

Policy title	Best Work Practice in Studios
Policy area	Plant/Studios – Health and Safety, Delivery
Policy available for Students – yes/no	Yes
Policy detail	<p>The goal is to keep studios tidy and safe to work in as per the School Agreement.</p> <p>Tutors to begin each class with a review of relevant safety protocols for that class including best practice use of equipment/machinery, and procedures for clean-up and storage of work at the end of the class.</p> <p>Students to report any damage and or loss of equipment to their tutor as soon as possible. Safety checks to be done at the end of the class to include all equipment e.g. gas lines, electrical switches and machinery.</p> <p>Students must put away tools and work and clean up their area before they leave.</p> <p>Students wishing to work in studios without tutor supervision (e.g. during term break) need to have a studio access card signed by the tutor responsible for that studio.</p> <p>During term breaks, students with a studio access pass are to sign in and out at Reception. If hazardous equipment is being used without tutor supervision, prior tutor approval and a minimum of two students are required to ensure best safe practice and effective support in case of an accident. Students using hazardous equipment without tutor supervision must receive prior tutor approval.</p> <p>Tutors and students to include security staff in discussions when planning studio use outside of advertised class times.</p> <p>At the end of each term, students who wish to leave work which is still in progress:</p> <ul style="list-style-type: none">• Need to have the approval of their tutor• Need to label it with the name of the student, their tutor and the date <p>Please Note: Unclaimed student work may be disposed of at the discretion of The Learning Connexion Ltd.</p>

Related Procedures	Studio Access After Hours Health and Safety Policy 2014 School Agreement
Date Created	Unknown
Review Dates	July 2014. July 2015. April 2018
Next review date	June 2020
Links	