

Health & Safety Policy

1. STATEMENT OF INTENT

Lil Creative Studio is committed to providing a safe, healthy, and supportive working environment for employees, freelancers, contractors, clients, and anyone affected by our work.

As a creative studio operating primarily through home working, remote collaboration, and occasional client visits, we recognise that our health and safety responsibilities differ from those of larger office or industrial workplaces. Our approach is therefore focused on wellbeing, safe working practices, and risk awareness.

We aim to:

- Provide safe systems of work and appropriate equipment.
- Reduce risks associated with remote and display screen work.
- Support both physical and mental health and wellbeing.
- Encourage open communication around health, safety, and wellbeing concerns.
- Ensure anyone working with us understands their responsibilities.
- Review health and safety arrangements regularly as the business evolves.

This policy applies to all employees, freelancers, contractors, and anyone undertaking work on behalf of Lil Creative Studio Ltd.

2. RESPONSIBILITIES

Overall responsibility for health and safety sits with:

Claire Steele – Director

Responsibilities include:

- Maintaining this policy.
- Ensuring risks are identified and managed appropriately.
- Providing suitable information and guidance.
- Ensuring appropriate insurance cover is in place.
- Reviewing any accidents, incidents, or health concerns.
- Supporting safe and healthy remote working practices.

EVERYONE WORKING WITH THE STUDIO

Anyone working with or on behalf of Lil Creative Studio Ltd is expected to:

- Take reasonable care of their own health and safety.
- Work in a safe and responsible manner.
- Report hazards, incidents, or concerns promptly.
- Use equipment safely and appropriately.
- Maintain a suitable and safe home working environment where applicable.
- Take regular screen and movement breaks during prolonged desk-based work.

3. HOME & REMOTE WORKING

As the business primarily operates remotely, individuals are responsible for maintaining a safe home working setup where reasonably practicable.

This includes:

- Using a suitable desk and chair setup.
- Ensuring electrical equipment is in safe working condition.
- Maintaining adequate lighting and ventilation.
- Reducing trip hazards and workspace clutter.
- Taking regular breaks from screen-based work.
- Maintaining healthy work/life boundaries.

The studio can provide guidance and recommendations relating to workstation setup and wellbeing upon request.

4. DISPLAY SCREEN EQUIPMENT

Because much of our work involves prolonged computer use, we encourage good display screen practices, including:

- Adjusting screen height and posture appropriately.
- Taking regular short breaks.
- Reducing eye strain through appropriate lighting.
- Alternating tasks where possible.
- Reporting discomfort or repetitive strain symptoms early.

5. MENTAL HEALTH & WELLBEING

We recognise that creative and remote work can contribute to stress, isolation, and workload pressures.

Lil Creative Studio Ltd aims to promote a supportive working culture by:

- Encouraging reasonable workloads and deadlines.
- Maintaining open communication.
- Supporting flexible working where possible.
- Encouraging regular breaks and time away from screens.
- Recognising the importance of mental wellbeing alongside physical safety.

Please see our Mental Health & Wellbeing Policy for full details.

Any accidents, injuries, near misses, or health and safety concerns relating to studio work should be reported to:

Claire Steele
claire@lilcreativestudio.co.uk
07760 471663

Incidents will be reviewed appropriately to help prevent recurrence.

REVIEW

This policy will be reviewed periodically and may be updated to reflect changes in legislation, best practice, organisational priorities or the way Lil Creative Studio operates.

Last reviewed: July 2026

6. CLIENT VISITS & WORKING OFF-SITE

When attending client meetings, events, installations, exhibitions, or site visits, individuals should:

- Follow site-specific health and safety procedures.
- Report any concerns or unsafe conditions.
- Take care when handling materials/equipment.
- Avoid carrying excessive loads or unsafe equipment.
- Ensure you are fit to travel and do not drive if your ability may be impaired by illness, fatigue, medication, alcohol, or any other factor affecting safe travel.
- Comply with road traffic laws, and drive responsibly when using a vehicle for business purposes.
- Take reasonable precautions when working or travelling alone and ensure someone knows your whereabouts when attending unfamiliar locations where appropriate.

7. EQUIPMENT & ELECTRICAL SAFETY

All equipment used for studio work should be maintained in safe working order.

This includes:

- Visually checking cables and plugs regularly.
- Avoiding overloaded sockets.
- Using manufacturer-approved chargers and equipment.
- Reporting faulty equipment immediately.
- Replacing damaged equipment promptly.

8. ACCIDENTS & INCIDENTS

In the event of a serious accident, injury, or emergency, appropriate emergency services should be contacted immediately.