



Health and Safety Policy



Table of Contents

Key Staff.....	1
Purpose.....	2
Policy.....	2
Responsibilities.....	3
Arrangements to control health and safety risks arising from work activities.....	4
Safe equipment.....	4
Electrical safety.....	4
Asbestos.....	5
Safe handling and use of substances: Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).....	5
Information, instruction and supervision.....	5
Competency for tasks and training.....	5
Accidents, first aid and work-related ill-health.....	6
Monitoring.....	6
Emergency procedures and fire evacuation.....	6



Key Staff

- 1.1. Paul Harvard (CEO and Senior Leadership Team)
- 1.2. Laura Battisti (Operations Officer and Secretary to the Board)
- 1.3. Aly Spiro (Senior Leadership Team)
- 1.4. Joseph Junkere (Youth Academy Manager and Senior Leadership Team)

Purpose

This policy meets the legal obligations of Collective Acting Studio to provide a general health and safety policy statement and to make arrangements under the Health and Safety at Work etc Act 1974.

Policy

2.1 It is the policy of Collective Acting Studio, the Board of Directors to provide and maintain safe and healthy working conditions and safe systems of work, with adequate welfare facilities for all our staff and students and any other persons who may be affected by our activities or who may enter our premises.

2.2 Collective Acting Studio wishes to ensure compliance with relevant legislation and desires continuous improvement in all areas so that we work towards excellence. The organisation will demonstrate how good health and safety practice is a benefit to its operation, staff and students.

2.3 Collective Acting Studio will aim so far as is reasonably practicable:

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To consult with our staff and students on matters affecting their health and safety.
3. To provide and maintain safe plant and equipment.
4. To ensure safe handling and use of substances which could be hazardous to health.
5. To provide information, instruction and supervision for staff, students and contractors.

6. To ensure all staff, students, and contractors are competent to do their tasks, and to give them adequate training.
7. To prevent accidents and cases of work-related ill health.
8. To maintain safe and healthy working conditions.
9. To review and revise this policy as necessary at regular intervals and particularly if circumstances change.

2.4 This 'general statement' will be brought to the attention of all staff directly through induction, electronic communications, and within all health and safety training events.

2.5 Other documents relevant to this policy are (not exhaustive):

- Safeguarding Policy and Prevent Strategy
- Safeguarding Policy (Youth Academy)
- Risk Management Policy
- Sexual Misconduct and Exploitation Policy
- Consent and Intimacy Guide
- Data Protection Policy
- Equality, Inclusion and Diversity Statement
- Alcohol and Substance Misuse Policy
- Anti Bullying and Harassment Policy
- Consent and Intimacy Guidance
- Disability Statement

2.6 The Senior Leadership Team has overall responsibility for ensuring this policy is carried out. They will report issues to the Board of Directors as appropriate.

2.7 The Board of Directors will liaise with the relevant authorities as and when required.

Responsibilities

3.1 Overall and final responsibility for health and safety is that of the Senior Leadership Team who have allocated the primary responsibility for devising, implementing and maintaining this policy to the Operations Officer. They are responsible for establishing and monitoring the necessary arrangements to comply with Collective Acting Studio's health and safety policy, ensuring there are adequate resources to carry out the provisions of the policy, and providing health and safety leadership. They will receive monthly accident statistics and exceptional reports as they arise. An annual health and safety action plan will be prepared, received and acted upon.

3.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Operations Officer. They are responsible for communicating and establishing arrangements for safety to tutors who then act within their individual areas of responsibility.

3.3 To ensure health and safety standards are maintained and improved all managers are responsible for ensuring that staff, students and contractors understand the School's health and safety policy and any safety rules relating to their jobs, and that they are appropriately trained and authorised to carry out their assigned tasks.

3.4 All staff, students and contractors will:

- Co-operate with Tutors and managers on health and safety matters.
- Not interfere with anything that is provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person, for example their supervisor, manager, Head of Department, Director, or the Executive Director as appropriate.

