



# HEALTH & SAFETY POLICY

REVIEW DATE	<b>AUGUST 2019</b>
NEXT REVIEW	<b>AUGUST 2020</b>
NEXT REVIEW	<b>AUGUST 2021</b>

## **Health and Safety Policy Statement of: Take One Studios**

### **General Statement**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems work for all our workers, and to provide such information, training and supervision as they need for this purpose.

It is the responsibility of the Board of Directors of Take1, to ensure the statutory requirements are met and appropriate standards applied. To this end, Take 1 recognizes that health and safety is a core, management function and must be integrated into all other management policies and practices, especially planning.

Take 1 is committed to managing the risks associated with its undertaking, and will provide appropriate resources for the health, safety and welfare of staff, students and others. The health and safety and welfare of students is a fundamental value of Take1. All learners are entitled to learning in a safe, healthy and supportive environment. In addition we consider that safe learning is essential to maximize learners experience and achievement.

The allocation of duties of safety matters and particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

### **Organisation and Responsibilities**

The responsibility for health and safety rests with everyone, from the senior person through the worker. This section sets out the responsibilities under this policy.

Overall responsibility for health and safety within organization is that of:

Name: **Melissa Rose**

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the organisations Health and Safety Policy, standards are safe working procedures and in compliance with statutory provisions:

<u>Name</u>	<u>Area of Responsibility</u>
Melissa Rose	Risk Assessment/Training Records, First Aid Work Representation Induction training, First Aid Cosh assessment
Courtney Rose	Pat testing/monitoring Reviewing, Cosh assessment, First aid

Workers have legal duties under the Health and Safety at Work etc. Act 1974.

In particular, they must:

- Co-operate with management on health and safety matters
- Take responsible care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on by the organisation by or under any of the relevant statutory provisions, to be performed or complied with
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary action being taken by the organization and prosecution by the enforcing authority.

**Arrangements**

## **1. Risk Assessment**

Under the management of Health and Safety at Work Regulations 1999, the organization has duty to assess risk to the health and safety of anyone who may be affected by their work activities. It is the organisation's policy to ensure that No-one is put at risk from any activities under its control.

Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

- Manual handling
- Display screen equipment
- Contact with electricity
- Lifting
- Noise
- Stairs and corridors
- Car park

Risk assessment will be undertaken by

Name: **Melissa Rose**

The finding of the risk assessments will be reported to all relevant members of staff.

Action required to remove/control risks will be approved by:

Name: **Courtney Rose**

Assessments will be reviewed annually or when work activities changes, whichever is soonest.

To help reduce the risk of injury or exposure, the organization has developed safe system of work for variety of the hazardous tasks that are undertaken. All workers should read and follow the guidance detailed in the documents.

## **2. Hazardous Substances**

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the organization has a duty to assess the risk from

both hazardous substances that are used (e.g. chemical, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.)

Name: **Melissa Rose**

Will be responsible for identifying all substances that need a COSHH assessment.

Name: **Melissa Rose**

Will be responsible for undertaking COSHH assessments.

Name: **Courtney Rose**

Is responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### **3. First Aid**

The organization will ensure, so far as reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work related ill health and dangerous occurrences are to be reported to:

Name: **Courtney Rose**

Details of the accident will be recorded in the accident book, which is located:

Location: **Administrators Office**

Name: **Anna Hucknall**

Is responsible for periodically analyzing the accident book for signs of

trends.

Name: **Melissa Rose**

Is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.

Name: **Melissa Rose**

Is reasonable for acting on investigations findings to prevent a recurrence.

Name: **Melissa Rose**

Is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 1995.

A First aid kit is located in the  
Location: **Administrators Office**

The appointed first aid persons are:

Name

**Anna Hucknall**

Location

**Office**

**Courtney Rose**

**Office**

Name: **Anna Hucknall**

Is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

**4. Emergency Action**

Name: **Courtney Rose**

Is responsible for ensuring the fire risk assessment is undertaken and

implemented.

Name: **Anna Hucknall**

Is responsible for regularly checking escape routes

Name: **Anna Hucknall**

Maintains and checks the fire extinguishers on an annual contract.

The emergency evacuation procedures will be tested quarterly.

