

# Health and safety policy

**This is the statement of general policy and arrangements for:**

RAK Studios and RAK Publishing  
Name of organisation

**Overall and final responsibility for health and safety is that of:**

RAK Studios and RAK Publishing  
Name of employer

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Margo Broom and Helen Broadhurst

Statement of general policy	Responsibility of (Name / Title)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Helen Broadhurst/Studio Administrator Margo Broom/Technical Manager
To provide adequate training to ensure employees are competent to do their work	Helen Broadhurst/Margo Broom
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Helen Broadhurst/Margo Broom
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Helen Broadhurst/Margo Broom
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Helen Broadhurst/Margo Broom

Health and safety law poster is displayed:	In the communal kitchen		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Reception and rec room. Reception		
Signed: (Employer)		Date:	30.05.2023
Subject to review, monitoring and revision by:	Helen Broadhurst/Margo Broom	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk assessment

Organisation name: RAK Studios and RAK Publishing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
COVID 19	See COVID 19 specific risk assessment, as it will need to be updated more frequently	Specific risk assessment		Management team and staff	Ongoing	
Work outside of this Risk Assessment by outside personnel	Clients may hire the building, and undertake work not usually covered by this Risk Assessment for example working at height.		Recommend crews undertake their own Risk Assessments of any work outside of that which is already covered in this document	Bookings team	Ongoing	
Slips and trips	Staff, contractors and clients may be injured if they trip over objects or slip on spillages	Carry out general good housekeeping. All areas are well lit including stairs. Stairs have handrails. There are no trailing leads or cables in the offices. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, rooms cleaned each morning, and assistants keep studios as clear as possible. Studio cabling – cables to be highly visible, and kept bundled, or placed under cable traps. No cables to hang across spaces. No cabling to be left trailing in communal areas. Leaks etc to be reported on whiteboard by stairs to maintenance		All staff and contractors, supervisor to monitor		
Fire	If trapped staff, contractors and clients could suffer fatal injuries from smoke inhalation or burns	Fire alarms tested weekly Regular staff are trained fire marshals Keep corridors clear Staff/contractors aware of fire exits Clear exit signage Electrical equipment well maintained	Run fire alarm drills whilst the building is in use		30/05/2023	Yes, two drills in May 2023.
Manual lifting	Studio staff and contractors risk injuries or back pain from handling heavy/bulky objects	Trolleys and ramps to be used for heavy loads. Ask for help if something is heavy. Don't try and lift on your own. All staff to be taught how to lift correctly – bending from the knees etc. Read the Safe Lifting and Carrying leaflet.		All staff and contractors, management to ensure training.		

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Electrical equipment – studio and office equipment	Staff, contractors and clients may be harmed by faulty equipment	All equipment PAT tested regularly All equipment to be checked before use to ensure no obvious flaws or added risk Staff trained in use of tape machines before use. Staff to be aware of correct power usages – eg to check if equipment coming in with clients requires 110V or different socket types, and to check they are using the correct power supplies for each piece of equipment. Fault reporting – each studio has a fault log which is checked daily by maintenance		All staff and contractors, plus Technical manager to supervise		
Noise	Studio staff, contractors and clients	Monitoring levels in control rooms to be kept as low as practicable, and use of baffling and screens in live rooms to reduce noise from amplifiers. Staff, contractors and clients provided with foam earplugs in each control room Set of ear defenders by each live room door for use by anyone who may need to enter the space while musicians are playing. Staff and contractors encouraged to use hearing protection, not to listen loud for long periods, and to be comfortable leaving the room or asking clients to turn down music if levels become unsuitable even with hearing protection in. Ensure all new staff are aware of risks of exposure to high levels of noise and that they have methods to monitor their individual exposure with the use of online tools and apps. Each studio to have an easy to read dBA meter in the control room. Encourage contractors in at risk group to use their own moulded professional earplugs by contributing 50% of cost.	Earplugs supplies to be checked regularly  Annual reminder of H&S procedures	Runner to report to Margo Broom/Helen Broadhurst for ordering  Helen Broadhurst  All staff and contractors, as well as those in charge of volumes within studio environments	Ongoing  14/03/2023  Ongoing	
Computers, laptops and workstations.	Staff, contractors and clients risk posture problems and pain, discomfort or injuries to their hands/arms from overuse or improper use. Headaches and sore eyes can also be a problem	Assess workstations regularly and when installing new equipment. Encourage all studio staff to use the height adjustments on the workstations Encourage regular breaks from sitting at desks and/or looking at screens.		All staff		

