

STREETS AHEAD COLLECTIVE CIC



Health and Safety Handbook

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This Health and Safety Handbook it is not an exhaustive list of all the hazards and risks that may be present in your workplace. It is the responsibility of your employer to review this handbook periodically and/or following a significant change to ensure it remains compliant with legislation.

Introduction

This Health and Safety Handbook contains health and safety information that will enable you to work effectively with your employer and contribute to a safe and healthy working environment. It provides an overview of the arrangements in place to manage risks in the workplace and the role you must play. Please read it carefully. Once you have done so you will be required to sign to confirm that it has been brought to your attention.

If you have any queries regarding the contents you must ask your line manager.

Legal Duties

The Health and Safety at Work etc. Act 1974 (“The Act”) is the primary piece of legislation and imposes duties on both employers and employees to ensure health and safety in the workplace.

Employer’s duties

Streets Ahead Collective CIC (hereafter referred to as ‘the CIC’) has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. The employer must provide:

- a safe place of work without risks to health;
- safe means of access to and egress from the premises;
- safe equipment which is adequately maintained;
- systems of work that are safe and without risks to health;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- information, instruction, training and supervision as is necessary; and
- adequate facilities and arrangements for employees welfare at work.

Employers must also make sure that non-employees such as visitors, customers or contractors, are not exposed to risks to their health or safety.

Report serious incidents to RIDDOR

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by [reporting online](#). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of [occupational disease](#), including those associated with exposure to [carcinogens, mutagens or biological agents](#), as soon as the responsible person receives a diagnosis, using the [appropriate online form](#).

In this handbook you will find the commitment your employer has made on health and safety and which is signed by the person with ultimate responsibility for health and safety in the CIC.

Employee (Volunteer) Responsibilities

Employees also have a duty to take reasonable care for their own health and safety and for other people who may be affected by what they do or omit to do. This is not just a matter of not doing anything that is reckless or silly but involves an understanding of workplace hazards and complying with safety rules and procedures so that they and others are not put at risk.

Employees must co-operate with their employer and:

- take reasonable care of their own safety and others affected by their actions;
- comply with the Health and Safety Policy, safety rules and written or verbal instructions;
- use all safety equipment and/or protective clothing as directed;
- **must undertake Manual Handling training (condition of insurance)**
- maintain all equipment in good condition and report defects to their manager;
- report any safety hazard or malfunction of any item of plant or equipment to their manager;
- report all accidents to their manager whether an injury is sustained or not;
- understand and comply with emergency procedures;
- dress sensibly and safely for their particular working environment or occupation; and
- conduct themselves in an orderly manner and refrain from horseplay.

Safety Rules

Every employee must observe the following safety rules. Failure to do so will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

Employees **must**:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- be aware of and adhere to the 'CIC' s rules and procedures on health and safety;
- immediately report any unsafe working practices or conditions to their line manager;
- comply with all laid down emergency procedures and ensure all fire escape routes, fire equipment and fire doors are not obstructed;
- ensure passageways and work areas are kept clean and tidy and spillages are cleaned up immediately;
- make proper and safe use of all equipment and facilities provided;
- ensure all waste materials are disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others;
- wear suitable clothing, footwear and PPE where appropriate;
- report all injuries/incidents to their line manager and ensure that it is properly recorded in the accident book;
- report any medical condition which could affect the safety of themselves or others; and comply with all hazard/warning signs and notices displayed on the premises.

Employees **must not**:

- undertake a job which appears to be unsafe;
- undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- misuse any fire-fighting equipment provided;
- interfere with any protective guards and other safety devices; and
- drive or operate vehicles in connection with work whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Please note that this is not an exhaustive list.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or willful breach of Safety Rules;
- willful damage to, misuse of, or interference with any item provided in the interests of health and safety or welfare at work;
- horseplay or practical jokes which could cause accidents; and deliberately disobeying an authorised instruction.

Please note this is not an exhaustive list.

