

MUD GANG

Mud Gang CIC

Health and Safety Policy

Policy Owner: Mud Gang's Director

Date Policy approved: 05/03/2024

Next review Date: 05/03/2026

*Designated Health and Safety Lead: Rachael Nilsson,
rachael@mudgang.com*

Mission Statement

Mud Gang Pottery CIC was set up in 2019 as an inclusive space where people of all ages and abilities can learn about ceramic techniques, make beautiful things from clay and be free to express themselves creatively. We offer classes, workshops and studio membership alongside a programme of community workshops.

Mud Gang takes the safety and welfare of our staff and anyone engaged by, or working with, Mud Gang, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Rachael Nilsson.

This policy is not part of any employment or any other contract. We Mud Gang, may amend this policy from time to time in line with the needs and practices of our business.

1 Part 1: Policy details

1.1 What does this policy cover and who is covered?

1.2 All staff, contractors and workers and other persons affected by the work we undertake are covered by Mud Gang's health and safety policy.

1.3 Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) provide the necessary information, instruction and supervision for employees
- e) ensure all employees are competent to do their tasks, and to give them adequate training
- f) prevent accidents and cases of work-related ill-health
- g) maintain safe and healthy working conditions

h) review and revise this policy as necessary at regular intervals

2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within Mud Gang is Director Rachael Nilsson.

2.2 The person who has been delegated the responsibility for ensuring that our policy is implemented is Director Elena Lo Presti.

Name and job title	Responsible for:
Director Rachael Nilsson	First aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting.
Director Rachael Nilsson	Fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation.
Director Rachael Nilsson	Health and safety training.
Director Rachael Nilsson	General premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied.

2.3 All those covered by our policy must:

- a) Co-operate with our relevant supervisor Rachael Nilsson on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to Director Rachael Nilsson.

3 Part 3: Arrangements

3.1 Consultation with Employees

Our Employee Representative(s) for H&S:	Director Rachael Nilsson
Consultation with Employees is provided by	Director Rachael Nilsson

3.2 Risk Assessments

Risk assessments will be done by	Director Rachael Nilsson
Action identified will be done by	Director Rachael Nilsson
Risk assessments will be reviewed by	Director Rachael Nilsson

3.3 Information, Instruction and Supervision

The Competent Person for Health and Safety Advice is	Director Rachael Nilsson
Supervision of employees is undertaken by	Director Rachael Nilsson

3.4 Training

Induction training for new employees will be provided by	Director Rachael Nilsson
Job specific training will be provided by	Director Rachael Nilsson

Training records will be kept at 3Space International House and retained by	Director Rachael Nilsson
Training will be identified, arranged and monitored by	Director Rachael Nilsson

3.5 Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Communal activities, workshop facilitation, members' activities, staff's activities
Health Surveillance will be arranged by	Director Rachael Nilsson
Health Surveillance records will be retained by	Director Rachael Nilsson
First Aid equipment/boxes are located at	Arch 190, Hercules Road, SE1 7LD
The designated first aiders are	Director Rachael Nilsson
The accident recording book is located at	Arch 190, Hercules Road, SE1 7LD

3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	Director Rachael Nilsson
Accident Investigations will be undertaken by	Director Rachael Nilsson
Where required, RIDDOR reports will be completed by	Director Rachael Nilsson
Routing inspections of our workplace(s) will be undertaken by	Director Rachael Nilsson

3.7 Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	Director Rachael Nilsson
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Fire extinguishers will be checked routinely by	Director Rachael Nilsson
Fire exit routes and doors will be checked by	Director Rachael Nilsson
The fire alarm will be tested by	Director Rachael Nilsson
The emergency evacuation assembly point is	Hercules Road

Signed: 

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