refuge (hereafter referred to as “staff”), or coming into contact with service users (directly or indirectly) for the purpose of Art Refuge business.

## 2. PURPOSE

The purpose of this policy is to outline Art Refuge’s commitment to the health and safety of its staff, and to highlight the responsibilities of the organisation and staff.

## 3. CONTEXT: WORK SETTINGS

Art Refuge staff may be required to undertake work in a variety of situations and settings, including but not limited to:

- Working within a host organisation
- Lone working and working from home
- Working online (see Art Refuge’s ‘Working Online’ guidelines)
- Working in hostile environments. While we endeavour to conduct our work in safe spaces internationally, staff may witness confronting scenes when passing by nearby refugee camps and similar environments due to the nature of our work with displaced persons.

## 4. OUR COMMITMENT

### Our legal responsibilities

Art Refuge is dedicated to ensuring wherever reasonable and practical the health, safety and welfare of its staff and other personnel who may be affected by the charity’s work. While Art Refuge is a small charity, it can at times employ more than 5 staff, and therefore must comply with the Health and Safety at Work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Art Refuge also has a legal responsibility to provide this [Health and Safety Law informational poster](#) to all staff. As Art Refuge's staff do not have a set place of employment, an electronic copy is provided instead.

## 5. EMPLOYER RESPONSIBILITIES

Art Refuge will:

- Conduct risk assessments for all settings in which staff may be required to work in the course of carrying out Art Refuge duties
- Appoint Health and Safety Officers (CEO for UK and international work; Bristol Lead for work carried out in Bristol), who are responsible for maintaining Health and Safety standards, documentation, and providing health and safety related training to staff
- Document all risks in the charity's Risk Register in line with the Risk Management Policy (CEO)
- Document all health and safety related incidents in the appropriate organisation's incident report log (e.g. host organisation) and Art Refuge's own incident log (Health and Safety Officer)
- Report major injuries and fatalities in the course of carrying out Art Refuge duties to the Incident Contact Centre on 0345 300 9923, and other injuries, diseases and dangerous incidents online at [www.hse.gov.uk](http://www.hse.gov.uk).
- Maintain up-to-date public liability insurance
- Ensure host organisations maintain up-to-date insurance that covers Art Refuge employees in the course of their duties with the host organisation
- Ensure staff are aware of any personal and protective equipment required to carry out duties, and where necessary provide these to staff
- Ensure staff are aware of the availability of first aid facilities, and where necessary supply these to staff
- Ensure staff are trained to conduct dynamic risk assessments
- Ensure staff have appropriate access to physical health and emotional wellbeing supports where needed in the course of their duties

## 6. STAFF RESPONSIBILITIES

All Art Refuge staff will:

- Cooperate with the Health and Safety Officer on all health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety incidents to the Health and Safety Officer as soon as possible, including the need for additional support for their health and wellbeing in the course of their duties
- Identify potential new health and safety risks and alert the Health and Safety Officer as soon as possible
- Conduct dynamic risk assessments in lone working situations
- Assist the charity to conduct other health and safety related risk assessments where appropriate (e.g. when the Health and Safety Officer cannot be physically on-site to do so)

- When working within a host organisation, follow the Health and Safety policies of the host organisation.
- Maintain own travel insurance that covers domestic and international travel during the course of their duties
- Discuss concerns regarding Art Refuge's health and safety practices with the Health and Safety Officer in the first instance, for escalation to the CEO and Board of Trustees where appropriate. If you are still concerned after raising the concern with the charity and feel the matter has not been adequately addressed, you can find the local enforcing authority for health and safety and the Employment Medical Advisory Service via the [Health and Safety Executive website](#).

## **7. MONITORING AND REVIEW**

This policy is fully supported by the Board of Trustees and the CEO of Art Refuge. It will be disseminated to all staff. The policy will be monitored and reviewed annually, and the Risk Register updated as needed.