Health and Safety Policy Statement

Streets Ahead Collective recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by its activities. As part of that commitment we will:

- maintain the workplace in a safe condition and provide adequate facilities and arrangements for welfare at work;
- provide a culture where all health and wellbeing issues can be discussed openly in a supportive way
- provide a working environment free from bias and stigma, and where staff who have health difficulties receive appropriate support and adjustments to allow them to achieve their fullest potential
- prevent, so far as is practicable, those circumstances detrimental to health and wellbeing
- provide a safe means of access to and egress from the workplace;
- identify and adequately control health and safety risks arising from our work activities;
- provide and maintain equipment and systems of work that are safe;
- make arrangements for ensuring health and safety in connection with the use, handling, and storage of articles and substances;
- ensure the workplace is clean and tidy and measures are taken to control the spread of infection;
- ensure all contractors who undertake work on our premises adhere to safe systems of work engage competent staff;
- safely and responsibly dispose of all waste generated through our activities;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons;
- consult with employees regarding health and safety matters; and
- undertake continual monitoring and review of our performance to improve standards further.
- Staff can raise serious concerns with the HSE (Health & Safety Executive) if internal steps do not resolve them.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Name: Elizabeth Wellstead

Signed:

Position: Director Streets Ahead Collective CIC

Dated:

Arrangements

This section describes the arrangements in place to implement the health and safety policy.

Accident, Incident and Ill-Health Recording, Reporting and Investigation

All accidents resulting in personal injury must be recorded in the CIC's Accident Book, which is located on the wall by the printer in Rock Paper Scissors.

Incidents and work related ill-health must be reported directly to Elizabeth Wellstead whereupon they will be investigated. Should you require first aid treatment, please contact your nominated First Aider whose details are provided below:

Lucy Stockwell

Vicki



Asbestos

The organisation will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern, or you become aware of any damage to asbestos material, you must report it immediately to your trainer/manager. Please be aware of any asbestos materials which are labelled as shown.



Communication and Consultation

Your employer will consult with its employees on Health & Safety matters through a variety of means including:

- Individual conversations
- Notice boards
- Staff meetings
- Volunteer inductions

The organisation will also display the 'Health and Safety Law – What You Need To Know' poster in a prominent position or communicate similar information by other means.



Contractors

The CIC will ensure that all contractors working on its premises adhere to the contents of the H&S Policy and fire safety procedures. Contractors must ensure that all equipment, materials and premises under their control are safe and without risks to health. If you judge there is a risk where contractors are working you should inform your tutor or Elizabeth Wellstead immediately. Before undertaking work all contractors must report to the Director.



Disabled Persons

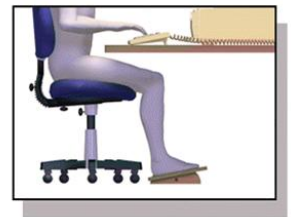
All disabled employees and visitors will be treated with respect and dignity, both in the provision of a safe working environment and in equal access to the CIC's facilities. The CIC will ensure that risk assessments are undertaken of the special needs of the disabled persons and carry out reasonable adjustments to the premises and/or employment arrangements.

Display Screen Equipment

If you operate Display Screen Equipment your employer will carry out an assessment of your workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Some practical tips you can take include:

- adjust your chair and VDU to find the most comfortable position;
- make sure you have enough work space including under your desk;
- try different arrangements of keyboard, screen, mouse and documents;
- arrange your desk and VDU to avoid glare, or bright reflections;
- adjust your keyboard and try to keep your wrists straight when keying;
- adjust the brightness and contrast controls on the screen; and
- take regular breaks.



Driving

If you drive in connection with work (excluding the commute from home to your regular workplace) you are responsible for your safety and others who travel with you and must comply with the Highway Code and the Road Traffic Act. Further details are available from your employer. You must inform your manager of anything that could affect your driving e.g. health conditions or injuries, use of prescribed medication or changes to your license such as limitations, offences recorded, period bans. If you are involved in any accidents/incidents whilst driving on behalf of the CIC you must inform them immediately.



Electricity

When operating electrical equipment you must:

- visually check electrical equipment for damage before use and report defects;
- report any defects found to their line manager/supervisor;
- not carry out any repair to any electrical item unless qualified to do so;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not bring any electrical item onto the premises until it has been tested; and
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.



If you discover something which is defective and presents a risk you report it to the Project Leader.

Fire

Fire is a significant risk in the workplace and we must all take our fire safety duties seriously. The CIC will carry out a Fire Risk Assessment that will detail the preventative measures in place to stop a fire happening and what to do in the event of an emergency. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.



The CIC does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given and all occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present, declares it is safe to do so.

