

Montet Designs Health & Safety Policy



Last reviewed: September 2026

1. Purpose

Montet Designs is committed to providing a safe and healthy environment for everyone involved in our activities, including employees, freelance artists, volunteers, workshop participants, children, parents/carers, visitors and members of the public.

This policy applies to Montet Designs activities wherever they take place, including our own workspace, hired venues, schools, community centres, museums, outdoor locations and other locations where we deliver workshops or projects.

We take reasonable steps to identify and manage health and safety risks associated with our work and to ensure that appropriate information, equipment and supervision are provided.

2. Responsibility for Health & Safety

Audrey Montet, Owner of Montet Designs, has overall responsibility for health and safety.

Audrey is responsible for:

- Maintaining appropriate health and safety procedures.
- Carrying out or arranging appropriate risk assessments.
- Ensuring that significant risks are identified and reasonably controlled.
- Providing appropriate information, instruction and supervision.
- Ensuring that equipment and materials are suitable and maintained in a safe condition.
- Ensuring appropriate first aid arrangements are in place.
- Recording and reviewing accidents and incidents.
- Taking appropriate action following accidents, near misses or identified hazards.
- Ensuring that relevant legal health and safety requirements are followed.
- Reviewing this policy regularly and updating it when necessary.

Where Montet Designs is working at a school, museum, community centre or other venue, we will also follow the venue's own health and safety procedures and emergency arrangements.

3. Responsibilities of Staff, Freelancers and Volunteers

Everyone working with Montet Designs has a responsibility for their own safety and the safety of others.

All staff, freelancers, volunteers and workshop assistants must:

- Take reasonable care of their own health and safety and that of others.
- Follow Montet Designs' health and safety instructions and any relevant venue procedures.
- Read and follow relevant risk assessments.
- Use equipment and materials safely and only for their intended purpose.
- Report hazards, damaged equipment or unsafe working conditions promptly.
- Keep work areas tidy and free from unnecessary hazards.
- Take particular care when working with children and vulnerable participants.
- Report accidents, injuries and near misses to the Project Lead or Audrey Montet.
- Never use equipment or materials if they have not been shown how to use them safely.
- Never attempt to repair electrical or other specialist equipment unless appropriately trained and authorised.

If anyone is unsure whether something is safe, they should **stop and ask before continuing**.

4. Risk Assessments

Montet Designs carries out risk assessments appropriate to the activities and environments in which we work.

Risk assessments may cover:

- The venue and access arrangements.
- Fire and emergency evacuation.
- Trips, slips and falls.
- Use of mosaic tools and equipment.
- Sharp tiles and broken materials.
- Adhesives, grout and other substances.
- Manual handling and lifting.
- Electrical equipment.
- Working outdoors.
- Working with children and young people.
- Participants with additional needs or accessibility requirements.
- First aid and medical emergencies.
- The specific requirements of a school, museum or other venue.

Risk assessments will be reviewed when activities, equipment or venues change, or following an accident, near miss or other significant incident.

5. Mosaic Tools and Materials

Mosaic activities can involve sharp-edged tiles, tile nippers, wheeled nippers, adhesives, grout and other materials.

To reduce the risk of injury:

- Participants will be given appropriate instructions before using tools.
- Tools will be suitable for the age and ability of the participant.
- Children will be appropriately supervised when using mosaic tools.
- Broken or unsuitable tools will be removed from use.
- Sharp materials will be handled and stored safely.
- Participants will be encouraged to wear appropriate footwear and clothing.
- Hands should be washed after working with adhesives, grout or other materials.
- Food and drink should be kept away from materials that are not suitable for consumption.
- Any relevant manufacturer instructions and safety information will be followed.

Where appropriate, PPE such as safety glasses or gloves will be provided or recommended.

6. Children and Young People

When working with children and young people, health and safety arrangements will be considered alongside Montet Designs' **Safeguarding Children Policy**.

Staff and workshop assistants must:

- Maintain appropriate supervision throughout the activity.
- Follow the agreed adult-to-child ratios where applicable.
- Be aware of where children are during the activity.
- Ensure children understand how to use tools and materials safely.
- Take additional care with children who may require extra support or supervision.
- Follow the venue's procedures for emergencies and evacuation.
- Report any safeguarding concern in accordance with the Safeguarding Children Policy.

Health and safety concerns should never be ignored because an activity is busy or a child is becoming difficult to manage.

7. First Aid and Accidents

Appropriate first aid arrangements will be established for each activity, taking account of the venue and nature of the work.

Where activities take place at another organisation's premises, we will familiarise ourselves with their first aid arrangements and identify the location of first aid equipment where appropriate.

All accidents and injuries should be reported to the **Project Lead or Audrey Montet**, however minor they may initially appear.

Accidents and significant incidents will be recorded and reviewed where appropriate.

