



MAITRI
STUDIO

HEALTH AND SAFETY POLICY

About Maitri Studio

Maitri Studio Ltd is a limited company whose Directors Claire Ferry & Geoffrey Moore take health and safety seriously.

While we have no employees, many freelance teachers and therapists use our premises (henceforth called 'freelancers'), so although we are not required to have a health and safety policy by law, we have based this one on online templates from HSE and HSENI. It is in addition to our existing (and annually updated) risk assessment.

We rent the premises from a landlord who has his own buildings insurance. We provide public liability insurance for the property and ask all freelancers to prove they have their own public liability and professional indemnity insurance as well. This document will be reviewed and updated annually, or upon any major changes in the workplace.

Statement of general policy

We aim to:

- provide adequate control of the health and safety risks arising from activities that take place on these premises;
- consult with freelancers who use these premises on matters affecting their health and safety;
- provide and maintain safe premises and equipment;
- ensure safe handling and use of substances;
- provide information for freelancers;
- ensure all freelancers are competent to do their tasks;
- prevent accidents and cases of ill health related to our premises;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals

Signed (print) and date

CLAIRE FERRY (director)
23 April 2018

GEOFFREY MOORE (director)
23 April 2018

Review date 22 April 2019



HEALTH AND SAFETY POLICY

The Policy

1. Overall and final responsibility for health and safety is that of – *Claire Ferry*
2. Day-to-day responsibility for ensuring this policy is put in practice is for – *everyone who works at Maitri Studio (teachers, therapists, cleaner and other freelancers)*
3. To ensure health and safety standards are maintained/improved, these people have responsibility for the following areas:
 - a. Geoffrey Moore – annual review of H&S, risk assessment and all other policies as covered by the business plan
 - b. Claire Ferry – the general standard of the premises and equipment provided
 - c. Tomasz Przybyla (or any other freelance cleaner/caretaker) – any issues to do with use or storage of cleaning equipment and chemicals (all domestic grade only).
4. Risk assessments are undertaken by Claire Ferry and are reviewed annually or upon any major changes to, or activities within, the workplace. She has the responsibility to take any actions identified by the risk assessment.
5. Maitri Studio Ltd will circulate the H&S policy and [risk assessment](#) to all freelancers using the premises. It is the freelancers' responsibility to be familiar with the documents.
6. All freelancers should:
 - a. co-operate with Maitri Studio Ltd on health and safety matters;
 - b. not interfere with anything provided to safeguard their health and safety;
 - c. take reasonable care of their own health and safety; and
 - d. report all health and safety concerns to Claire Ferry.
7. The first aid box is kept in the labelled cupboard in the kitchen. Claire Ferry is a trained first aider and all freelancers are encouraged to keep their own first aid training up-to-date.
8. A folder containing [accident report forms](#) is by the first aid box. All accidents and cases of ill-health relating to activities in the premises must be recorded.
9. Should any incident require reporting to enforceable authorities, Claire Ferry will be responsible.
10. Claire Ferry will be responsible for reviewing any accident or incident and to ascertain what action is needed to prevent recurrence.
11. Fire exits must be maintained by all freelancers and will be checked by Claire Ferry. Fire exits and evacuation route diagrams are displayed around the premises. In the event of an incident, freelancers using the premises at the time should be responsible for ensuring all participants have evacuated safely. The fire alarm is controlled from Bank House, and instructions are displayed in the Maitri Studio office.
12. Toilets, washing facilities and drinking water are all provided on the premises.

ENDS