

Health and Safety Policy

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Revision History

Revision	Date	Description of changes	Requested By
0.0		Initial Release	
1.1	26/05/15	Small changes and putting into standard form	Ben Twist
1.2	22/06/15	Formatting changes	Catriona Patterson
2.1	17/01/2018	Formatting changes	Catriona Patterson

Policy: This policy seeks to meet best practice in health and safety and all relevant legislation.

Purpose: Its purpose is to safeguard the health and safety of all who work for, with or participate in an event run by Creative Carbon Scotland.

Scope: All areas of our work are affected by this policy.

Related Policies & Procedures: This policy will affect amongst other thing all procedures, staff and freelance contracts, choice of venues and locations for events.

Responsibilities: This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to: Trustees, Staff, Interns, Freelance or casual staff and volunteers.

Our Policy

Health and Safety Policy

1. Creative Carbon Scotland (CCS) considers the promotion of health and safety measures to be a mutual objective for its Trustees, management and staff at all levels. CCS will work to safeguard the health and safety of its employees, freelance contractors and participants in workshops and events, and endeavours to practise a policy of health and safety.
2. CCS regards the health, safety and welfare of its staff and the people it works with as being of prime importance. CCS will attempt to ensure that a high standard of health and safety is maintained in the workplace in line with the Health & Safety at Work Act 1974 and other relevant legislation.
3. Anyone working with or for Creative Carbon Scotland should report any risks to health and safety, whether immediate or long term, to their line manager and their line manager should respond within an appropriate period with information about how the risk is being mitigated. If the matter is not resolved it should be reported to the Convenor.
4. Employees' attention is drawn to Section Seven of the Health and Safety at Work Act, which states that as an employee you have legal duties to:
 - Take reasonable care for your own health and safety and that of others who may be affected by what you do, or do not do.
 - Co-operate with your employer on health and safety.
 - Be careful not to interfere with or misuse anything provided for your health, safety and welfare.

Safety Advice for Employees

- Working in Waverley Court we must comply with the City Council's Health and Safety policy for the building and you should familiarise yourselves with this.
- We also work in other people's venues and buildings and you should ensure your own safety and that of any colleagues or event participants or visitors by complying with the policies and instructions of the venue you are working in.
- The fact that you are working in someone else's venue does not mean you should not take responsibility for health and safety
- When we choose locations for events the health and safety of all involved should be a major criterion of selecting the location. Where there are any risks associated with the location, a risk assessment of the project should be undertaken and discussed with your line manager before confirming the venue or location.
- Whether in a location you know well or a new one, ensure you know the locations of fire exits, fire appliances (and how to use them) and the assembly point to proceed to if there is a fire.
- Ensure fire doors are kept closed at all times.
- Report any faulty equipment or fire exits.