## **5. Work Equipment**

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organization has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Name: **Courtney Rose**

Is responsible for identifying all plant and equipment needing maintenance (e.g. portable electrical appliances, vehicles etc.).

Name: **Courtney Rose**

Is responsible for ensuring effective maintenance procedures are drawn up.

Name: **Courtney Rose**

Is responsible for ensuring that all identified maintenance is implanted.

Any problems found with plant/equipment should be reported to:

Name: **Courtney Rose**

## **6. Consultation with Employees**

Under the Health and Safety (Consultation with Employees) Regulations 1996 the organization has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

Work representative(s) are

Name:  
**Melissa Rose**

Location  
Office

## **7. Information, Instruction and Supervision**

The Health and Safety (information for employees) Regulation 1989 require the business to display a poster telling workers what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is displayed in the:

Name: Classroom/Studio

Health and safety advice is available from:

Name: **Melissa Rose**

Supervision of trainees will be arranged/undertaken/monitored by:

Name: **Naomi Fearon**

## **8. Training and Development**

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

Induction training will be provided for all employees by:

Name: **Naomi Fearon**

Job specific training will be provided by: **Management**

No worker should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.

Training records are kept by



Name: **Melissa Rose**

Training will be identified, arranged and monitored by

Name: **Melissa Rose**

If a worker does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to management.

### **Electricity and the Law**

The Electricity at Work Regulations, 1989, apply wherever the Health and Safety at Work, etc., Act, 1974, applies and wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy. The Regulations do not distinguish between systems of different voltages' apply equally at all voltages and are constrained only by what might be appropriate to prevent danger or injury.

#### **● Administrative Procedures for Achieving the Safe Use of Electrical Equipment**

Take 1 is responsible for determining the Policy to be adopted for implementing legislation on the use of electricity at work. The responsibility derives from the Health and Safety at Work, etc., Act 1974. It is the duty of Take 1 to ensure that all aspects of Health and Safety Policy are complied with.

Take 1 must take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons should be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risk to their health, and to the health of other persons, as low as

reasonably achievable.

### ● **Electrical Supplies and Equipment**

Take 1 is responsible for the provision of safe electrical supplies within the fabric buildings up to and including the outlet sockets.

If any person has concerns about the safety of connections to the electrical supply, Take 1 will seek/give advice. Flexible leads should not be clipped to walls to form quasi-permanent extensions to the electric installation. Where Take 1 wish extended the fixed wiring system within the building, this must be done by, or in consultation with, competent persons.

If any doubt exists about the safety of a piece of electrical equipment, it must be taken out of service immediately and labelled 'Not for Use'. It should be removed immediately from the area concerned and repaired, or disposed of safely. A report must be made to a responsible person, who must then take appropriate action.

### ● **Competent Persons**

Persons carrying out testing and/or repair of electrical equipment, carrying out experimental work in electrical equipment or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

1. Practical experience in working with electricity and an adequate knowledge of hazards.
2. A knowledge of current safety standards and a clear understanding of the precautions to avoid danger.
3. The ability to recognize whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

It is recognised that many persons will have acquired a basic competence in connecting plugs, selecting fuses and noting faults in plugs and cables, without specific training which can be readily, in general, for such individuals to carry out the inspection of portable

electrical equipment.

## **9. Fire Safety**

### **9.1. Fire Routines Procedure**

Take 1 must ensure that all members of staff are instructed in the action to be taken should a fire break out. This is most conveniently done by giving each member of staff written instructions in the form of a Fire Routine Procedure.

In particular, staff are advised to commit to memory the standard instructions in the Fire Routine Procedure; there will be no time to read these instructions in an emergency. Remember, you are expected to act in the spirit of the fire instructions at all times; there is no substitute for commonsense.

### **9.2 On Discovering a Fire**

If you discover a fire:

- Operate the nearest fire alarm. If no fire alarm is provided, shout "Fire"
- Leave the building

### **9.3 On Hearing the Fire Alarm**

On hearing the fire alarm, leave the building immediately by the nearest available exit, closing doors as you leave.

