



## **HEALTH & SAFETY POLICY**

This is the statement of general policy and arrangements for: **Creative Futures (UK) Ltd**  
 Overall and final responsibility for health and safety is that of: **Julian Knight, Creative Director**

<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Actions/Arrangements</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Creative Director	Office staff procedures to be in place when staff/office are hired. Project related risks to be assessed on project by project basis
To provide adequate training to ensure employees are competent to do their work.	Creative Director	All staff considered for a project will be assessed according to their relevant experience prior to engagement, and any necessary training provided.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Creative Director	Employees have been provided with HSE leaflets
To implement emergency procedures – evacuation in case of fire or other significant incident.	Creative Director	Procedures are explained to new members of staff and Fire Action poster is displayed in office
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Creative Director	
Health and safety poster is displayed:	Creative Director	Displayed in office
First-aid box and accident book are located:	Creative Director	All staff are made aware of first aid location

Director Responsible: **Karen Price, Chair of the Board of Trustees**  
 This policy is reviewed annually.

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### **Creative Futures (UK) Limited**

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