

Health & Safety Policy Summary

Responsibility of	Director of Operations
Initial approval	August 2016
Reviewed	January 2020
Next review	June 2023
Approved by	Board of Trustees

Health and Safety Policy Summary

This document refers to: The Health and Safety policy adopted by Nexus Institute of Creative Arts.

- Co-operation on the part of all employees/students at the Institute is requested for the success of the Health & Safety Policy.
- Employees and students must be familiar with fire precautions, the fire drill and evacuation procedures.
- All accidents **MUST** be recorded in the Accident Book kept in the kitchen by a member of staff a must record all details, and all accidents must be reported to member of staff appropriately trained in First Aid.
- To minimise the risk of accidents, employees/students should remove **all** rubbish from work areas as soon as possible, keep work areas tidy and exits, including **ALL** fire exits, clear.
- Correct lifting of loads/handling of equipment should be observed. All employees and students will be trained verbally in the correct lifting procedures. When handling hazardous substances, check guidelines on appropriate C.O.S.H.H. (Control of Substances Hazardous to Health) documents.
- Appropriate levels of employees will be trained in Health and Safety/First Aid in conjunction with the nature of work at the Institute.
- A First Aid kit is located in the Kitchen. And will be checked every quarter for stock levels by a member of staff trained in First Aid.
- Any health and safety Issues that arise with the premises or equipment on the premises should be reported to a member of the Site Services Team.