

**Chilli studios**

**Health & Safety Policy**

[Created 01-10-2015]

Date Modified: 24-04-16

Modified by: Nikki Heeley



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| **This is the statement of general policy and arrangements for:** | **Chilli studios** |
| **Mr Bob Malpiedi (Studio Manager)**  | **Has overall and final responsibility for health and safety** |
| **All staff, Volunteers, and Members** | **Have the day-to-day responsibility for ensuring this policy into practice`** |

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| **Statement of general policy** | **Responsibility of:****Name/Title** | **Action/Arrangements (What are you going to do?)** |
| Prevent accidents & cases of work-related ill health by managing the health & safety risks in the workplace | Studio Manager, Arts & Admin Project Worker, & Shop co-ordinator | Complete regular risk assessments & follow studio policy for health & safety |
| Provide clear instructions, information & adequate training to ensure workers are competent to do their work | Studio Manager, Shop co-ordinator | Provide access to policy documents outlining requirements of each post & identify areas necessary for training |
| Engage & consult with employees on day-to-day health & safety conditions | Studio Manager, Arts project Worker, Shop co-ordinator | Ensure time is taken to manage knowledge of health & safety regulations |
| Implement emergency procedures – evacuation in case of fire etc.  | SVP Management, Studio Manager | Weekly fire alarm tests & ensure all are aware of emergency procedures |
| Maintain safe & healthy working conditions, provide & maintain studio, equipment & machinery, & ensure safe storage/use of substances | SVP Management/Care-takers, All studio staff & Volunteers | Provide training for equipment and the use of potentially harmful substances and provide a safe storage place for materials |

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| Employer Signature: | EmployerPrinted: Mr Robert Malpiedi | Date: | 04/01/2016 |