Arrangements to control health and safety risks arising from work activities

- Risk assessments will be undertaken and recorded in Collective Acting Studio by the relevant member of staff
- The findings of the risk assessments will be reported to the Senior Leadership Team and recorded
- Risk assessments will cover staff, students and members of the public as required for different work-related activities including activities carried out in teaching areas, studio theatre, and offices.
- Action required to remove or reduce risks will be approved by the Senior Leadership Team
- Line managers will be responsible for ensuring the action required is implemented.
- The Operations Officer and Senior Leadership Team will check that the implemented actions have removed or reduced the risks.
- Contractors will be assessed and asked for their own risk assessments where required to ensure safe working practises statutory compliance.
- Checks will be made on health and safety compliance by line managers as part of their general management responsibilities.
- Failure to comply with health and safety arrangements may constitute misconduct or gross misconduct.

Safe equipment

- All teaching staff will be responsible for identifying equipment needing maintenance within their own work area.
- Operations Officer will be responsible for ensuring effective maintenance procedures are drawn up.
- The Operations Officer will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant or equipment should be reported to Operations Officer
- With assistance from the Operations Officer, all staff will check that new equipment meets health and safety standards before it is purchased.

Electrical safety

- A system will be in place for regular testing of Portable equipment, fixed equipment and installations according to risk and statute and implemented by the Operations Officer.
- A record will be kept of equipment to be tested, the test results and actions required.

Asbestos

A certificate stating that there is no asbestos in the building will be kept and given to any person carrying out work within the premises which could result in disturbance.

Safe handling and use of substances: Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

- Substances which may be hazardous to health at Collective Acting Studio are limited.
- Issues with regard to cleaning chemicals will be covered by contractor controls.
- Staff will be responsible for identifying all substances which need a COSHH assessment, undertaking the required COSHH assessments, and keeping a record of them at the place of use.

Information, instruction and supervision

- The Health and Safety Law poster is displayed throughout the school
- Health and safety advice is available from the Operations Officer who can contact the competent advisor if required.
- Supervision of student helpers will be arranged, undertaken and monitored by staff and tutors with support from the Senior Leadership Team.

- Senior Leadership Team are responsible for ensuring that our staff and students working at locations under the control of other employers, for example at a theatre, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all staff and students.
- Job-specific training will be provided by line managers who are competent to do so, or by a specialist trainer as appropriate.
- Training records are kept by the Operations Officer and line managers.
- Training will be identified, arranged and monitored by line managers and the Senior Leadership Team.
- Any audit scheme implemented by the Audit Committee will check that training has been carried out as needed and is effective, through observing practice as well as checking records.

Accidents, first aid and work-related ill-health

- First-aid boxes are kept at a number of locations and described to staff and students at induction.
- First aider(s) will be identified to staff and students at their induction and via information posters.
- First aid training, where required will be organised on request by the Operations Manager.
- All accidents, near misses, incidents and cases of work-related ill health are to be recorded in the prescribed accident/incident recording system.
- The Senior Leadership Team is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority via the prescribed Health and Safety Executive (HSE) national system.

Monitoring

- All staff and students have a duty to ensure that they follow prescribed protocols and work instructions and to challenge others who are not doing so.
- All line managers and Tutors have a duty to implement and monitor health and safety, check on standards and challenge non-compliance as an integral part of their role.
- All line managers and tutors will follow and complete the prescribed accident investigation forms.



- All line managers and tutors will ensure that when the cause of an accident is identified, action will be taken to prevent recurrence.

Emergency procedures and fire evacuation

- All matters relating to fire evacuation are contained in the fire risk assessments for the premises and will be implemented by the Operations Officer and the Senior Leadership Team.
- Arrangements for testing systems and evacuations will be set out by the competent fire safety advisor and carried out by staff/students as directed by managers/tutors.