

## **Sherlock Bone Health and Safety Policy**

### **1. Statement of Intent**

Sherlock Bone is committed to providing a safe and healthy environment for all employees, contractors, participants, and visitors attending our educational workshops. We aim to prevent accidents, injuries, and work-related ill health through effective risk management and compliance with applicable health and safety legislation.

We will:

- Provide and maintain safe working conditions, equipment, and systems.
- Ensure staff are competent through training and supervision.
- Assess and manage risks associated with all workshop activities.
- Promote a positive safety culture where concerns are reported and addressed promptly.

### **2. Scope of Policy**

This policy applies to:

- All employees and volunteers
- Contractors and external facilitators
- Workshop participants (adults and children, where applicable)
- All venues used for delivering workshops (on-site and off-site)

### **3. Responsibilities**

#### **3.1 Management**

- Ensure compliance with health and safety legislation
- Provide adequate resources for implementing this policy
- Conduct regular risk assessments and safety reviews
- Ensure staff receive appropriate training
- Review and update this policy annually or when significant changes occur
- Oversee implementation of health and safety procedures

- Maintain risk assessment records
- Investigate accidents and incidents
- Ensure emergency procedures are in place and communicated

### **3.3 Employees and Facilitators**

- Take reasonable care of their own health and safety and that of others
- Follow safety procedures and instructions
- Report hazards, incidents, or near misses immediately
- Use equipment correctly and safely

### **3.4 Workshop Participants**

- Follow instructions given by facilitators
- Use materials and equipment safely and appropriately
- Report any hazards or concerns

## **4. Risk Assessment**

Risk assessments will be carried out for:

- Workshop activities (e.g. practical demonstrations, use of tools or materials)
- Venue safety (fire exits, layout, accessibility) to be found out upon arrival of a workshop. This is to be provided by the institute
- Manual handling tasks
- Lone working (if applicable)
- Safeguarding considerations for workshops involving children or vulnerable adults

All risks will be reduced to as low as reasonably practicable.

## **5. Safe Working Procedures**

We will ensure:

- Safe setup of workshop spaces before each session
- Clear walkways and appropriate seating arrangements
- Safe use and storage of equipment and materials

- Supervision ratios appropriate to participant age and activity risk
- Hygiene standards are maintained (especially for shared materials)

## **6. Equipment Safety**

- All equipment will be inspected regularly
- Faulty equipment will be removed from use immediately
- Only trained staff may use specialist equipment
- Manufacturers' instructions will be followed at all times

## **7. Fire Safety**

- All venues will be checked for fire safety compliance
- Fire exits will remain clearly marked and unobstructed
- Staff will be trained in evacuation procedures
- Fire drills will be conducted where appropriate
- Emergency contact details will be displayed and accessible
- To be provided by the health and safety policy of the institute/venue

## **8. First Aid and Medical Emergencies**

- A qualified first aider will be present at workshops where required
- First aid kits will be fully stocked and accessible
- All incidents will be recorded in an accident book
- Emergency services will be contacted when necessary
- Participant medical needs (e.g. allergies, conditions) will be considered in advance where known
- To be provided by the health and safety policy of the institute/venue

## **9. Incident Reporting**

All accidents, near misses, and unsafe conditions must be reported to the designated Health & Safety Officer. Records will be kept and reviewed to prevent recurrence.

## **10. Safeguarding (if working with children/vulnerable adults)**

Where applicable, safeguarding procedures will be integrated into workshop delivery, including:

- DBS-checked staff where required
- Clear supervision policies
- Reporting procedures for safeguarding concerns
- Safe communication practices

## **11. Training and Competence**

Staff will receive:

- Induction training covering health and safety procedures
- Role-specific training for workshop delivery
- Regular refresher training as required
- Emergency response training where relevant

## **12. Monitoring and Review**

This policy will be:

- Reviewed annually
- Updated following incidents, changes in legislation, or operational changes
- Communicated to all staff and relevant stakeholders

Signed: D. K. Green

Dated: 07.05.2026

To be Reviewed: 07.05.2027