### **9.4 Means of Escape**

It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through inhaling smoke than through burns. Fire doors must therefore not be propped or wedged open; to prop open a fire door can cost lives if a fire breaks out. In addition, all fires/smoke doors

should be kept closed when building are empty.

All personnel are well advised to become familiar with as many as possible of the exit and escape routes from the building in which they normally work.

### **9.5 Disabled Persons**

The Take 1 or area safety advisor should all be involved in making arrangements for assisting disabled persons in the event of a fire or other emergency. Regular fire drills should be carried out in preparation to this type of evacuation.

### **9.6 Fire Fighting Equipment**

A number of fire extinguishers are provided in Take 1 premises. Each has a specific range of use and each is located adjacent to the related fire risk. The extinguishing media used are: water, Carbon dioxide and dry powder. The external appearance of each type of extinguisher maybe different and each carries its own instructions for use.

Take 1 personnel are well advised to know the location of the fire fighting equipment in the area of work, to know on what type of fire each piece of equipment can be used and how each should be used.

Whenever fire fighting equipment has been used, an immediate report must be made to the School or Area Safety Adviser or to the local Fire Safety Adviser, so that equipment may be recharged or replaced.

### **9.7 During a Fire**

In all incidence protection of human life must take priority over fighting fires. The persons discovering a fire must promptly initiate the emergency procedures to evacuate the building, unless they are entirely confident that they are extinguish the fire immediately, using an appropriate fire extinguisher, fire blanket, etc.. Delay can be fatal as, once a fire is out of control, it can spread rapidly and cut off escape routes.

If possible, and without endangering personal safety, attempts can be made to contain and control a fire until the Fire Brigade arrives. Make

sure that you use the correct type of fire extinguisher. The wrong choice can turn a minor incident into a major event. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

The greatest hazards to fire fighters are the effects of asphyxiate, irritant and toxic gases, smoke and fumes generated from the combustion of plastics and other materials. Never attempt to fight a fire wearing a respirator or breathing apparatus. Leave this to the Fire Brigade.

### **9.8 After a Fire**

Even if a fire appears to have been successfully extinguished by Take 1 staff or students, it will still be necessary to ask the Fire Brigade to check that the fire has not unknowingly spread, and that materials or the building fabric cannot reignite.

Take 1 must ensure that all fires within the building are recorded and reported to the Director of Health and Safety, using the Accident and building fabric cannot reignite.

### **9.9 Fire Drills**

It is essential that the fire alarm system and pre-arranged plan specific for the evacuation of each building should be tested regularly. Take 1 must ensure that the fire drills are held, at least annually, within each building.

## **10.General Health and Safety Precautions**

### **10.1 Emergency Situations**

Every person must find out what to do in case of an emergency situation arises in the school, area or building in which he or she works. Each person should determine, before any emergency occurs, the location of the telephones, the fire alarms, the emergency fire exits and the fire fighting equipment, and the location of the first aid materials, in the area of the building where he or she normally works.

If appropriate, the whereabouts of other emergency control valves and switches, etc., should also be known.

### **10.2 Housekeeping**

A cause of accidents is undoubtedly poor housekeeping and, in general, a safe working area is a tidy area. Apparatus and other materials which are not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly. Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards which material may possess.

Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

Gas, water and electrical, and any piped gas or liquid, supplies should always be turned off when not required, and especially at the end of the working day.

### **10.3 Safety Signs**

Signs providing safety information conform to the Safety Signs and Signals Regulations, 1996. The colour of the sign depends upon the type of information given. Prohibition signs show a black symbol or text and a red circular border and crossbar on white background. An example is the "No Smoking" sign, which must be obeyed at all times.

Warning signs show a black symbol or text and a black triangular border on a yellow background. Where appropriate, this type of sign should always be used to designate a hazardous area and the signs should be removed, or covered, when they no longer apply.

### **10.4 Manual Handling of Loads**

Many of the accidents reported each year are associated with the manual handling of loads. Sprains and strains, particularly of the back, are the injuries which most often occur. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead permanent disablement. It is often not appreciated that many manual handling injuries are cumulative rather than being directly attributable to any single handling incident. It is,

therefore, vitally important that manual handling accidents are reported, so that hazardous operations can be promptly identified and remedial action taken to prevent repetition.

