



1. Policy Statement

Creatful CIC is committed to providing a safe, healthy and supportive environment for our employees, Makers, volunteers, partners and visitors. We recognise our responsibilities under the **Health and Safety at Work Act 1974**, and we aim to prevent accidents, injuries and risks to physical or emotional wellbeing across all our activities.

Health and safety is a shared responsibility. Every team member must follow this policy, use good judgement, and contribute to a safe working culture.

2. Who This Policy Applies To

This policy applies to:

- all Creatful employees
- volunteers
- contractors
- visiting partners
- Makers attending workshops, groups or events

3. Our Health & Safety Commitments

Creatful CIC will:

- provide safe working environments across all venues and community locations
- assess and manage risks associated with our activities
- provide appropriate training, guidance and supervision
- ensure equipment and materials are safe and used appropriately
- maintain clear safeguarding procedures
- respond promptly to incidents, accidents or concerns
- support staff wellbeing, including safe working hours and breaks
- comply with all relevant UK health and safety legislation

4. Employee Responsibilities

All employees must:

- take reasonable care of their own health and safety
- ensure the safety of Makers, colleagues and visitors
- follow Creatful's policies, procedures and risk assessments
- report hazards, incidents or concerns immediately

- use equipment safely and responsibly
- maintain professional boundaries and safeguarding awareness
- follow lone-working guidance when working independently
- complete required training

Failure to follow health and safety procedures may result in disciplinary action.

5. Risk Assessments

Creatful CIC will carry out risk assessments where appropriate for:

- workshops, events and group activities
- use of tools, materials and creative equipment
- community venues and outdoor spaces
- lone working
- safeguarding concerns
- manual handling
- fire safety

Risk assessments will be reviewed regularly and updated when activities change.

6. Safe Working Practices

6.1 Workshops & Creative Activities

Staff must ensure:

- materials and tools are used safely
- Makers are supervised appropriately
- any hazards (e.g., hot glue, sharp tools, trip hazards) are managed
- emergency exits remain clear
- we are aware of where first aid equipment is on site

6.2 Community Venues

Staff must:

- check the space for hazards before activities begin
- ensure the environment is suitable for vulnerable participants
- follow venue-specific safety rules

6.3 Lone Working

When working alone:

- keep your phone charged and accessible
- inform your line manager of your location and expected finish time
- avoid high-risk environments
- do not meet Makers alone in private spaces

6.4 Manual Handling

Staff must:

- avoid lifting heavy items alone
- use correct lifting techniques
- ask for support when moving bulky materials

7. First Aid

Creatful CIC will ensure:

- staff know where first aid supplies are located on site
- incidents requiring first aid are recorded
- emergency services are contacted when required

8. Incident & Accident Reporting

All incidents, accidents or near misses must be reported to the Creative Director as soon as possible.

Reports should include:

- date and time
- location
- people involved
- what happened
- actions taken

Serious incidents may require external reporting (e.g., RIDDOR).

9. Fire Safety

Staff must:

- know the fire evacuation routes at each venue
- keep exits clear
- follow venue fire procedures

- assist Makers safely during evacuation

10. Wellbeing & Safe Working Hours

Creatful CIC is committed to supporting staff wellbeing. Employees must:

- take regular breaks
- avoid working excessive hours
- communicate if workload becomes unsafe or unmanageable
- follow flexible working guidance

11. Safeguarding

Health and safety includes emotional and psychological safety. Staff must:

- follow Creatful's safeguarding policies
- maintain professional boundaries
- report concerns immediately
- ensure vulnerable Makers are supported safely

12. Use of Equipment & Materials

Staff must:

- use equipment only for its intended purpose
- store materials safely
- check tools for damage before use
- ensure Makers use equipment safely

13. Training

Creatful CIC will provide:

- adult safeguarding training
- health and safety guidance
- role-specific training where needed

Staff must complete all mandatory training.

14. Review of Policy

This policy will be reviewed annually or sooner if:

- legislation changes
- Creatful's activities change
- incidents highlight new risks

15. Contact

For health and safety concerns, contact:

Creative Director: Nancy Fellows

Email: Creatful.info@gmail.com Phone: 07584 421162