

Studio Kew

Health & Safety Policy

Last reviewed: April 2022

1. Information and training

All persons facilitating activities on site should be familiar with Studio Kew's Health and Safety procedures. The policy will be reviewed or updated each year, and training undertaken as appropriate to maintain a safe environment.

2. Knowledge

Information will be publicly displayed to help ensure all persons making use of facilities are aware of good practices in maintaining a safe environment which is free of hazards.

As part of induction procedures for newcomers facilitating activities on site, facilitators will be made aware of our Health & Safety policy and procedures.

3. Fire

All facilitators of activities and workshop participants should be made familiar with fire procedures. Studio Kew's Centre Manager is its designated fire officer who will induct and liaise with groups facilitating activities on site, as well as fire safety inspection officers, in regard to fire safety.

4. Participants Care

Workshop participants should be acquainted with safety procedures at the beginning of each term, and as new participants join the group.

5. First Aid

All persons making use of the space should be aware of first aid procedures and the location of the first aid kit and accident book where any incidents arising must be noted. Subject to resources, Studio Kew will also ensure First Aid training is facilitated for key service facilitators.

Studio Kew's First Aid box and Accident and Incident book is in Kew restroom facilities. To help ensure we maintain a safe and supportive environment, please make a note of any accidents or incidents including theft, aggressive behaviour arising in the course of activities.

6. Equipment

The Centre Manager will undertake regular safety audits of premises and equipment to ensure the safety and wellbeing of all using the studio. Equipment and chemicals should be stored in well-labelled containers and safely stored away to ensure they do not fall or cause people to trip. Visitors will not be allowed to use equipment which might constitute a hazard unless appropriately trained in its usage. Loose cables and leads should be retained together using ducting or ties to ensure that these do not become tangled and cables should never cross pathways unless covered by ducting suitable for that purpose.

7. Cleaning

Studio Kew will undertake general maintenance and cleaning tasks. Workshop leaders are asked to dispose of waste in designated disposal bins and leave the premises tidy.

7. Insurance

Studio Kew will ensure it obtains adequate Public and Employer's Liability Insurance and that a certificate to this effect is displayed as required by law. Users of the space are required to show their own certificate of insurance when booking with Studio Kew.