**Smart Hands Studio – Health and Safety Policy**

**1. Policy Statement**

At Smart Hands Studio, the health, safety, and welfare of all children, staff, and visitors is our highest priority. We are committed to providing a safe, clean, and well-supervised environment where children can explore and learn woodwork skills confidently and responsibly.

We comply with all relevant health and safety legislation and regularly review our practices to ensure risks are identified and managed appropriately.

**2. Responsibilities**

* The **owner/manager** of Smart Hands Studio has overall responsibility for health and safety within the studio.
* All **staff members** are responsible for maintaining a safe environment, following procedures, and reporting any hazards or concerns immediately.
* All **children and visitors** are expected to follow safety instructions and respect the studio rules.

**3. Risk Assessment**

* Risk assessments are carried out regularly to identify potential hazards associated with tools, materials, and activities.
* Controls and safety measures are put in place to reduce risks to an acceptable level.
* Risk assessments are reviewed at least annually, or sooner if there are changes to activities or equipment.

**4. Workshop Environment**

* The studio is kept clean, tidy, and free from unnecessary clutter.
* Floors are kept dry and clear of obstructions to minimise the risk of trips and slips.
* First aid equipment is available on site, and at least one trained first aider is present during sessions.
* Fire exits are clearly marked and kept clear at all times.
* Tools and equipment are checked regularly and maintained in good condition. Faulty or damaged equipment is removed from use immediately.

**5. Supervision and Staffing**

* Appropriate adult-to-child ratios are maintained at all times to ensure safe supervision.
* Children are supervised closely when using tools, with instructions and demonstrations given before activities.
* Lone working procedures are followed if a staff member is ever on site alone.

**6. Use of Tools and Materials**

* Only age-appropriate and safe tools are used during children’s sessions.
* Children are taught to handle tools properly and to respect the equipment.
* Personal protective equipment (PPE), such as safety goggles, is provided and must be worn when appropriate.
* All hazardous materials (e.g., adhesives, finishes) are stored safely and used under supervision.

**7. Fire Safety**

* The studio is equipped with suitable fire detection and firefighting equipment, which is checked regularly.
* Staff are familiar with fire evacuation procedures, and fire drills are carried out periodically.
* A fire assembly point is clearly marked outside the building.

**8. Accidents and First Aid**

* Any accident, injury, or near-miss is recorded in the accident book and reviewed to prevent recurrence.
* Parents or carers are informed of any incident involving their child.
* A trained first aider is present at every session.

**9. Review and Monitoring**

This policy is reviewed annually, or sooner if needed, to ensure it remains up to date and effective. Staff are expected to contribute to ongoing improvements in health and safety practice.

**Signed:**
Charlotte Cala
Date: 16/07/25
Next review date: 16/07/26