

Studio

Health & Safety

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The following checklist has been designed to support your business idea and to help you manage the Health & Safety aspect of your business venture. In order for your application for use of Studio to be considered, you are asked to give responses to the issues identified in the following checklist. These responses will necessarily form part of the overall risk assessment of your enterprise.

In order for this fill-in booklet to be processed and your application to be advanced, please place it in an envelope marked **Studio Health & Safety** and submit the application to the reception at Floor 4, Senate House, University of Surrey.

Section 1: Your Health & Safety and that of your staff and others affected by your business.

You should be aware that Health & Safety legislation applies to all businesses however small.

Businesses that employ more than 5 persons need to have a written Health & Safety Policy in place.

One of the key requirements is that you carefully examine what, in your enterprise, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This is a risk assessment.

Significant findings of your risk assessment should be documented and shared with your staff.

Your work area needs to provide suitable welfare for staff with access to toilets, drinking water, hand washing etc. These are available via the main library building.

Plans need to be in place for foreseeable emergency situations e.g fire / evacuation of the area, also the provision of first aid in response to an injury or medical emergency. The University operates an emergency response number (ext. 3333). Security provide a 24/7 response to this number and act as first responders to any incident on campus including fire alarms and emergency evacuations. University security officers are first aid trained and carry basic first aid equipment.

You are required to provide basic information, instructions and training for staff / volunteers on Health & Safety matters. This should include information on your emergency procedures for the work area.

If your enterprise uses specialist equipment or processes then you will need to provide instruction / training to enable the work to be carried out safely.

Your Responses / Comments:

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Name: Date:

Signed:

Section 2: The workplace: Studio.

Studio needs to be kept clean and tidy.

The safe storage of hazardous / flammable substances needs special consideration and advice is available from the University Safety Office.

Any work equipment you use must be suitable for the purpose and safe to use. Portable electrical equipment needs to be inspected and / or tested in accordance with the University PAT procedures. Further advice is available from the University Safety Office (ext. 9362).

The routine inspection and testing of electrical circuits is undertaken by E&FM on behalf of the University.

Occupants of Studio need to understand the fire precautions in the area and emergency evacuation procedures – extinguishers / detectors / alarms provided in the area are routinely tested by the University.

If you are doing anything that could initiate a fire this needs careful consideration. Advice and support on fire safety issues can be accessed via the University Safety Office.

Consideration needs to be given to the Health & Safety of remote workers e.g. those working from home and / or those driving for business purpose.

Studio will have basic furniture and office equipment provided as part of the fit out of the area. Any additional furniture or equipment that you bring must meet safety standards and be suitable for its intended purpose. The responsibility for maintaining a safe workplace e.g. the avoidance of slips & trip hazards and the general standard of housekeeping within the area rests with the occupants of Studio.

The disposal of hazardous substances requires additional controls to be put in place. Further advice should be sought from the University Safety Office.

Your Responses / Comments:

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Name: Date:

Signed:

Section 3: Health & Safety of your business product.

Those who design and manufacture goods have a responsibility for the safety of their products.

Food safety legislation governs all aspects of the storage, handling, production and sale of food & beverages. Specific licencing requirements apply to the sale of alcohol and or tobacco products.

Businesses will not be able to sell food or drink in Studio.

Transport used for business purposes - you should consider insurance to use vehicles for business purposes.

Regulations apply to the transportation of dangerous goods – further advice can be obtained from the University Dangerous Goods Safety Advisor (DGSA) (ext. 3178).

Further Health & Safety related information is available from the HSE website www.hse.gov.uk with particular reference to INDG 259 'An introduction to Health & Safety in Small Businesses', and 'Five Steps to Risk Assessment'.

Your Responses / Comments:

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Name: Date:

Signed:

Section 4: Insurance.

All sole traders operating in Studio will be covered under the University's Public Liability Insurance Policy, subject to the University's Terms and Conditions of use. However, as part of your business plan or proposal, you must incorporate insurance liability considerations below:

- *Does your product or service meet all the current appropriate statutory safety standards?*
- *Your product or service should not infringe the copyright, intellectual property rights, or other ownership rights of another party.*
- *Your product or service should not libel, defame or unreasonably offend another party.*
- *You must operate as a sole trader whilst in Studio.*

Your Responses / Comments:

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Name: Date:

Signed:



Studio

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