

Magdalen Road Studios

Health and Safety Policy

Statement of general policy and arrangements for Magdalen Road Studios

- The MRS Board of Trustees have overall and final responsibility for health and safety.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Studio Manager.
- This policy is subject to review, monitoring and revision by MRS Board of Trustees every twelve months or sooner if work activity changes.

Statement of general policy	Responsibility	Action / Arrangements
To minimise the risk of accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Studio Manager	*Studio Manager to liaise with artists
To provide adequate health & safety training to ensure artists are competent to do their work	Studio Manager	*Studio Manager to liaise with artists *Studio Manager to receive basic training, refreshed as appropriate.
To engage and consult with artists on a regular basis health and safety conditions and provide advice and supervision on occupational health	Studio Manager	Ensure all artists carry out annual risk assessments of their work. Artists are required to sign a risk assessment form.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Studio Manager/ Fire Marshall	*Carry out annual fire drill
To maintain safe and healthy working conditions; provide and maintain studio facilities; and ensure safe storage and use of substances	Studio Manager	Agree routines for informing artists and checking guidelines are understood and being followed. COSHH posters displayed.
Health and safety law poster to be displayed in Unit B and Unit D	Studio Manager	*Ensure posters are displayed.
First-Aid box and accident book to be located in Unit B Kitchen and Unit D Kitchen. Maintain an incident log, documenting all health & safety incidents	Studio Manager	*Ensure First-aid boxes and accident books are in place. *In the incident log, note all relevant incidents, follow-up actions and outcomes.
Accidents and ill health at work reported under **RIDDOR.	MRS Board of Trustees	Ensure accidents and ill health are reported.

Date of latest review: 28 th March 2023		Signed: Amanda Jewell (Trustee)
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*Studio Manager may delegate these actions to a suitably trained competent health and safety person within the organisation.

** [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

MRS H & S Policy 28th March 2023