



# Health and Safety Policy

**This policy applies to all Cambridge Curiosity and Imagination (CCI) staff**

For the purpose of this policy, the term 'staff' will be used to describe anybody working on behalf of CCI, in either a paid or an unpaid capacity.

This includes:

- temporary/freelance staff
- event assistants
- volunteers
- trustees
- anybody working on behalf of CCI

[www.cambridgecandi.org.uk](http://www.cambridgecandi.org.uk)

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Registered Charity no 1126253  
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## **The Health and Safety at Work Act 1974 - Policy Statement**

### **A. Aims and Responsibility**

Cambridge Curiosity and Imagination is a registered charity. As a creative organisation, we work with artists to play with ideas and make them grow. Together we explore intriguing spaces where all those taking part can discover their own powers of imagination and curiosity.

We are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues. We plan and execute all activities with a systematic approach which includes an element of 'context sensitive' risk assessment. Where necessary, we put in place measures to reduce/eliminate any foreseen risks.

Our policy is to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or engaging in any with our work.

Cambridge Curiosity and Imagination (the Organisation) fully supports the aims of the Health and Safety at Work Act 1974 and all other health and safety law. We aim to keep within these laws in all our activities.

When reviewing or producing new policy, the Organisation will take account of all relevant UK and European law and take guidance where necessary from specialist advisors.

### **B. Goals**

- To provide easily understood health and safety information.
- To consult with staff on all matters of health and safety.
- To ensure that the Organisation's activities do not endanger others not employed or associated with it.
- To carry out risk assessments of the Organisation's activities, identify hazards and take steps to eliminate or mitigate them. Risks identified will be recorded and reviewed at regular intervals not exceeding 12 months.
- To make sure that whenever the Organisation buys or hires anything, all the potential risks are assessed and controlled.
- To provide facilities for First Aid treatment of injury or illness at work.
- To ensure suitable arrangements are in place for detection and control of fire risks.
- To ensure that all personal injury accidents are recorded, investigated where appropriate and the lessons learned used to avoid future accidents.
- To ensure that organisations commissioned by CCI demonstrate appropriate standards of health and safety.
- To take account of the needs of disabled people so far as is reasonably practicable.

### **C. Organising for Health and Safety**

The Director and Office Manager are the leads for Health and Safety and are responsible to the Trustees for ensuring that systems are in place to comply with the law and, so far as is reasonably practicable, ensure the health and safety of all staff.

All staff have a duty to support the Organisation in the execution of these responsibilities. This includes acting in a responsible manner and issuing instructions/advice which are/is clear, understood and effectively monitored as appropriate. It is forbidden to recklessly interfere with anything provided in the interests of health and safety. Any issues of concern about health and safety must be reported to the Director for investigation and action as appropriate.

CCI staff are responsible for addressing health and safety needs when they plan their work. They should be aware of the health and safety procedures for their host organisation and know who to contact in an emergency. Where they are working without a host partner, they should arrange to have the CCI first aid kit readily available.

#### **D. Arrangements for Health and Safety**

The practical arrangements that are in place to ensure the health and safety of staff and members of the public are appropriately documented. They are set out in:

- health and safety clauses in the Organisation's Service Level Agreements where these are used.
- generic risk assessments

#### **E. Risk Assessments**

Risk assessment is a principal requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

#### **General Principles Of Prevention**

- (a) avoiding inappropriate risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- (e) adapting to technical progress;
- (f) replacing the dangerous by the non-dangerous or the less dangerous;
- (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- (h) giving collective protective measures priority over individual protective measures;
- (i) giving appropriate instructions to employees.

#### **F. Monitoring the Policy**

The effectiveness of the policy will be monitored by the trustees. Its importance will be reinforced by reviewing this policy every other year. In this way, accidents, sickness and other health and safety issues arising will be addressed at the highest level in the Organisation.