



HEALTH & SAFETY POLICY

**Next Review date
1/10/2025**

Health and Safety Policy Statement for: Take 1 Studios

General Statement

Take 1 Studios is committed to ensuring, as far as is reasonably practicable, a safe and healthy working and learning environment for all staff, students, and visitors across both of our sites. This includes providing and maintaining safe equipment, systems, and working conditions, as well as offering necessary information, training, and supervision to ensure health and safety standards are upheld.

The responsibility for compliance with statutory health and safety obligations rests with the Board of Directors of Take 1 Studios, who will ensure that health and safety is integrated into all management policies and practices. Our organisation recognises that maintaining a high standard of health and safety is a key management responsibility, essential for the well-being of our staff and students.

Take 1 Studios is committed to assessing and managing risks to health, safety, and welfare. We will ensure adequate resources are allocated to maintain a safe environment for everyone within our premises. We believe that a safe learning environment is crucial to promoting the success and well-being of all learners.

This policy will be regularly reviewed to reflect any changes within the organisation and in accordance with UK health and safety law, ensuring it remains up to date and relevant.

Organisation and Responsibilities

Health and safety responsibilities are shared by everyone within Take 1 Studios, from senior management to each individual worker. The following outlines specific roles and responsibilities under this policy:

Overall Responsibility for Health and Safety:

- **Melissa Rose** is responsible for ensuring health and safety standards are maintained across the organisation.

Key Health and Safety Roles:

Name	Area of Responsibility
Melissa Rose	Risk assessments, training records, first aid management, and worker representation
Courtney Rose	PAT testing, monitoring COSHH assessments, and reviewing health and safety processes

Legal Duties of Workers: Under the UK Health and Safety at Work etc. Act 1974, all workers must:

- Cooperate with management to uphold health and safety measures.

- Take reasonable care for their own health and safety, as well as that of others affected by their work.
- Not interfere with or misuse anything provided for health, safety, or welfare purposes.

Failure to adhere to these responsibilities could result in disciplinary action or prosecution.

Arrangements

1. Risk Assessment

- Risk assessments will be conducted under the Management of Health and Safety at Work Regulations 1999 to identify and mitigate potential hazards. These assessments will cover key risks such as manual handling, display screen equipment, electrical safety, noise, and workplace layout.
- **Melissa Rose** is responsible for carrying out these assessments, which will be reviewed annually or sooner if work activities change.

2. Hazardous Substances (COSHH)

- Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, Take 1 Studios will assess risks associated with hazardous substances, including chemicals and vapours.
- **Melissa Rose** will oversee COSHH assessments, and **Courtney Rose** will ensure that actions from these assessments are implemented and reviewed annually.

3. First Aid

- All accidents, dangerous occurrences, and cases of work-related ill health will be recorded and investigated.
- The appointed first-aid persons: **Naomi Fearon, Courtney Rose, Ty Smith, Taiwo Bamiduro, Willis Rose, Roshell Mcfalane,** and **Melissa Rose**, will manage accident reports, and **Melissa Rose** will investigate any incidents to prevent recurrence.
- A first aid kit is located in the Administrators Office, and Admin staff ensures it is stocked with approved materials.

4. Emergency Procedures

- **Courtney Rose** is responsible for ensuring fire risk assessments are conducted and evacuation procedures are regularly tested.
- Fire drills will be carried out quarterly, and escape routes will be maintained by the building technician.

5. Work Equipment

- Take 1 Studios will maintain all equipment, as per the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998.
- **Courtney Rose** is responsible for identifying equipment needing maintenance and ensuring this is carried out regularly.

6. Consultation with Employees

- Under the Health and Safety (Consultation with Employees) Regulations 1996, Take 1 Studios will consult with employees on health and safety

matters through elected representatives or direct communication. **Melissa Rose** is the designated health and safety representative.

7. **Training and Supervision**

- All staff will receive appropriate training and instruction related to their health and safety responsibilities. **Naomi Fearon** will oversee induction training and job-specific safety instruction, while training records will be managed by **Melissa Rose**.

8. **Fire Safety**

- In line with the UK Fire Safety Order 2005, all staff will be trained in fire safety protocols, and regular fire drills will be conducted to ensure preparedness. **Melissa Rose** is responsible for overseeing fire safety procedures.

Additional Sections

Electricity and the Law

- Under the Electricity at Work Regulations 1989, Take 1 Studios must ensure the safety of electrical systems. All electrical equipment should be safe for use, with regular inspections and maintenance carried out by competent personnel.
- **Courtney Rose** will oversee the maintenance of electrical equipment and ensure that any issues are reported immediately.

Emergency Action

- **Courtney Rose** is responsible for overseeing fire risk assessments and ensuring emergency procedures are in place. All staff will be trained on emergency evacuation procedures, and fire drills will be conducted quarterly.
- Escape routes must be kept clear at all times, and all staff should be familiar with the location of emergency exits and fire extinguishers.

Fire Routines Procedure

- In case of a fire, all staff must follow the fire alarm procedures, evacuating the building immediately via the nearest exit and assembling at the designated meeting point.
- Fire alarm drills will be carried out quarterly to ensure everyone is familiar with the evacuation process.

Means of Escape

- Fire exits must always be unobstructed, and all escape routes clearly marked. **Anna Hucknall** will regularly inspect the escape routes and ensure they are accessible.
- All staff should familiarize themselves with the exits closest to their workspace.

Disabled Persons

- Provisions must be in place to assist disabled persons in evacuating the building in case of an emergency. Regular fire drills will include scenarios where assistance is provided to those with mobility issues.
- **Courtney Rose** is responsible for coordinating evacuation procedures for

disabled persons and ensuring staff are trained in providing necessary assistance.

During a Fire

- Upon hearing the fire alarm, all staff must immediately evacuate the building without stopping to collect personal items. Fire doors should be closed behind them to prevent the spread of fire and smoke.
- **Melissa Rose** will ensure all personnel have left the building safely.

After a Fire

- Even if a fire is successfully extinguished, the Fire Brigade must be contacted to verify that it is completely under control. **Melissa Rose** is responsible for reporting and recording any fires or fire-related incidents.

Fire Drills

- Fire drills will be conducted quarterly. These drills ensure that all staff understand the evacuation procedure and are aware of their nearest exits. **Courtney Rose** will oversee and evaluate the effectiveness of each drill.

Safety Signs

- Safety signs that comply with the Safety Signs and Signals Regulations 1996 will be displayed throughout the workplace. Warning, mandatory, and fire exit signs will be clearly visible, and **Courtney Rose** will ensure their maintenance.

The Screen

- Display screen equipment must comply with ergonomic guidelines to reduce strain. Screens should have adjustable brightness, contrast, and tilt functions. **Melissa Rose** will oversee the provision of suitable screens for all employees.

The Keyboard and Work Surface

- Keyboards should be separate from screens and tiltable, and work surfaces should provide ample space for comfortable operation. Document holders will be provided if necessary.
- **Courtney Rose** will ensure that workstation layouts are designed to reduce repetitive strain injuries.

Seating

- Adjustable seating with adequate lumbar support will be provided to all employees. Chairs should be suited to the worker's physique, and footrests will be made available upon request.
- **Melissa Rose** is responsible for ensuring employees have access to appropriate seating and posture training.

Monitoring and Reviewing

To ensure health and safety measures are consistently upheld, **Melissa Rose** will conduct regular safety audits and inspections. This policy will be reviewed annually or sooner if there are changes in work activities.

If any issues or uncertainties arise concerning health and safety, employees must inform management immediately. Never take risks—when in doubt, always ask for guidance.
