

CASPARI FOUNDATION HEALTH AND SAFETY POLICY

1. Statement of Intent

The Caspari Foundation is committed to ensuring the health, safety, and welfare of all its employees, volunteers, clients, and visitors. We aim to provide a safe and healthy working environment and to comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.

2. Responsibilities

- **Board of Trustees:** Hold overall responsibility for health and safety within the organization.
- **Business Director:** Responsible for implementing and monitoring health and safety procedures.
- **Employees and Volunteers:** Must take reasonable care of their own health and safety and that of others who may be affected by their actions. They are required to comply with all health and safety policies and procedures and report any hazards or incidents to their line manager or supervisor.

3. Health and Safety Arrangements

- **Risk Assessments:** Regular risk assessments will be conducted to identify potential hazards and implement appropriate control measures.
- **Training:** All employees and volunteers will receive adequate health and safety training relevant to their roles.
- **Accident Reporting:** Significant accidents, incidents, and near misses must be reported according to the serious incident reporting policy. Significant incidents will be investigated to prevent recurrence.
- **Emergency Procedures:** Adhered to according to Spacemade's policies at Riley Studios.
- **Equipment and Maintenance:** All equipment will be maintained in safe working order. Any defects or issues should be reported immediately.

4. Consultation and Communication

The Caspari Foundation is committed to consulting with employees and volunteers on matters affecting their health and safety. Regular meetings and communications will be used to discuss health and safety issues and updates.

5. Monitoring and Review

This Health and Safety Policy will be reviewed every two years to ensure its effectiveness and compliance with current legislation. Any necessary amendments will be made, and all staff and volunteers will be informed of any changes.

6. Compliance with Spacemade's Health and Safety Policy

When working from or teaching at Riley Studios, a Spacemade location, all Caspari Foundation employees, volunteers, course attendees, and visitors are required to comply with Spacemade's health and safety policies, including fire safety practices. These policies ensure the safety and well-being of all individuals using the space.

6.1. Familiarity with Spacemade's Policies

- All individuals must review and adhere to Spacemade's health and safety guidelines as outlined by the venue. These guidelines are available upon request from Spacemade staff and may be displayed in common areas or provided during onboarding at the space.

6.2. Fire Safety Practices

- **Evacuation Procedures:** In the event of a fire alarm, all individuals must immediately follow Spacemade's evacuation procedures. These procedures include:
 - Identifying and using the nearest fire exit.
 - Proceeding calmly to the designated assembly point, as indicated by signage or Spacemade staff.
 - Refraining from using lifts or delaying evacuation to collect personal belongings.
- **Emergency Exits:** Employees and attendees should familiarise themselves with the location of fire exits and evacuation routes within Riley Studios upon arrival.
- **Fire Alarms and Drills:** Follow instructions provided during any scheduled fire drills or in the event of an emergency alarm.

6.3. Reporting Hazards or Incidents

- Any hazards, accidents, or safety concerns observed within Riley Studios must be reported immediately to both the Caspari Foundation point of contact and Spacemade staff.

6.4. Communication with Spacemade Staff

- Spacemade staff are available to address questions or provide clarification regarding health and safety practices while using the premises. If you are unsure of procedures or policies, consult with on-site personnel.

6.5. Responsibility of Course Leaders

- When teaching courses at Riley Studios, Caspari Foundation course leaders are responsible for ensuring attendees are aware of:
 - Fire evacuation procedures.
 - Emergency contact points for Spacemade staff.
 - The importance of adhering to all health and safety measures during the session.

By following Spacemade's health and safety policies, the Caspari Foundation ensures that all individuals can work and learn in a secure and compliant environment while on-site at Riley Studios. By adhering to this policy, the Caspari Foundation aims to create a safe and supportive environment for all individuals involved in its activities.