

## **The Hart Space Health and Safety Policy**

Everyone who works from The Hart Space has the right to feel safe and be safe. We, as The Hart Space, have the responsibility to ensure this happens.

### **Our health and safety policy aims to:**

- Prevent accidents and work related ill health
- Manage health and safety risks within the studio
- Provide a safe working space with clear signage and instructions
- Provide and maintain equipment which is part of The Hart Space, ensuring it is fit for purpose and in good working order
- Maintain safe and healthy working conditions
- Implement safe procedures
- Review this policy

### **Overall person responsible for The Hart Space: Jennifer Scholes**

The Hart Space is a studio hired to class facilitators who provide a variety of classes. It is not available to hire the 'members of the public' for parties and similar.

### **All persons hiring The Hart Space studios will:**

- Have adequate insurance (including Public liability Insurance) for the type of class/ session they are providing is in place
- No working from height and correct manual handling procedure is followed if lifting any equipment (which is brought in by themselves)
- Qualified and have received training in the class/ session they are providing
- Will ensure The Hart Space studios is fit for their purpose/ type of class/ session
- Will keep a record (complaint with GPDR) of all attendees of classes/sessions
- Have their own risk assessments for the type of class/session they are providing
- Raise any concerns to Jennifer Scholes
- Only use equipment which they are trained in
- Not introduce any risks such as burning candles, operating machinery, using chemicals
- Ensure safety equipment is used, if appropriate
- Have relevant documentation and training for classes/ sessions they are hosting e.g. DBS, First Aid, CPD, Safeguarding
- Ensure all rubbish is taken away from The Hart Space studios at the end of every session
- Keep The Hart Space studios in a clean state (complying with COVID guidelines if in place)
- Understand the Health and Safety, Safeguarding and Fire and Evacuation Policies and risk assessments
- Take responsibility for themselves and anyone attending classes/sessions with them

**All persons hiring the space at the time of their class have responsibility to ensure they are compliant with health and safety, safe guarding, fire and evacuation policies and safety at all times when the studio is in their control.**

### **Risk Assessments**

A risk assessment for The Hart Space are undertaken by Jennifer Scholes annually and reviewed throughout the year. All persons hiring The Hart Space studios are aware of risks and know where the risk assessments are, in addition to their own personal risk assessments.

All persons hiring the space should have their own risk assessments for the class/ session they are providing and will ensure it meets their requirements.

Domestic grade cleaning equipment is stored in a cupboard with a child lock on and wet floor signs are available

Electrical and gas compliance through John Hayes, the landlord of the complex.

First aid kits are in date and available at The White house.

**All persons hiring the space ensure they are trained in the class/ session they are providing and understand their own risks associated with what they are facilitating. They will not take any risks with safety.**

#### **Lone Worker**

Those working at The Hart Space, will ensure they have a charged up mobile phone with ICE set up. Emergency contact details are provided to Jennifer Scholes. What's App group chat for all the class providers who hire The Hart Space.

Security lighting in place for evening classes and CCTV is active externally.

#### **Fire and Evacuation**

The Hart Space has fire fighting equipment available for use. This is maintained annually by a registered fire professional and any equipment which is defective will be replaced. Fire alarms are maintained through the landlord.

#### **The Hart Space has the following:**

- Emergency lighting which will come on in the event of a fire or electrical trip
- Fire extinguishers and a fire blanket (all up to date and serviced)
- Clear signage for fire extinguishers
- Clear signage for emergency procedure and fire assembly point
- Smoke alarms
- Doors clear of obstruction
- No smoking signage
- Fire extinguisher information 'tool kit'
- Fire and evacuation plan in place
- First aid kit

#### **Additional information**

- There are CCTV cameras externally of the building
- Fire, evacuation, health and safety information is available and understood by class providers

Risk assessments for The Hart Space, fire extinguisher 'tool kit' and policies are printed off and available to view.

**Reporting:** Any problems, incidents and near misses are to be reported to Jennifer Scholes and local authorities (where appropriate).

Completed by: Jennifer Scholes