

Door in the Wall Arts Access CIC

Health & Safety Policy

Date of last review: 15/05/2026

1. Introduction

Door in the Wall Arts Access CIC (DITWAA) is committed to protecting the health, safety, and wellbeing of everyone involved in our work, including:

- staff,
- volunteers,
- freelancers,
- contractors,
- directors,
- participants,
- and members of the public attending our activities.

We recognise our legal responsibilities and our duty to manage health and safety appropriately and proportionately across all areas of our work.

2. Legal compliance

DITWAA will comply with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation where applicable.

3. Responsibilities

3.1 Directors

The Directors are responsible for supporting effective health and safety management within the organisation.

The Directors have appointed a Health and Safety Officer:

- Tzipporah Johnston (Executive Director)

The Health and Safety Officer is responsible for:

- overseeing health and safety arrangements,
- supporting risk assessment processes,
- responding to reported concerns and incidents,
- and reviewing health and safety procedures regularly.

The organisation will provide reasonable resources and support to help maintain safe working and volunteering environments.

3.2 Staff, volunteers, freelancers, and contractors

All staff, volunteers, freelancers, contractors, and directors are expected to:

- take reasonable care of their own health and safety,
- consider the safety and wellbeing of others,
- follow relevant health and safety guidance,
- follow risk assessments and safety procedures,
- use equipment safely,
- and report hazards, incidents, accidents, or concerns promptly.

3.3 Event leads and facilitators

Staff members, facilitators, project leads, and volunteers responsible for activities or events should ensure that:

- relevant risk assessments are completed,
- safety information is shared where appropriate,
- emergency procedures are understood,
- and concerns are raised promptly if issues arise.

4. Risk assessment

DITWAA will carry out risk assessments where appropriate, taking into account the nature of the activity, environment, participants, and potential risks involved.

Risk assessments should consider:

- physical safety,
- accessibility,
- sensory environments,
- fatigue,
- communication needs,
- emotional wellbeing,
- and any relevant safeguarding considerations.

Control measures should be put in place to reduce identified risks where reasonably possible.

5. Desk-based and remote work

Staff, volunteers, freelancers, and contractors carrying out desk-based or remote work are encouraged to:

- maintain ergonomic workspaces where possible,
- take regular breaks,
- reduce excessive screen time,
- and look after their wellbeing.

Information about ergonomic home-working set-ups is included in onboarding materials where relevant.

Staff, volunteers, and freelancers working alone should also follow the Lone Working Policy where applicable.

6. Workshops, exhibitions, and in-person events

DITWAA aims to ensure that venues used for workshops, exhibitions, meetings, and events are safe and suitable for the activities taking place.

A separate risk assessment should normally be carried out for each event or activity.

Some activities may involve materials, dust, fumes, cleaning products, or other substances that could affect health. Where relevant, a COSHH assessment will be carried out as part of the event risk assessment.

DITWAA is responsible for providing relevant safety equipment where appropriate, such as:

- ear defenders,
- dust masks,
- gloves,
- or other protective equipment.

Participants, volunteers, staff, and freelancers should be given relevant safety information and emergency procedures where appropriate.

DITWAA recognises that accessibility and wellbeing are closely connected to health and safety. Event planning and risk assessments should consider:

- sensory overload,
- fatigue,
- access barriers,
- communication needs,
- crowding,
- and emotional wellbeing.

7. Fire safety and emergencies

DITWAA will aim to ensure that:

- emergency exits and evacuation routes are identified,
- fire safety information is shared where appropriate,
- and emergency procedures are communicated during events and activities.

First aid kits and emergency contact information should be available at physical events where appropriate.

Qualified first aiders currently include:

- Tzipporah Johnston (Executive Director)
- Veronique Johnston (Director)
- Amy Milner (Participant Liaison)

8. Training and information

DITWAA will provide relevant health and safety information, guidance, and training where appropriate to staff, volunteers, freelancers, and contractors.

Additional training may be provided depending on the role or activity involved.

9. Reporting incidents

All accidents, incidents, near misses, or health and safety concerns should be reported as soon as possible to the Health and Safety Officer.

Reports can be sent to:

hello@doorinthewall.co.uk

Incidents may be recorded and reviewed so that appropriate action can be taken and future risks reduced.

Safeguarding concerns should also be reported separately through the Safeguarding Policy and procedures.

10. Review and improvement

This policy will be reviewed regularly and updated where needed.

DITWAA is committed to improving health and safety practices over time and learning from incidents, feedback, and experience.