

GENERAL STATEMENT OF INTENT

YOUTH DRAMA undertakes to meet fully its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

YOUTH DRAMA will actively work with the Head Teacher and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

In compliance with the Management of Health and Safety at Work Regulations 1999, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

ACT 2 CAM will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, YOUTH DRAMA will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

YOUTH DRAMA will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

ORGANISATION

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters. YOUTH DRAMA will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety.

Responsibilities of YOUTH DRAMA

YOUTH DRAMA will ensure that:

- They provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the academy.

- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments are kept.
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- Regular termly safety inspections are undertaken.
- Inspection reports are considered and acted upon.
- Health and safety is a standing item on all agendas.
- A positive health and safety culture is established and maintained.
- Any incidents/ accidents are reported and satisfactorily investigated.

Responsibilities of the Head Teacher

The Head Teacher is responsible for the day to day, overall management of health and safety in the school.

The Head Teacher will ensure that:

- A health and safety policy is produced by YOUTH DRAMA and the policy is regularly reviewed and revised yearly.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- For high risk activities, safe systems of work are identified via a risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and YOUTH DRAMA.
- The monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

Responsibilities of all Employees

Implementation of the policy is a management responsibility but the cooperation of all employees is essential.

All staff employed by YOUTH DRAMA will act responsibly to ensure that:

- They are familiar with, and comply with, the Health and Safety Policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.

- They report immediately, to the Head Teacher, Senior Leadership Team or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- Follow all instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

Premises Security

Reception area will always be staffed during entry and exit, with entry normally restricted. Access via entries is to be supervised by the receptionis, or YOUTH DRAMA teacher. Inside the building, surveillance arrangements ensure the protection of students and staff.

Visitors

All visitors are to be signed in and accompanied by a member of YOUTH DRAMA staff throughout their visit unless they are DBS checked and undertaking work within the school. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

Contractors

All contractors will be required to hold portable DBS certificate.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

The Head Teacher is to ensure that where contractors are appointed directly by the school:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Communication

All staff are to be made aware of communication channels within YOUTH DRAMA for health and safety. All new staff and volunteers are to be provided with a detailed health and safety induction when they commence work at YOUTH DRAMA.

The Project Coordinator, Tanya Card, will ensure that all health and safety guidance and advice is kept together in the YOUTH DRAMA Office and where relevant at Reception. All electronic information will be appropriately stored, protecting personal data by password protection where relevant, on the YOUTH DRAMA secure area. All such advice is to be communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

YOUTH DRAMA and Head Teacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety. The Head Teacher, or the Project Coordinator acting on behalf of YOUTH DRAMA and Head Teacher, will liaise on a frequent basis, and at

least every term, with Safety Committee representatives on matters of health and safety.

Safety Practices

Guidance issued by the Health and Safety Executive is to be incorporated into the YOUTH DRAMA's procedures. These arrangements will be discussed at the appropriate health and safety committee and any significant issues are to be relayed to relevant staff.

Risk Assessment

The Head Teacher is to ensure that risk assessments are carried out for the school activities and operations, and for premises related issues. This duty is delegated to the Project Coordinator to ensure that all premises related risk assessments are carried out and that

YOUTH DRAMA maintain up to date risk assessments. The assessments will be used to identify health and safety hazards and ensure that, where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled.

Fire Precaution Procedures

The Big Local will ensure that a Fire Risk Assessment and Audit is carried out on an annual basis. The findings of the FRA are to form the basis for the management of fire safety at YOUTH DRAMA.

Procedures to be followed in the event of fire are to be circulated to all staff, students and visitors. Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and at appropriate positions across Whitmore Park Annexe. A fire drill is to be held every term, towards the beginning of term, and relevant details recorded in the Fire Log.

All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits are to be regularly tested and maintained.

ACCIDENTS AND INCIDENTS

In the context of health and safety the Council uses the following definitions for an accident, incident or near miss arising out of or in connection with its work activity:

Accident – a separate, identifiable, unintended event resulting in physical injury. This specifically includes acts of violence to people at work.

Incident – an injury that is not the result of a separate, identifiable, unintended event (injuries themselves, e.g., ‘feeling a sharp twinge’, are not accidents). In addition includes serious verbal attacks, threatening language and aggressive animals.

