

Community Creative

Community Creative Ltd, 171 Longfellow Road, Coventry CV2 5HN
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Health and Safety Policy

Every learning venue used by Community Creative should comply with the following:

- Each venue will have a nominated member of staff with responsibility for health and safety.
- There will be suitable insurance cover for learners and staff including Employer's Liability and Public Liability.
- Learners will receive health and safety induction in relation to the place of learning. They will be informed of Community Creative's health and safety policy and procedures for reporting an incident.
- Safe working practices and work areas will be established and maintained.
- Fire escapes and routes to them will be kept free from obstacles. Fire alarms, fire extinguishers and fire doors will be maintained in working order.
- Staff training in health and safety will be provided where necessary.
- Health and safety records and a log of incidents and any actions taken to address safety issues will be maintained.
- Risk assessments of premises will be carried out.
- Appropriate regulations and codes of practice will be complied with.
- Visitors will be made aware of health and safety regulations relevant to the centre.
- Premises will be maintained and necessary personal protective equipment will be available.
- First aid arrangements will be in place, including regular checking and maintenance of first aid kits.
- There will be no smoking on premises.

Dated 1st June 2009

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