

Hebden Bridge Open Studios' Health & Safety Policy

1. Essential definitions

Agent: any committee member, organisation member, freelancer, volunteer or other third-party that is in the position to act on behalf of Hebden Bridge Open Studios.

HBOS: Hebden Bridge Open Studios, an unincorporated not-for-profit organisation based in England.

Committee: the group of committee members of Hebden Bridge Open Studios appointed at HBOS' Annual General Meeting.

Coordinator: the coordinator of Hebden Bridge Open Studios, as appointed by the Committee from time to time, being the person in charge of most day-to-day operations

We, us and our means HBOS, and where the context permits includes any of its committee members, employees, freelancers and volunteers acting on HBOS's behalf.

2. Purpose and scope of the policy

The purpose of this policy is to set out arrangements for keeping HBOS's agents, HBOS members, and members of the public safe during the organisation's operations, whilst acknowledging that HBOS is a small, largely voluntary organisation, that exists solely to support artists in Hebden Bridge and the Upper Calder Valley.

It does this through the annual or biannual opening of artists' studios and shared venues to promote the work of artists and makers and provide an opportunity to the public to enjoy it, with ancillary exhibitions and a window trail of art displayed in local shops. HBOS is a non-profit making organisation run by and for artists.

HBOS maintains no premises from which agents work or from which its operations are carried out and so has limited scope to control and improve health and safety matters as they effect and are affected by HBOS members and the public visiting events.

However, HBOS acknowledges its duties in supporting its members in (a) running in-person events from hired premises or shared studio spaces which are owned and managed by a third-party and/or (b) opening their own homes and/or studios as part of a HBOS organised event to be aware of risks and manage them accordingly in order to improve health and safety related risks.

3. Responsibilities for health and safety

The Coordinator has responsibility for health and safety, including reviewing and updating policies, collating risk assessments completed by members and third party building controllers, and communicating with HBOS members.

The Coordinator may be supported in this role by one or more committee member or volunteer. The arrangements for health and safety that the Coordinator shall co-ordinate are set out in the next section.

All agents owe HBOS a duty under the 'Artists' Terms and Conditions' (accepted when they apply for HBOS annual membership), to ensure that they keep accidents to a minimum and do not put themselves or others at risk by their acts or omissions.

Whilst running a HBOS event, it is important to ensure for the purposes of HBOS's policy of insurance and for the benefit of each person, that every sensible precaution is taken to avoid harm to another person or to HBOS's or a HBOS member's property.

This often each member / venue undertaking a risk assessment for that space being opened to the public, and members of a shared space reading and complying with a risk assessment prepared for the venue being used.

5. Arrangements for health and safety

The Coordinator will:

- Keep the organisation's Health and Safety policy under review.
- Ensure that risks are assessed (whether on behalf of HBOS as a whole or by others, for each venue that opens as part of a HBOS event).
- Ensure that HBOS controlled risk assessments are updated regularly, shared to those agents who need them, and any action to mitigate / avoid risks is carried out.
- Circulate a Lone Working Guidance Note to all members who are opening a studio in isolation from other HBOS members.
- Report to the Committee on their performance of these responsibilities.

Where hiring venues for HBOS events, the Coordinator will ask the venue for evidence of their insurance policies, own risk assessments, any on the day duty management and first aider arrangements for during the event and, if possible, venue floor plans, to enable risks to be properly assessed by the Coordinator and those using that venue.

6. Recording and Reporting

The Coordinator shall report serious incidents, accidents or near misses of which they are made aware by members and venue representatives to the Committee.

Risk assessments shall be updated following an incident, accident or near miss and in response to learnings made from regular activities such as running annual conferences, and shared with all agents who need to see them.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Committee	18 June 2025	Initial draft approved	Annually

