

Procedure title	Best Work Practice in Studios
Procedure area	Plant/Studios – Health and Safety
Procedure available for Students – yes/no	Yes
Procedure detail	<p>The goal is to keep studios tidy and safe to work in.</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.</p> <p>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. During term breaks, students with a studio access pass are to sign in and out at Reception.</p> <p>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.</p> <p>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 Policy	Health and Safety Policy
Date created	unknown
Review Dates	July 2014
Next review date	2015