If someone requires urgent medical attention, **999 should be called**.

8. Fire and Emergency Evacuation

Before an activity begins, staff and workshop assistants should familiarise themselves with the venue's:

- Fire exits.
- Fire alarm arrangements.
- Assembly point.
- Emergency evacuation procedure.
- Location of first aid equipment where relevant.

If a fire alarm sounds or there is another reason to evacuate:

- Remain calm.
- Stop the activity immediately.
- Follow the venue's evacuation procedure.
- Assist participants, particularly children or anyone requiring additional support.
- Leave by the nearest safe exit.
- Do not stop to collect personal belongings.
- Do not use lifts unless specifically authorised for emergency evacuation.
- Go to the designated assembly point.
- Do not re-enter the building until authorised to do so.

If you discover a fire, raise the alarm and call **999** when it is safe to do so.

No one should attempt to tackle a fire unless they have received appropriate training and it is safe to do so.

9. Manual Handling

Mosaic workshops and community projects may involve moving boxes of tiles, tables, chairs, display materials and other equipment.

Staff and assistants should:

- Avoid lifting unnecessarily heavy items.
 - Use appropriate lifting techniques.
 - Ask for help when an item is too heavy or awkward to move safely.
 - Use suitable equipment such as trolleys where available.
 - Avoid carrying large or unstable loads that could obstruct their view.
 - Plan how equipment will be moved before attempting to lift it.
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10. Slips, Trips and General Housekeeping

Work areas should be kept tidy throughout an activity.

Particular care should be taken with:

- Loose tiles and mosaic materials.
- Bags and personal belongings.
- Electrical cables and extension leads.
- Wet floors or spilled liquids.
- Tables, chairs and other furniture.
- Boxes and equipment stored in walkways.

Any spill, obstruction or other immediate hazard should be dealt with or reported promptly.

11. Electrical Equipment

Electrical equipment used by Montet Designs must be suitable for the activity and used in accordance with the manufacturer's instructions.

Staff must:

- Carry out basic visual checks before using electrical equipment.
 - Not use equipment that appears damaged or unsafe.
 - Keep electrical equipment and cables away from water.
 - Avoid overloading sockets or extension leads.
 - Report damaged equipment immediately.
 - Not attempt electrical repairs unless suitably qualified and authorised.
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12. Personal Protective Equipment

Where a risk cannot reasonably be controlled by other means, appropriate personal protective equipment (PPE) will be provided or recommended.

Depending on the activity, this may include:

- Safety glasses.
- Protective gloves.

- Aprons or protective clothing.

PPE must be used in accordance with the instructions provided.

13. Working at External Venues

Montet Designs frequently delivers activities away from its own premises.

Before starting an activity, the Project Lead will consider:

- The suitability and safety of the venue.
- Emergency exits and evacuation arrangements.
- First aid arrangements.
- Access and accessibility.
- The layout of the activity area.
- Safe storage of tools and materials.
- Any specific risks associated with the activity.
- The venue's own health and safety procedures.

Where a venue has its own health and safety requirements, these must be followed alongside Montet Designs' procedures.

14. Participants with Additional Needs

Montet Designs aims to make creative activities accessible and inclusive.

Where we are made aware of an individual's additional needs, we will consider whether reasonable adjustments can be made to support their safe participation.

This may include adjustments to:

- The activity or tools used.
- The layout of the workspace.
- Supervision.
- Seating.
- Instructions.
- Breaks or the length of the activity.

Any relevant information will be handled sensitively and in accordance with our Privacy Notice.

15. Smoking, Alcohol and Drugs

Smoking and vaping are not permitted during Montet Designs activities except where specifically permitted by the venue and outside designated activity areas.

Staff, volunteers and workshop assistants must not work while under the influence of alcohol or recreational drugs.

Anyone whose ability to work safely is impaired should not take part in delivering an activity.

16. Accidents, Incidents and Near Misses

Montet Designs will record and review significant accidents, incidents and near misses.

The purpose of reviewing incidents is to:

- Identify what happened.
- Consider whether anyone was harmed or could have been harmed.
- Identify whether further action is needed.
- Review existing risk assessments.
- Reduce the likelihood of the incident happening again.

Where required, incidents will be reported to the relevant authorities in accordance with applicable legislation, including **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**.

17. Health and Safety Concerns

Anyone working with or attending Montet Designs activities is encouraged to raise health and safety concerns.

Concerns should be reported to:

Audrey Montet – Owner, Montet Designs

No one should be discouraged from reporting a genuine health and safety concern.

18. Monitoring and Review

This policy will be reviewed regularly and whenever there is a significant change to Montet Designs' activities, working arrangements or relevant health and safety requirements.

Risk assessments and procedures will also be reviewed following significant accidents, incidents or identified changes in risk.

Policy owner: Audrey Montet

Last reviewed: September 2026

Next review: September 2027