If you discover something which is defective and presents a risk you report it to Project Leader so that appropriate remedial action may be taken.

First Aid

The CIC will make sufficient provision for first aid to deal with accidents and injuries that arise at work. Nominated personnel will be trained to administer first aid. An adequately stocked first aid box containing supplies will be held on site. The location of the first aid box is in the studio at Rock Paper Scissors and at locations when workshops are delivered externally.



Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or adequately controlled.

The CIC will carry out risk assessments and give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.



Employees should not use any hazardous substance unless they have received the information and training for the safe use of that substance. Appropriate PPE must be worn where stipulated.

Ill Health

Employees who have a medical condition that may prevent them undertaking a task should notify their Manager/Supervisor beforehand.

Lone Working

If you are required to work alone or unsupervised for significant periods of time the CIC will ensure, so far as is reasonably practicable, that you are protected from risks to your health and safety.



You will be given all necessary information, instruction, training and supervision to enable you to recognise the hazards and appreciate the risks involved with working alone.

Manual Handling

To prevent injuries and long term ill-health from manual handling the CIC will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable.

Where it is not practical it will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. This may include introducing mechanical aides and equipment, designing the workplace to take into account your activities. Where manual handling is necessary you will be trained accordingly. You must also familiarise yourself with the guidance on the principles of safe handling techniques.



New and Expectant Mothers

If you are a new or expectant mother there may be occasions when, due to your condition, different and/or additional risk control measures will be necessary. Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so an individual risk assessment can be carried out.



Personal Protective Equipment

You will be provided with personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE to further reduce the risks. You must:

- wear the PPE as instructed or where indicated by signage;
- maintain it in good condition;
- report any defects to your supervisor/manager; and
- ensure the PPE fits correctly, is comfortable and fully adjusted.



PPE is available from your workshop leader. Employees may also be required to remove jewelry or other small items when using PPE. Employees must remove such items as instructed; employees with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their supervisor.

- 🗣️ **Respect and Inclusion:** Every voice matters. We celebrate diversity and uphold respectful communication in all our interactions. Disagreements are handled constructively, and empathy is our guiding principle.
- 🧠 **Mental Health and Wellbeing:** We promote mental wellness through open dialogue, access to resources, and regular check-ins. Volunteers are encouraged to take breaks, set boundaries, and seek support when needed.
- 📢 **Speaking Up:** We empower volunteers to speak up without fear. Concerns are treated seriously and confidentially, and we are committed to resolving issues with transparency and care.

Together, we build a creative community where art uplifts, and people thrive.

Training for Health and Safety

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the CIC, which enables them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Health and safety is part of every workshop introduction which will cover general health and safety issues, emergency evacuation and assembly procedures and specific training in relation to particular duties at work.



All staff and volunteers must read the Health & Safety Handbook and have access to it at all times.

Violence to Staff

The CIC recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression. Violence and aggression includes:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- on-line abuse
- threats against employees.



If you are a witness or receive any violence or aggression towards you, then you should report this to your manager/supervisor so that this can be recorded and investigated. Where appropriate your employer will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors and Members of the Public

The CIC will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors to its premises. This includes ensuring that all areas where the public are present are safe and without foreseeable risk.

If you notice someone acting in a way which would endanger colleagues should notify their manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.



Waste Management

The organisation will look to minimise the production of waste. Any waste that must be disposed of will be done so in a legally compliant and responsible manner and will be safely stored, handled and disposed of through an authorised person.



Welfare facilities

Your employer will provide health, safety and welfare facilities including the provision of:

- appropriate ventilation, temperature control and lighting;
- suitable cleanliness and housekeeping standards;
- appropriate sanitary and washing facilities;
- toilet facilities for all;
- appropriate accommodation for keeping clean and dry;



Work Equipment

Your employer will ensure that all equipment provided for use at work is suitable for its intended use and maintained in a safe condition. You must only use work equipment for which you have received adequate information, instruction and training. Inspect equipment prior to use and report any defects to your manager. Any defective work equipment must be taken out of use and reported to Project leader.



Work At Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. This includes working from steps, podiums and ladders. The CIC will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and ensure that:

- Ladders should only be used for light, short duration work only and secured to prevent displacement.
- Employees should not use any ladders or other work equipment unless they have received the information and training for safe use.
- The CIC shall ensure that the risks of falling objects and materials are adequately controlled.

