



# STUDIO NINE GROUP LTD

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## Health and Safety Policy

### Studio Nine Group Ltd

#### 1. Policy Statement

Studio Nine Group Ltd is committed to providing and maintaining a safe, healthy and supportive environment for all employees, contractors, clients, workshop attendees, visitors and any other individuals who may be affected by our activities.

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation.

Studio Nine will take reasonable and proportionate steps to prevent accidents, injuries and ill health by identifying hazards, assessing risks and putting suitable control measures in place.

Our aim is to create a working and learning environment where people feel physically safe, supported, respected and able to participate with confidence.

#### 2. Responsibilities

Overall responsibility for health and safety sits with:

Elizabeth Barnett  
Director  
Studio Nine Group Ltd

The Director is responsible for ensuring that:

Health and safety risks are identified, assessed and reviewed.

Suitable control measures are put in place.

The studio and any delivery spaces are kept safe, clean and suitable for use.

Equipment used during workshops, consultancy sessions or content creation is safe and appropriate.

Accidents, incidents or concerns are recorded and acted upon.

Clients, contractors and visitors are given relevant health and safety information where needed.

Any health and safety documentation is reviewed and updated when required.

All employees, contractors, facilitators and visitors are expected to take reasonable care of their own health and safety and the health and safety of others. They must follow any instructions given, report hazards or concerns promptly, and use equipment responsibly.

### **3. Risk Assessment**

Studio Nine will carry out suitable and proportionate risk assessments for its activities. This includes activities delivered at Studio Nine, at client premises, at external venues or online where relevant.

Risk assessments may cover:

Workshop delivery.

One-to-one consultancy.

Use of studio space.

Movement around the building.

Electrical equipment.

Filming, lighting and microphone equipment.

Manual handling of chairs, tables or event materials.

Fire safety and emergency evacuation.

Lone working.

Stress, workload and wellbeing where relevant.

Safeguarding considerations where children, young people or vulnerable adults are involved.

Risk assessments will identify potential hazards, who may be affected, existing controls, further actions required and review dates.

## **4. Studio and Workplace Safety**

Studio Nine will maintain the studio and any workspaces used for delivery in a safe condition. This includes ensuring that:

Walkways are kept clear.

Floors are kept clean and free from avoidable trip hazards.

Chairs, tables and equipment are arranged safely.

Lighting and heating are suitable for the activity.

Any known building limitations, such as steps, access points or low ceilings, are communicated where relevant.

Kitchenette and toilet areas are kept clean and hygienic.

Any faults, hazards or maintenance issues are addressed as soon as reasonably practicable.

Where work is delivered at a client site or third-party venue, Studio Nine will follow the venue's health and safety arrangements and raise any concerns with the relevant contact.

## **5. Fire Safety and Emergency Arrangements**

Studio Nine will maintain appropriate fire safety arrangements for the premises and activities delivered. This includes:

Keeping exits and escape routes clear.

Making attendees aware of emergency exits where appropriate.

Ensuring fire safety information is available.

Not overloading plug sockets or using unsafe electrical equipment.

Responding promptly to any fire safety concern.

In the event of an emergency, activities will stop immediately and attendees will be directed to leave the premises safely.

## **6. Accidents, Incidents and First Aid**

All accidents, incidents, near misses or health and safety concerns must be reported to Elizabeth Barnett as soon as possible.

Studio Nine will keep records of accidents or incidents and will review them to identify whether further action is needed to reduce future risk.

Where required, incidents will be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, known as RIDDOR.

Studio Nine will ensure appropriate first aid arrangements are in place for the nature and scale of its activities. For workshops and events, participants will be informed how to raise a concern or request support.

## **7. Equipment Safety**

Studio Nine uses equipment such as laptops, phones, chargers, ring lights, microphones, extension leads, chairs, tables and workshop materials.

Studio Nine will ensure that:

Equipment is visually checked before use.

Damaged or faulty equipment is removed from use.

Electrical items are used safely and not overloaded.

Cables are positioned to reduce trip risks.

Participants are not asked to use equipment unless it is suitable and safe for the activity.

Any external facilitator or contractor bringing equipment into Studio Nine must ensure it is safe and suitable for use.

## **8. Manual Handling**

Where furniture, stock, workshop materials or equipment need to be moved, Studio Nine will ensure this is done safely and sensibly.

Heavy or awkward items should not be lifted alone where there is a risk of injury. Where possible, loads will be reduced, shared or moved using safer methods.

## **9. Lone Working and Personal Safety**

Studio Nine recognises that some work may involve lone working, including preparation time, administration, content creation, opening or closing the studio, or one-to-one sessions.

Reasonable precautions will be taken, including:

Keeping a charged phone available.

Ensuring someone knows when lone working is taking place where appropriate.

Using diary systems to record appointments.

Assessing whether any meeting or activity presents additional risk.

Ending or rearranging any session where safety concerns arise.

## **10. Wellbeing and Stress**

Studio Nine recognises that health and safety includes both physical and mental wellbeing.

Studio Nine will take reasonable steps to manage workload, delivery pressures, communication expectations and working arrangements. This includes planning work carefully, maintaining clear communication with clients, setting realistic timescales and reviewing any concerns that may affect wellbeing.

## **11. Training, Information and Communication**

Studio Nine will ensure that anyone working on behalf of the business receives relevant information about health and safety arrangements.

This may include:

Emergency procedures.

Studio safety information.

Risk assessments for specific activities.

Safe use of equipment.

Safeguarding or wellbeing considerations where relevant.

Reporting procedures for hazards, accidents or concerns.

Health and safety information will be communicated clearly and proportionately for the nature and scale of the business activity.

## **12. Contractors, Facilitators and Visitors**

Any contractor, facilitator or external provider using Studio Nine or working with Studio Nine must take reasonable care of their own health and safety and that of others.

They are expected to:

Use the space responsibly.

Report hazards or concerns.

Follow emergency procedures.

Ensure any equipment they bring is safe.

Comply with relevant legal and professional requirements.

Where appropriate, Studio Nine may request evidence of insurance, qualifications, risk assessments or relevant policies.

## **13. Review**

This policy will be reviewed annually, or sooner if there are significant changes to business activity, premises, legislation, staffing, delivery methods or following an accident or incident.

Signed:

Elizabeth Barnett  
Director  
Studio Nine Group Ltd

Date: [10/09/2025]

Review date: [10/09/2026]