

Health and Safety Policy

Version Control	
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Approved by	Board of Trustees
Policy Owner	Executive Director

1. Statement of Intent

- 1.1. Heritage Crafts is the advocacy body for traditional heritage crafts. Working in partnership with Government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills and works towards a healthy and sustainable framework for the future. In support of this purpose we attend and host events and workshops involving paid staff of Heritage Crafts, volunteers and members of the public.
- 1.2. As an employer with five or more members of staff, Heritage Crafts has a legal duty under the Health and Safety at Work etc. Act 1974 to prepare and maintain a written Health and Safety policy. This policy sets out the organisation's statement of intent and arrangements for protecting the health, safety and wellbeing of all those who work for or with Heritage Crafts, whether at the Heritage Crafts office, working from home, travelling on Heritage Crafts business, or working at a third-party venue.
- 1.3. The trustees are committed to:
 - 1.3.1. Preventing accidents and instances of work-related ill health
 - 1.3.2. Managing health and safety risks in our workplaces and third-party venues used by Heritage Crafts
 - 1.3.3. Providing clear guidance and training to ensure staff, contractors and volunteers are competent to do their work for Heritage Crafts
 - 1.3.4. Providing personal protective equipment as may be required
 - 1.3.5. Maintaining safe and healthy working conditions
 - 1.3.6. Implementing emergency procedures as required
 - 1.3.7. Complying with good practice in infection control, consistent with prevailing government or health authority guidance.
 - 1.3.8. Ensuring appropriate safeguards are in place for lone workers, including staff and volunteers working from home, travelling on Heritage Crafts business, or visiting private addresses
 - 1.3.9. Reviewing this policy regularly.

2. Responsibilities

- 2.1. The Trustees bear collective responsibility for the enactment of this policy as part of their broader fiduciary responsibilities for Heritage Crafts as a charity. The Heritage Crafts Executive Director and Head of Craft Sustainability are the first points of contact for issues arising in relation to health, safety and wellbeing pertaining to Heritage Crafts. In accordance with Regulation 7 of the Management of Health and Safety at Work

- Regulations 1999, Heritage Crafts will ensure that at least one of these individuals has, or has access to, sufficient competence in health and safety matters to assist the organisation in meeting its legal obligations.
- 2.2. Heritage Crafts is responsible for ensuring employees have a safe and appropriate working environment whether that is at home, office-based or whilst travelling on Heritage Crafts business.
 - 2.3. Individuals contracted by or volunteering for Heritage Crafts are expected to take reasonable steps to ensure the health and safety of themselves and anyone with whom they are working and are required to report issues of concern to the Executive Director or Head of Craft Sustainability. Heritage Crafts will provide relevant guidance and training to support contractors and volunteers in meeting these responsibilities.

3. Arrangements for health and safety

- 3.1. Workplace safety will be assured through various means as circumstances dictate and may include among other things: ergonomic workstation assessment; checking-in processes when travelling for Heritage Crafts; workload/work hours monitoring; relevant training in first aid, mental health first aid, safe lifting and handling, health and safety awareness, etc.
- 3.2. Heritage Crafts will maintain appropriate first aid provision at its office premises and at public-facing events, assessed according to the nature and scale of the activity. Lone working arrangements, including mandatory check-in procedures for staff or volunteers visiting private addresses or working in isolated settings, will be established and communicated.
- 3.3. Heritage Crafts recognises its duty to manage work-related stress and will apply the HSE Management Standards as a framework for identifying and addressing the causes of stress among its staff.
- 3.4. The Heritage Crafts Office is required to conduct appropriate risk assessments of third-party venues and request risk assessments from contractors and, where appropriate, volunteers undertaking work or delivering activities on behalf of Heritage Crafts. Where volunteers are not reasonably expected to produce their own formal risk assessments, Heritage Crafts will ensure that relevant risks are covered through its own assessment process. Risk assessment should cover all elements that may have health and safety implications including the physical environment, indoors or outside; venue facilities; equipment and materials being used.
- 3.5. Heritage Crafts will ensure it is adequately covered with public liability, professional indemnity and employers insurance and will require evidence of appropriate insurance by venues and contractors.
- 3.6. All accidents, near misses and incidents occurring in connection with Heritage Crafts activities must be reported to the Executive Director and Head of Craft Sustainability and recorded in the Heritage Crafts accident log. Heritage Crafts is aware of its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will report to the Health and Safety Executive any notifiable incidents as required by law.