



At Create CIC we take the safety of users of the Camborne Contemporary Crafts Hub very seriously. We recognise that there are risks inherent in workshop situations, which is why a robust health and safety policy, which is adhered to at all times and by all staff members and users, is crucial to the safe operation of these facilities.

### **General**

- All appliances and electrical equipment and machinery are PAT tested annually.
- The building is level throughout with no trip hazards. Any trailing cables are covered.
- Work surfaces are level and secure.
- No overloaded shelves.
- No overloaded sockets.
- All accidents and injuries are recorded in an accident book.
- A first aid kit, including eyewash and burns kit, is available and checked monthly.
- All Directors have a current emergency first aid at work certification.
- All Directors have a current enhanced DBS check.
- The premises, including toilets and washing areas, are cleaned twice weekly.
- Masks and alcohol gel wash is provided in all areas.

### **Workshop**

- A health and safety induction is given at the beginning of each course or class.
- Power surge protection installed for all high voltage electrical equipment.
- No open toed shoes allowed in the workshop areas.
- No food or hot drinks allowed in the workshop areas.
- Water to drink in the workshop is to be in a lidded container.
- The workshop is cleaned regularly to keep dust to a minimum.
- Masks, ear defenders, gloves and eye protectors are provided for all workshop users.
- Induction is given before the use of any new tool or equipment.
- Only qualified members of staff are allowed to use the kilns.
- Kilns and other equipment are regularly serviced and maintained.

## Fire

- The fire escapes are clearly marked.
- Fire extinguishers and fire alarms are serviced annually.
- Fire escapes and fire protocol are part of the health and safety induction given at the beginning of each course or class.
- A register of attendees is taken at the beginning of each session.

Signed by Create (Cornwall) CIC Founder Directors

Jane Smith



Angela Hatherell