Near Miss – an unplanned event with the potential to cause injury.

It is essential that all accidents, incidents and near misses are reported to ensure investigations take place to prevent recurrence, to identify any problem areas or unsatisfactory trends and to satisfy statutory requirements.

Relevant Legislation:

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

YOUTH DRAMA’s responsibilities

It is Senior Leadership Team (SLT) responsibility to investigate accidents, incidents and near misses and take action to prevent recurrence, identify problem areas and to satisfy statutory requirements

Employees' Responsibilities:

It is the Employee's responsibility to report all accidents, incidents and near misses at their place of work to their manager.

Corporate Safety:

To report accidents/incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If an employee, visitor or any other person is injured, the assistance of a first aider must be obtained. The first aider will decide whether to treat the injury or to refer the patient to hospital.

All staff to report all accidents, incidents and near misses (including physical and verbal attacks to people at work) reported to them via the online reporting system within 24 hours. Accidents involving visitors, contractors or other persons should also be reported in this way.

Serious accidents and incidents will be reported to Ofsted within 24 hours.

YOUTH DRAMA First Responders

Stephen Woods

When any accident, incident or near miss occurs, SLT will carry out an investigation. The minimum investigation will consist of the Headteacher interviewing the person involved and any witnesses, ascertaining all the information required to make an entry on the online reporting system.

For more serious incidents or where the consequences could have been more serious if the circumstances had been different, a more detailed investigation is needed.

Supervising teacher to carry out a post accident risk assessment where needed

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – see HSE guidance -

<http://www.hse.gov.uk/riddor/>

<http://www.hse.gov.uk/pubns/edis1.pdf>

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All

premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, students etc.

Provision, Inspection and Maintenance of Work Areas and Equipment

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

Work places and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept. An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation. Any personnel and students who use work equipment will receive adequate health and safety information and if appropriate, written instruction/ training concerning its use.

If instruction is needed on any work equipment, then this will be given by instructors who are suitably trained.

Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use will comply with the requirements of the Supply of Machinery (safety) Regulations 2008 (as amended) and carry CE markings and other relevant information. Certain machines will be subject to type-examination by an approved body.

The use of Display Screen Equipment (DSE)

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) – see HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

The Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed. The Regulations apply where staff habitually use DSE as a significant part of their normal work. The Management Committee has general duties to protect DSE users. In summary these duties are to ensure that:

- Workstations are assessed to reduce risks on an annual basis.
- Workstations meet minimum requirements.
- Work is planned so there are breaks or changes of activity.
- Health and safety training is provided and relevant information is communicated.

Inspection

YOUTH DRAMA will be inspected on a regular basis by Ofsted, with recommendations provided to the Project Coordinator who will communicate this information to the relevant parties.

YOUTH DRAMA will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives.

Control of hazardous substances

Relevant legislation – Control of Substances Hazardous to Health Regulations 2002 – see HSE guidance <http://www.hse.gov.uk/coshh/essentials>

YOUTH DRAMA complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The CELC will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition.

Electrical systems and equipment

YOUTH DRAMA maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent person. Only portable electrical equipment that is provided by YOUTH DRAMA is allowed to be used on site unless specific permission is granted and the device is subjected to a portable appliance test.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. YOUTH DRAMA's defect reporting procedure is followed as required.

Manual Handling

Relevant legislation – Manual Handling Operations Regulations 1992

HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.

Filmmaking Equipment

YOUTH DRAMA's filmmaking equipment is inspected annually. Pre-use visual checks are carried out by staff on equipment prior to use. All relevant staff are made aware of risk assessments. Arrangements are in place for maintenance and checking of sports fields and pitches.

Medication

YOUTH DRAMA staff do not administer medication. YOUTH DRAMA will keep pupil's medication in a safe place during the school day for the students to self-administer if necessary.

Refer to guidance – DfE - Supporting students at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies (revised September 2014).

Lone Working

HSE guidance on Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>
<http://www.hse.gov.uk/contact/faqs/workalone.htm>

Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is, however, a necessary risk for home tutors. Where lone working is unavoidable, YOUTH DRAMA Lone Working Policy is adhered to and risk assessments are undertaken.

Monitoring and review

Last reviewed: January 2023

Next review: January 2024