



Health & Safety Policy

Policy Statement

June 2018

(Review date: 30st June 2019)

TMP Studios aims to implement safe systems of work, to reduce risk for all learners, staff and visitors to the Studios and to promote the health and well-being of all its learners and staff.

Statement of Principles

TMP Studios accepts responsibility for the health, safety and welfare of its learners, staff and visitors, under the terms of the Health & Safety at Work Act 1974.

As far as it is reasonably practicable, TMP Studios will:

- provide a safe, secure and healthy working and learning environment;
- reduce risk in the learning and working environment;
- comply with relevant legislation, regulations and best practice;
- promote health and well-being for all students and staff;
- operate as a no-smoking training provider.

Implementation

Health & Safety

As far as it is reasonably practicable, TMP Studios will provide and maintain buildings, plant and systems of work that are safe. Inspections and audits of curriculum areas will be undertaken with risk assessments checked and reviewed where necessary.

TMP Studios will ensure that there are effective channels of communication for the health, safety and welfare of its employees and representatives through regular meetings and the circulation of reports. To comply with legislation all notifiable incidents are reported to the Health & Safety Executive (Director).

TMP Studios will promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect staff and learners from harm.

TMP Studios will establish a safe learning environment in which all learners can develop risk awareness. Involvement of learners in the risk management process will be encouraged.

TMP Studios has a Young People and Vulnerable Adults Safeguarding Policy with supporting procedures in place for the reporting of abuse. Staff receive appropriate training which is regularly updated.

Health and Well-being

TMP Studios will promote health and well-being for all students and staff. To support this aim, smoking is not permitted inside any building. The 'no smoking' regulations support this policy.

TMP Studios will encourage healthy lifestyles by providing information, raising awareness and, where appropriate, providing support to help learners and staff take positive measures to improve their health and well-being.

TMP Studios will work proactively with local health providers and the provider of TMP Studios cafe service in this respect.

TMP Studios will take measures to manage stress for employees in the workplace.

Responsibilities and Duties

Employees, students and visitors have a responsibility to:

- comply with 'safe systems of work' or any other health and safety instructions that will safeguard themselves and others;
- report accidents, incidents and near misses;
- co-operate and promote safety at work and report any defects in plant, machinery, equipment, tools or systems of work;
- make use of and take care of protective and safety equipment;
- consider their own and others health and well-being.

They should not:

- wilfully damage TMP's property that could endanger themselves and others;
- smoke in TMP Studios or its grounds unless in a designated area.

First Aiders

Designated first aiders will:

- Provide first aid care to employees and students, and ensure professional medical help is called whenever necessary. All incidents other than minor (shallow cuts, small scratches, minor bruising etc.) are reported on the accident form filled in for investigation purposes.
- Ensure that an accurate entry is made on the form, giving as much detail as possible
- Maintain a fully stocked First Aid Kit (Designated First Aider) by ensuring that a monthly, recorded check is made on the contents and reported to the manager and further supplies ordered when necessary.
- Attend regular training sessions as appropriate, and keep abreast of all current practices regarding first aid.
- Inform the Director or site manager immediately of fatal accidents, major injuries or if the injury requires hospital treatment.

TMP Studios Managers have a responsibility and duty to support the implementation and monitoring of this policy. They will manage and co-ordinate the health, safety and welfare system in TMP Studios, according to legislation, reporting to the Director. The Director will implement an annual review of this Policy. The Director has overall responsibility for ensuring compliance with health & safety legislation and for implementing procedures to ensure compliance with this Policy. The Director recognises and accepts responsibilities for health, safety and welfare at work. All staff will receive regular updates on health & safety issues.

Non-compliance with Health and Safety Rules and Regulations

Health and Safety at Work etc. Act 1974

Regulation 7: 'It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work'.

In order to comply fully with the above statutory regulation anyone violating the Health and Safety Policy could be subjected to disciplinary action.

Below is a list of actions that may result in disciplinary action being taken:

- Attending work whilst under the influence of any intoxicant, i.e. alcohol/drugs. (This includes taking alcohol/drugs whilst at work).
- Engaging in conduct likely to endanger themselves or other persons.
- Smoking in prohibited areas.

- Acting in contravention of a safe system of work etc.
- Failure to wear personal protective equipment (PPE) if required.
- Failure to comply with storage procedures for hazardous substances.
- Storing or placing substances/waste in unmarked, inappropriate containers.

- Failure to report faulty or unsafe equipment immediately to a manager or supervisor.
- Failure to comply with any reasonable request by the management with regard to health, safety and welfare.
- Attempting to repair machinery etc. unless qualified to do so.