

Health and Safety Policy

Boho Arts Limited is dedicated to ensuring the safety and well-being of everyone involved in our organisation. As a small company that hires venues for our activities, we prioritise the safety of our employees, contractors, and visitors. This policy outlines our commitment to health and safety while operating in external venues:

Responsibility:

- **Management:** We are responsible for selecting venues with established emergency procedures and ensuring compliance with relevant safety regulations.
- **Employees:** All employees must follow the safety procedures and guidelines provided by the venue while actively contributing to a safe working environment.
- **Contractors and Visitors:** We expect contractors and visitors to comply with the safety procedures and guidelines provided by the venue.

Identifying and Controlling Risks:

- **Risk Assessment:** We assess the safety measures and procedures in place at each venue to identify potential risks and ensure they are adequately addressed.
- **Hazard Control:** We work closely with venue management to implement appropriate measures to eliminate or minimize identified hazards.

Training and Communication:

- **Training:** We provide employees with information on the venue's specific safety procedures and guidelines, as necessary.
- **Communication:** We ensure that all employees, contractors, and visitors are aware of the venue's emergency procedures and any specific safety guidelines relevant to their roles or tasks.

Incident Reporting and Investigation:

- **Reporting:** All incidents, accidents, and hazards occurring during our activities must be promptly reported to our designated safety officer. Not all incidents need to be reported to the venue, but we will use our discretion to determine when it is necessary to involve the venue management.
- **Investigation:** We conduct investigations into reported incidents to identify causes and implement appropriate corrective actions.

Emergency Preparedness:

- **Venue Procedures:** We rely on the venue's established emergency procedures, evacuation plans, assembly points, and emergency contact information.
- **Familiarization:** We encourage employees, contractors, and visitors to familiarize themselves with the venue's emergency procedures to the extent necessary for their roles and responsibilities.

Continuous Improvement:

We continuously evaluate the safety standards of the venues we hire and collaborate with venue management to address any identified areas for improvement.

At Boho Arts Limited, safety is of paramount importance. We collaborate closely with venue management to ensure the safety and well-being of everyone involved in our activities. While not all incidents need to be reported to the venue, we maintain a reporting system internally to assess the need for involvement and take appropriate actions to prevent future occurrences.

Last Reviewed 05.05.23 by Bev Fox