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Irregular working hours	Studio staff and contractors work irregular hours which can cause disruption to sleep and fatigue, putting them at higher risk from low level activities	Staff to be kept on as regular working pattern as possible Staff not to be scheduled for late nights followed by early mornings Consult staff on their working patterns		Studio staff, managed by Studio manager and administrator		
New equipment	Studio Staff and contractors have additional risk from unfamiliar/ studio clients' equipment	All equipment to be checked before use to ensure no obvious flaws or added risk If equipment is electrical to ensure the correct power is used. Ask the owner/manufacture/road crew if unsure about new equipment		All staff and contractors, especially studio staff		
Lone workers	Studio staff and contractors may be required to work with clients during unsociable hours, and be the only RAK representative on site Staff and contractors could suffer an injury or ill health Staff and contractors could be at an increased risk of abuse when alone	Two RAK personnel to be on site whenever practicable, especially with clients who are new to RAK. Ensure staff are confident in working without a more senior person available in the building. Request a mobile security patrol to check the building and workers every 2-3 hours during unsociable hours. Front and rear doors to be kept shut when reception is not manned, and driveway gates to be pulled shut. See abuse of staff/facilities below.		All staff and contractors, overseen by managers		
Abuse of staff/facilities	Studio staff and contractors might be at risk of abuse, particularly by new or intoxicated artists, producers and their associated persons, especially if working unsociable hours or alone	Staff and contractors to inform managers at the earliest opportunity of incidents in which they felt uncomfortable or where there was a clear breach of our terms and conditions, to be communicated either by email or verbally. This could include persons being intoxicated, suspicious or potentially illegal behaviour, and intimidating or abusive language, as well as physical risk.  Managers to discuss each situation, and consider what action to take, including whether that person should be refused future service, and if the booking client needs to be informed of the complaint Managers to inform all staff and contractors of their decided outcome.		All staff to report as incidents occur, overseen by management.		

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Abuse of staff/facilities continued...		<p>When immediate action is required to remove clients, a person(s) from the building, staff or contractors for that session to contact the manager, and for them to authorise immediate withdrawal of service in accordance with our T&amp;Cs.</p> <p>If there is no manager on site, the manager to call the security company to instruct them to remove the person(s) from the building.</p> <p>The manager to inform the client of the withdrawal of service.</p> <p>The manager to inform by phone the persons being removed that the security company has been called, and they are being asked to leave the building, or if that is not appropriate and could further endanger personnel then to wait for the security company to arrive to inform them of the request to leave.</p>				
New employees/ New contractors	New staff and contractors may not be familiar with “common sense” or “regular” procedures, and are more at risk from low-level risk activities.	<p>Induction to show layout of building, where cleaning materials, first aid, and employee handbook for policies and procedures are kept.</p> <p>Show with particular attention to fire procedures, noise, screen time, and lifting, and staff to look at current risk assessment to learn procedures.</p> <p>Ensure employee has good level of maturity and understanding</p> <p>Check if employee has any particular health and safety needs – eg allergies, back problems.</p> <p>Staff to be aware young employees may not be as aware of the risks as experienced staff.</p>	Assess new employees/contractors on these.	Management team and mentor	On employee/contractors start	

This policy should be assessed annually. Assessment and proposed actions will be discussed with staff or their representatives. This assessment will also be reviewed if we think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment/work activities change/staff needs change.