Regulations and associated guidance that assessment are made of manual handling operations, so as to reduce the risks of injuries. These assessments should take into account four factors the task, the load, the working environment and individual capability. The views of staff are particular value in indentifying manual handling problems, and employees, should report any problems experienced with manual handling operations to their immediate supervisors/managers.

### **10.5 Fire Hazards**

As in most other areas, fire is a major potential hazard, and due care must be taken to prevent the outbreak of fire. Waste paper baskets must not be use as ashtrays. Flammable liquids, where required, should only be kept in small quantities, properly stored and labeled, and must never be brought near to a source or ignition. Solutions commonly used in offices, print rooms etc. should never be used in confined spaces without adequate ventilation. Large quantities of waste paper, boxes and other flammable materials, should not be allowed to accumulate, particularly in fire exit routes.

### **10.6 Electrical Hazards**

The potential risk associated with electrical equipment in use in offices and libraries etc. should be appreciated. Electrical circuits should not be overloaded by the use of adaptors to serve a number of appliances. Independently fused, fixed multi-socket plug boards should be used instead, where appropriate.

Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical equipment should on no account be attempted and only maintenance engineers should remove service panels from such equipment. Appliances should be switched off and unplugged after use and at night (unless he equipment concerned is designed to run continuously). If additional heating is required only suitable appliances approved or supplied by a suitable supplier may be used.

### **10.7 Physical Hazards**

Physical hazards may be presented by some office machinery and equipment. All guards on guillotines, copiers, printing and other powered machinery, such as paper shredders, must be kept in place at all times when equipment is in use. Great care should be taken to prevent long hair, ties and loose clothing becoming entangled in the moving parts of such machinery. Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard. Kettles must never be placed on the floor or in precarious position on shelves or desks.

Materials should not be stacked on the floor where people may fall over them. Filing cabinets can often cause injuries and they should be so positioned as to prevent people coming into contact with sharp edges, corners, etc. Lower drawers of cabinets should be sufficiently loaded to prevent topping when an upper drawer is opened, and drawers should be closed immediately after use. Care must be taken, when lifting and obscured forward vision. Tables and chairs, especially revolving should never be used to gain access to high shelving and shelves should not be overloaded, especially above head height. If access above head height is required, a proper set of steps or library stool should be used.

Care should be exercised when using doors, which do not have a viewing panel, particularly if heavy objects, hot liquids etc., are being carried. Solid doors should be approached from the side away from the hinges, and personnel should never barge through doors or run in corridor areas.

### **10.8 Work Assessments**

Before beginning work at a workstation, you should receive adequate instruction and training in the use of your own particular workstation equipment with particular emphasis placed on the health and safety aspects associated with its use.

### **10.9 The Screen**

Display screens should have easily read characters, and should be stable, with no visible flicker or swim. Screens should swivel and tilt easily, and you should have control of brightness and contrast. The screen should be free from reflective glare.



### **10.10 The Keyboard and Work Surface**

The Keyboard should be separate from the screen and tiltable, for maximum operator control, and your work surface should be sufficiently large for a flexible arrangement of the components of your workstation, and should be of low reflectance. A suitable document holder should be provided, if you require one.

### **10.11 Seating**

The height of your chair and the angle of the chairback need to be adjustable so that the whole design of the workstation is suited to the physique of the operator, so as to provide a comfortable working environment. A suitable footrest should be provided, if you request one.

### **10.12 Work Environment**

Your work Environment, in terms of space considerations, lighting, reflections and glare, noise, temperature and humidity, must be such that a comfortable workstation is provided, which is acceptable to you.

### **10.13 A Safe Workplace**

Commonsense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety in offices and libraries, etc., and staff should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

Any unsafe conditions, e.g. faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment (particularly defective gas fires), poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to your immediate supervisor so that remedial action can be taken.

<http://www.safety.ed.ac.uk/policy/part2/part2.shtm> - Top

## **11. Monitoring and Reviewing**

To ensure that the organisation's commitment to managing health, safety and welfare in the workplace is actively pursued,

Name: **Courtney Rose**

Will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

**If you are unsure about any issue raised in this policy, please inform management immediately.**

**Do not take chances. If in doubt, ask.**