

CREATIVE WORKS

A SPACE FOR WORK AND LIFE

CREATIVE WORKS HEALTH & SAFETY POLICY

The relevant legislation is the Health and Safety at Work Act (1974)

1.1 Creative Works provides high-quality workspace in the creative industries.

1.2 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe premises and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for workers
- to ensure all workers are competent to do their tasks and to give them adequate training
- to prevent accidents and work-related ill-health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

1.4 All employees must:

- cooperate with Creative Works' staff and their own company's managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

2. Health and safety risks arising from Creative Works activities

- Risk assessments will be undertaken by the relevant member of staff
- The findings of the risk assessment will be reported to all relevant staff
- Action required to remove/control risks will be approved by the Facilities Manager
- The Facilities Manager will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks
- Risk assessments for events will be completed by General Manager at least 1 week ahead of the planned event
- Our facilities assessments will be reviewed every 12 months

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3. Health and safety risks arising from apprenticeships, traineeships and work experience placement activities

3.1 Managers responsible for the placement of BCT students in apprenticeship and work placements at Creative Works will ensure they have appropriate H&S arrangements in place and will ensure the following documentation is on file;

- ☐ Copy of employers H&S policy
- ☐ Copy of employers liability insurance and expiry date
- ☐ Completed risk assessment for activities where required / judged as an additional requirement – for example lone working, video shoot etc.

4. Safe Premises

4.1 The Facilities and General Manager will be responsible for:

- identifying all premises / equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- any problems found with premises/equipment should be reported to Facilities and or General Manager
- The Facilities Manager will check that new premises and equipment meets health and safety standards before it is purchased

4.2 The cleaning contractor will be responsible for:

- identifying all substances, which need a COSHH assessment, undertaking COSHH assessment and ensuring that all actions identified in the assessments are implemented and checking that new substances can be used safely before they are purchased
- ensuring that all relevant workers are informed about the COSHH assessments
- Assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest
- Relevant information can be found at: <http://www.hse.gov.uk/coshh/index.htm>

4.3 The health and safety law poster is displayed in a publicly viewable place at Creative Works locations. Health and safety advice, leaflets and other information is available from the senior management team

4.4 All tenants will receive a Health & Safety induction as part of their induction

4.5 Supervision of young workers and trainees will be arranged / supported by the relevant BCT assessor

4.6 Induction training for all new employees will be provided and job specific training will be provided if deemed necessary

4.7 Training records will be held centrally and training will be identified, arranged and monitored annually.

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5. Accidents, first aid and work related ill health

5.1 Health surveillance is required for workers in administration and management roles.

5.2 The first aid boxes are kept in the kitchen on each floor under the sink and are restocked by the lead first aider.

5.3 Creative Works will have at least two registered first aiders, who can be contacted at any time during the working day.

5.4 All accidents and cases of work-related to ill health are to be recorded in the accident book.

5.5 The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the Governing Body.

5.6 Creative Works will inform the ESFA and LA of injuries and diseases to Learners and Apprentices within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and fatal road traffic accidents. This shall be done by: in the case of education and training related fatal accidents and 'major injuries' (as defined in RIDDOR) - informing the EFA by email as soon as practically possible when the Training becomes aware of the event. For all RIDDOR events, the Training will send to the EFA a completed Learner Incident Record Form and HSE 2508 within ten days of the provider becoming aware of the event. (HSE 2508 <https://extranet.hse.gov.uk/lfservlet/external/F2508DOE>).

6. Monitoring

6.1 To check our working conditions, and make sure our safe working practices are being followed we will develop a culture of Health and Safety that runs across all company activities and delivery services. The Facilities Manager is responsible for:

- Reporting accidents in liaison with the MD
- Investigating work related cases of sickness absence in liaison with the MD
- Acting on any investigation findings to prevent a recurrence

7. Fire and emergency

7.1 The Facilities Manager is responsible for making sure that a Fire Emergency Safety Plan is carried out and implemented at Creative Works

7.2 Escape routes are checked by the Creative Works staff every week and logged on Parago

7.3 The fire extinguishers are maintained and checked by an external contractor annually.

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7.4 All electrical devices, plugs and fuses will be PAT tested every 24 months by the relevant contractor (from August 2025, this will be tested annually).

7.5 The fire alarm will be tested every week on Friday at 3 pm and the time and date logged by the Creative Works team.

7.6 Emergency evacuation will be tested at Creative Works by undertaking a simulation evacuation every 6 months (2 times per year).

APPENDIX A: ACCIDENT REPORTING PROCEDURE

Creative Works has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, to report certain types of accidents and incidents to the enforcing authority. In addition, Regulations 25 and 88 of the Social Security Act 1975 requires that an Accident Book is kept where 10 or more people are employed at the same time.

The System of reporting all accidents occurring to anyone at any of the sites where it carries out its undertakings provides the basis for our full compliance with the law.

In addition to the legal responsibilities for reporting accidents, the collection, collation and analysis of all accidents and 'near misses' occurring at the Training will help in the future prevention of such incidents.

Failure to report an accident may result in financial loss to the injured person.

The following procedures enable Creative Works to both fulfil its legal requirements and provide sufficient information for future accident prevention. Staff, tenants and contractors must become familiar with their responsibilities under the procedure and ensure that they are fully implemented.

What needs to be Reported?

All accidents involving personal injury, no matter how slight, must be reported.

This means all accidents occurring at any of the sites Creative Works operates from, or while travelling between those sites, and involving any person whether staff, apprentice, member of the public or contractor etc.

In addition, when an incident occurs where but for providence an injury would have happened that too must be reported. For example, if a cupboard falls over or a tile blows off a roof, nobody was injured in this instance, but might next time a report should be made.

All accidents and 'near misses' should be reported to the Building Manager and recorded in the accident book

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Responsibilities of Tenants

Tenants must report as soon as possible all accidents in which they are involved to Creative Works staff.

Responsibilities of Staff

Accidents involving death or serious major injury should be reported immediately by phone to the Managing Director and the Facilities Manager.

Major injuries are defined as follows:

- any fracture, other than to the fingers or toes
- any amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- penetrating injury to the eye
- any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia or to unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

Further Responsibilities of Staff

Staff have a further responsibility to co-operate with any investigation of an accident whether carried out by the MD, Facilities Manager or outside agency. In addition, staff should not destroy, make alteration to, or throw away any object, material or substance that may be relevant to an enquiry as to the causes of an accident. Contact the Facilities Manager if you are unsure of what might be evidence.

Responsibilities of the Facilities Manager

The Facilities Manager is responsible for:

- where necessary, the investigation of accidents and 'near misses' that occur on Creative Works property
- the collation and analysis of all accidents
- the reporting of all accidents, dangerous occurrences and employment-related sickness
- the provision of a regular report to the Governing Body on the accident statistics,
- the provision of information for Solicitors and insurance companies relating to claims
- providing advice to the MD on accident prevention.

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Reporting of Certain Diseases

In addition to accidents, Creative Works has a legal duty to report certain types of diseases to the enforcing authorities where the condition may have arisen from work activity. Any employee, apprentice or trainee diagnosed as suffering from any of the diseases listed below should immediately provide the Buildings Manager with a copy of a written statement prepared by a registered medical practitioner.

<http://www.hse.gov.uk/riddor/>

Creative Works Ltd - Responsible staff as of June 2025

Managing Director– Alexis Michaelides
General Manager – Elena Girolì
Reception and Admin Support – Amelia Boothe

First Aiders

General Manager
Reception and Admin Support

Fire Marshalls

General Manager
Reception and Admin Support

Last updated	Next review	Person responsible
July 2025	July 2027	SB