TAKE 1 STUDIOS
HEALTH & SAFETY POLICY

Next Review Date: 09/06/2027

1. Policy Statement

Take 1 Studios is committed to providing, as far as is reasonably practicable, a safe and healthy working and learning environment for all staff, students, contractors, and visitors across all sites. We will ensure that:

- Safe equipment, systems, and working conditions are maintained
- Risks are identified, assessed, and controlled
- Staff receive appropriate information, training, and supervision
- Health, safety, safeguarding, and wellbeing are embedded into everyday practice

The Board of Directors holds overall responsibility for health and safety and ensures that it is integrated into all organisational policies, decision-making, and operational procedures.

This policy will be reviewed annually or sooner if significant changes occur.

2. Roles and Responsibilities

2.1 Board of Directors

- Holds ultimate responsibility for health and safety compliance
- Ensures adequate resources, staffing, and training
- Reviews organisational performance and audit outcomes

2.2 Senior Leadership Team (SLT)

- Implements this policy across all sites
- Ensures staff follow procedures and complete required training
- Supports the Health & Safety Lead in managing risks

2.3 Health & Safety Lead — *Melissa Rose*

Responsible for:

- organisational risk assessments
- training records and competence tracking
- first aid management
- safety audits and inspections
- reporting to SLT and the Board
- acting as the employee H&S representative

2.4 Health & Safety Support Roles

Name	Responsibility
Melissa Rose	Risk assessments, training records, first aid management, worker representation
Courtney Rose	PAT testing, COSHH monitoring, equipment maintenance, fire safety processes
Naomi Fearon	Induction training and job-specific safety instruction
Ashaiah Fearon	Escape route checks and premises safety monitoring

2.5 All Staff

Under the Health and Safety at Work etc. Act 1974, all staff must:

- Take reasonable care of themselves and others
- Follow safety procedures and training
- Report hazards, incidents, and near misses
- Not misuse or interfere with safety equipment

Failure to comply may result in disciplinary action.

3. Links to Other Policies (Cross-Policy Alignment)

This policy must be read alongside:

Safeguarding & School Policies

- Safeguarding & Child Protection Policy
- Online Safety Policy
- Behaviour / Child-on-Child Abuse Policy
- Attendance Policy
- Alternative Provision Policy

- CCTV Policy

HR Policies

- Staff Code of Conduct
- Induction Policy
- Safer Recruitment Policy
- Low-Level Concerns Policy

Other H&S Policies

- Fire Safety Policy
- First Aid Policy
- Lone Working Policy
- Risk Assessment Policy
- COSHH Policy
- Accident & Incident Reporting Policy

This ensures consistency across all operational, safeguarding, and HR procedures.

4. Health & Safety Arrangements

4.1 Risk Assessments

- Conducted under the Management of Health and Safety at Work Regulations 1999
- Cover manual handling, DSE, electrical safety, noise, premises, and student activities
- Reviewed annually or when activities change
- Led by Melissa Rose

4.2 COSHH

- Hazardous substances assessed under COSHH 2002
- Storage, handling, PPE, and ventilation monitored
- Assessments overseen by Melissa Rose
- Implementation monitored by Courtney Rose

4.3 First Aid

- First aiders: Naomi Fearon, Courtney Rose, Ty Smith, Taiwo Bamiduro, Willis Rose, Roshell McFarlane, Melissa Rose, Aaliyah Byrne, Ashaiah Fearon, Mckaisha Stewart.
- First aid kit located in the Administrator's Office
- All accidents and near misses recorded and investigated
- Serious incidents escalated to SLT and external agencies where required

4.4 Fire Safety

- Fire risk assessments completed and reviewed by Courtney Rose
- Fire drills conducted quarterly
- Escape routes checked weekly by Ashaiah Fearon
- Staff trained in evacuation procedures
- Disabled evacuation plans in place

4.5 Work Equipment (PUWER & LOLER)

- Equipment maintained under PUWER 1998 and LOLER 1998
- PAT testing overseen by Courtney Rose
- Defects reported immediately and equipment taken out of use

4.6 Lone Working

- Lone working avoided where possible
- Never permitted with pupils present
- Staff must sign in/out, keep phones charged, and avoid high-risk tasks
- SLT informed of arrival/departure
- All incidents reported

4.7 Display Screen Equipment (DSE)

- Workstations assessed for posture, ergonomics, and eye strain
- Adjustable seating and equipment provided
- Hybrid working arrangements included
- Overseen by Melissa Rose

4.8 Premises Safety

- Escape routes, lighting, flooring, and access points checked regularly
- Issues reported immediately to the building technician

4.9 Contractors & Visitors

- All contractors supervised
- Sign-in procedures followed
- Safeguarding expectations communicated
- Risk assessments required for high-risk work

4.10 Emergency Procedures

- Staff trained in emergency response
- Evacuation plans displayed clearly
- Emergency services contacted immediately when required

5. Training & Competence

- All staff receive induction training
- Mandatory refresher training includes: fire safety, first aid awareness, manual handling, safeguarding, and DSE
- Training records maintained by Melissa Rose
- Competence reviewed annually

6. Reporting, Monitoring & Review

- Incidents, hazards, and near misses reported immediately
- Termly H&S inspections conducted
- Annual audit completed and reported to the Board
- Policy reviewed annually or after significant change