



## **NewCreativityCIC – Health and Safety Policy**

Review date: May 2026

### **Introduction**

At NewCreativityCIC, the safety and wellbeing of our staff, students, volunteers, and visitors is paramount. All individuals involved in our workshops and events must adhere to this Health and Safety Policy and familiarise themselves with relevant procedures and responsibilities. Staff must refer to internal staff policies for further detail on:

- Fire Safety and Fire Prevention
- Electrical Safety
- Workshop Visits and Off-Site Events
- Security Procedures
- Safe Use of Equipment

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### **1. Fire Safety Procedures**

#### **Upon Discovering a Fire**

All staff and students must follow the "Fire Alarm Procedure," which is shared at the start of each workshop. A location-specific handbook will be issued containing fire drill instructions. Workshop leaders are responsible for communicating fire safety guidance to participants.

#### **Fire Precautions**

- Staff must know the location of all fire exits, extinguishers, and alarm points.



- Emergency exit routes must remain clear and unobstructed at all times.
- Everyone must familiarise themselves with the evacuation plan for each venue used.

#### Fire Prevention

- All staff and pupils should observe fire prevention protocols and report hazards immediately to the Site Manager or Health and Safety Lead.
- Avoid blocking exits or overloading electrical sockets.
- Ensure materials and equipment are stored safely and away from heat sources.

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## 2. Emergency Evacuation

All staff and students must follow the emergency procedures provided by the venue. Location-specific handbooks with evacuation maps and contact points will be distributed and explained at the beginning of each session.

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## 3. First Aid

- NewCreativityCIC ensures trained first aiders are present across teams.
- A first aid box is provided to each instructor and should be carried to all venues.
- Staff will be briefed on the location of first aid rooms and who to report incidents to at each site.

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## 4. Risk Assessments



For any activity involving potential hazards, a formal written risk assessment must be completed and shared with all relevant staff and participants. Risk assessments follow this process:

- Identify potential hazards
- Evaluate and prioritise risks
- Determine preventative or protective actions
- Document the assessment
- Monitor and review effectiveness regularly

All risk assessments must be submitted to the management team prior to the activity.

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## 5. No Smoking Policy

Smoking is strictly prohibited:

- Inside any workshop venue or building
  - Near entrances or anywhere visible to young people
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## 6. Staff Training

- All staff receive Health and Safety training as part of their induction.
  - Ongoing updates will be communicated via team meetings and internal communications (e.g., Teams or email).
  - Fire safety and emergency protocols are reviewed regularly.
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## 7. PE/Dance/Sports Equipment



- All large PE or sports equipment is inspected annually by external contractors.
  - Staff must visually inspect equipment daily and report defects to the Director immediately.
  - Unsafe equipment must be removed from use until repaired or replaced.
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#### 8. Electrical Equipment

- Staff must carry out a visual inspection before using any electrical apparatus.
  - Any faults or damages must be reported to the Director immediately and the equipment taken out of service.
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#### 9. Reporting Hazards

All health and safety concerns must be reported promptly to:

- The Company Director
  - Or the Site Manager (if on external premises)
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#### Policy Review

This policy will be reviewed annually or following a significant incident to ensure compliance with current legislation and best practice.