



Digital Writes - Development & Publishing C.I.C.

Health and Safety Policy

About Digital Writes

Digital Writes does creative arts projects with children and young people. We usually work in partnership with schools and youth groups.

We work with a diverse range of children, including those with disabilities, special educational needs, mental health issues, or emotional and social needs.

We have no premises.

Workshops are usually held in the premises of partner schools and youth groups or in hired venues. We also do remote workshops using secure online video conferencing platforms, email and other text communications platforms.

Staff do a high proportion of working from home.

We also occasionally hold celebratory events in hired venues.

We also occasionally take groups of children and young people on cultural trips.

We provide these opportunities for all children and young people, but are particularly focused on those who are disadvantaged, for example by disability, special educational needs, mental health issues, economic deprivation or emotional and social needs.

About this policy

This policy was prepared by Digital Writes' Managing Director Keith Phillips using the combined template available on the HSE website at:

<https://www.hse.gov.uk/simple-health-safety/policy/>

It was approved by the Digital Writes Board of Directors on 7 July 2020.

We are committed to reviewing our policy and good practice annually.

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health;
- make sure staff, volunteers, freelancers, interns and students are managing health and safety risks at home;
- engage with health and safety policies and procedures in partner and hired venues;
- understand emergency procedures, including evacuation in case of fire or other significant incident in partner and hired venues;
- manage health and safety risks in partner and hired venues;
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- maintain safe and healthy working conditions;
- review and revise this policy regularly.

Responsibilities for health and safety:

Overall and final responsibility for health and safety:

Keith Phillips, Managing Director / Lead Tutor

Day-to-day responsibility for ensuring this policy is put into practice:

Keith Phillips, Managing Director / Lead Tutor

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Keith Phillips, Managing Director / Lead Tutor: safety, risk assessments, consulting employees, accidents, first aid and work-related ill health, monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, maintaining equipment, information, instruction and supervision, training.

Keira Georgeson, Company Director / Workshop Leader: safeguarding, child protection.

All employees should:

- cooperate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for health and safety:

Risk assessment:

We will:

- prepare standard risk assessments for our most common situations;
- in common situations review the standard risk assessment, make sure it applies and amend it where it doesn't;
- complete new risk assessments in each novel situation.

Training:

We will:

- give staff, freelancers and volunteers a health and safety induction and provide appropriate training, including:
 - safely setting up equipment, especially with respect to:
 - using main electrical equipment;
 - using cables;
 - supervising children and young people using equipment to make hot drinks;
 - supervising children engaged in active games;
- make sure suitable arrangements are in place for employees, freelancers and volunteers who work remotely.

Consultation:

We will routinely consult:

- staff, freelancers and volunteers;
- partners:
 - such as teachers in the school we are working in;
- other stakeholders;

on health and safety matters as they arise and formally when we review health and safety.

Evacuation:

We will make sure all staff, freelancers and volunteers make sure they are aware of the evacuation procedures of the venue they are working in.