



Health & Safety Policy Olive Art House

The following Health & Safety Policy was updated July 2026.

1. Statement of Intent

Olive Art House is committed to providing a safe, welcoming and inclusive environment for everyone taking part in our workshops, events and creative activities.

We recognise our responsibility to protect participants, workshop leaders, volunteers, contractors and visitors from unnecessary risks.

Health and safety is everyone's responsibility and we are committed to creating a positive safety culture where concerns can be raised openly and acted upon promptly.

2. Scope

- Workshops
- Classes
- Art clubs
- Festivals and public events
- Outreach sessions
- Private bookings
- Exhibitions
- Volunteers
- Workshop leaders
- Contractors
- Visitors

3. Responsibilities

Jessie Coburn
Owner
Olive Art House
hello@olivearthouse.co.uk
07304058007

Owner (Jessie Coburn)

- Maintain this policy
- Complete risk assessments
- Prepare method statements where appropriate
- Ensure suitable insurance is in place
- Provide suitable equipment
- Review accidents and incidents
- Ensure safeguarding arrangements are followed



Workshop Leaders

- Ensure safeguarding arrangements are followed
- Work safely
- Follow risk assessments and method statements
- Use equipment correctly
- Monitor participants
- Report hazards, accidents and near misses
- Stop activities if they become unsafe

Participants

- Follow instructions
- Treat others respectfully
- Use equipment safely
- Report concerns immediately

4. Risk Assessments

Every activity will be supported by a suitable risk assessment. Risk assessments identify hazards, assess risks and outline appropriate control measures. They will be reviewed regularly and updated whenever activities change.

5. Method Statements

Where appropriate, activities will have a written method statement explaining how the activity will be set up, delivered safely, supervised and packed away.

6. Dynamic Risk Assessment

Workshop leaders will continually monitor activities throughout each session. If circumstances change or a new hazard is identified, activities may be adapted, paused or stopped to maintain safety.

7. Accidents and Incidents

All accidents, incidents and near misses should be reported to Jessie Coburn as soon as possible. Appropriate first aid, emergency assistance, record keeping and review of risk assessments will follow where required.

8. First Aid

A suitable first aid kit will be available where appropriate. Participants should notify Olive Art House of any relevant medical conditions before taking part.

9. Fire Safety

Workshop leaders will familiarise themselves with fire exits, assembly points and emergency procedures. Activities will stop immediately if evacuation is required.

10. Equipment

Equipment will be suitable for its intended purpose, checked before use, used correctly and removed from use if damaged.



11. Manual Handling

Avoid unnecessary lifting wherever possible. Assess loads, use safe lifting techniques and ask for assistance when needed.

12. Safeguarding

Health and safety works alongside Olive Art House's Safeguarding Policy. Concerns relating to children or adults at risk will be managed in accordance with that policy.

13. Equality and Accessibility

Olive Art House aims to make activities accessible wherever reasonably practicable and will consider reasonable adjustments to enable safe participation.

14. Related Documents

- Risk Assessments
- Method Statements
- Safeguarding Policy
- GDPR & Privacy Policy
- Photography & Video Policy
- Code of Conduct
- Equality, Diversity & Inclusion Policy

15. Review

This policy will be reviewed annually or sooner following significant changes or incidents.

Signed by: Jessie Coburn

A handwritten signature in black ink, appearing to be "Jessie Coburn", written over a faint, light blue circular stamp.