

# Health & Safety Policy

## 1. Introduction

At Kitty's Art Studio | Springwood Barn, we are committed to maintaining a safe, healthy, and welcoming environment for all students, facilitators, and visitors. This policy outlines essential health and safety guidelines in compliance with UK regulations, ensuring the well-being of everyone involved in our workshops and studio activities.



### Outdoor Safety Considerations

Since the studio is located in a natural environment, additional precautions are in place, including:

- Weather safety measures to prevent exposure risks.
- Wildlife awareness protocols to ensure safe interaction with nature.
- Outdoor hazard prevention, such as guidance for working near ponds or wooded areas.

Participants using outdoor spaces for inspiration must complete a waiver, confirming their understanding of safe land use.

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## 2. Legal Framework

This policy aligns with the following UK health and safety legislation:

- Health and Safety at Work Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Control of Substances Hazardous to Health (COSHH) Regulations 2002
  - The Workplace (Health, Safety, and Welfare) Regulations 1992
  - Manual Handling Operations Regulations 1992
  - The Provision and Use of Work Equipment Regulations 1998
  - Fire Safety Order 2005
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## 3. Responsibilities

### Studio Director & Facilitators

The studio director and facilitators are responsible for:

- Implementing and monitoring health and safety procedures.
- Conducting risk assessments to ensure a safe working environment.
- Providing clear guidance on the safe use of materials, tools, and equipment.
- Ensuring all participants adhere to health and safety guidelines.
- Holding enhanced DBS clearance for all facilitators working with children or vulnerable adults.
- Strictly following safeguarding protocols to ensure participant safety.

### Participants & Visitors

All students, artists, and visitors must:

- Follow health and safety instructions provided by facilitators.
- Use materials and equipment responsibly.

- Report hazards or concerns immediately.
- Maintain cleanliness and respect studio space.

Students requiring special accommodations, accessibility support, or medical considerations must notify the studio in advance so appropriate arrangements can be made.

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#### **4. Risk Assessment & Hazard Prevention**

Kitty's Art Studio | Springwood Barn conducts regular risk assessments to identify and mitigate potential hazards.

##### Workstation, Equipment and Material Safety

- Tables and chairs will be arranged to ensure sufficient workspace and movement.
- All equipment will be checked before use.
- Students must follow instructor guidance when handling tools.
- Damaged equipment will be removed or repaired promptly following inspection.
- COSHH documentation supports safe handling of substances used in workshops.
- Facilitators will guide students on safe mixing and handling of materials.

##### Accessibility & Special Requirements

- Students with disabilities or medical conditions should notify the studio before attending workshops.
- Special accommodations will be provided where possible to ensure inclusive participation.

##### Fire Safety & Emergency Evacuation

- Fire exits will be clearly always marked and accessible.
  - A first aid kit will be available within the studio.
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#### **5. First Aid & Incident Reporting**

- A trained first-aider will be present during workshops.
  - All injuries, regardless of severity, must be reported to the facilitator.
  - An incident report form will be completed for any accidents.
  - Participants must provide emergency contact details upon booking.
  - For serious incidents requiring external medical attention, emergency services will be contacted, and the participant's emergency contact will be notified.
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#### **6. Hygiene & Cleanliness**

To maintain a hygienic studio environment:

- Students must wash their hands before and after handling materials.
- Tables and tools will be cleaned at the end of each session.
- Proper waste disposal will be followed, including separating recyclable materials.
- Kitty's Art Studio | Springwood Barn promotes environmentally responsible art practices, using sustainable materials, minimising waste, and ethically sourcing resources.

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## 7. Studio Conduct & Safety Rules

To ensure a safe and organized workspace, all students must:

- Avoid running or rough behaviour in the studio.
- Ensure proper ventilation.
- Follow all safety instructions when using specialised equipment.

### Food & Drink Policy

- Food and drinks must be kept away from art materials.
- Students with allergies must notify the studio in advance to ensure appropriate precautions.

### Safeguarding Concerns

Any safeguarding concerns or incidents must be reported immediately to the Designated Safeguarding Lead (DSL) following studio procedures.

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## 8. Insurance Coverage

Kitty's Art Studio | Springwood Barn maintains comprehensive business insurance to protect all participants, facilitators, and visitors with Hiscox Business Insurance. Coverage includes public liability insurance, professional indemnity, and accident protection for workshop activities. Risk assessments and safety measures are aligned with insurance requirements to ensure a secure learning environment.

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## 9. Contact Information

Email: [studio@springwoodbarn.co.uk](mailto:studio@springwoodbarn.co.uk)

For any health and safety concerns, please speak to the studio director or workshop facilitator immediately.

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## 10. Policy Monitoring & Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practice.

Last Reviewed: May 2026

Next Review Due: May 2027