

## **Cullercoats Art Club Safety Policy**

Issue 1. June 3<sup>rd</sup> 2019

- 1 A Risk Assessment Form to be kept permanently on file. The room is to be checked for safety hazards before the commencement of each session, and the Risk Assessment Form ticked with date and signature of the nominated person in charge at each session. The Risk Assessment Form to be kept as a Permanent Record held on file should a claim be made to the Insurer. This is a requirement of the Public Liability insurer.
- 2 Pencils must be sharpened with pencil sharpeners only during club sessions and not knives.
- 3 The route to the fire exit should be pointed out at each session.
- 4 All spills should be mopped up immediately a spill occurs and the floor dried.
- 5 The location of the first aid box shall be made known at each session.
- 6 No unruly or confrontational behaviour is allowed during club sessions.
- 7 Members shall respect and not impinge upon the working spaces of other members.
- 8 When making coffee do not impinge on the working space of a member who is pouring hot water or carrying hot coffee to their work station.
- 9 Members are responsible for washing all kitchen equipment, crockery and cutlery that they use during a session and returning it to the place found before the end of each session.
- 10 The members shall all participate in cleaning and returning the premises used in a clean and tidy state before leaving. The kitchen to be left clean and tidy, with kitchen items used returned to the drawers and cupboards as found, tables stacked and cleaned, floor and toilets in a clean state; namely to check that the church hall kitchen and toilets are in a clean and tidy state before leaving, as they found it.
- 11 Any damage found upon entering or caused during a session to be reported to the Chairman or their nominated person in charge on the day, before leaving.