

Health & Safety Policy

Emil Dale School of Performing Arts (EDSA) & Emil Dale Academy (EDA)***

***In this policy, the abbreviation of EDA will be used to cover all business streams



1. Aims

To ensure that the Emil Dale Academy (EDA) and Emil Dale's School of Performing Arts (EDSA) work to the highest standards of health, safety and welfare, involving both students/members, staff and contractors.

This policy aims to set out how the duties will be conducted, and includes a description of EDSA's organization; its risk assessment and preventive measures will be specified.

This policy will be brought to the attention of all members of staff, with a hard copy being available at all times on the front desk.

2. Statutory & Legal Framework

EDA will act in accordance with the following legislation and guidance:

- Health & Safety at work Act 1974

EDSA Ltd is a private company, with key links to educational establishments. As such, EDSA will adhere to any requirements deemed necessary by those establishments.

EDSA maintains records of all H&S checks, and measures put in place to address any amendments required.

3. Scope

This policy is applicable to all staff, students, subcontractors and stakeholders of Emil Dale Academy's vocational training courses including the Sixth Form and Higher Education Courses, and its weekend school training.

5. Policy

EDA recognises and accepts its responsibility to maintain, so far as is reasonably practicable, the safety and health of its students, staff, and or other persons who may enter the premises and perform duties on the premises. It is the duty of anyone who enters the properties to not to put themselves or others at risk by their acts or omissions.

They should also ensure that they are familiar with EDA's health and safety arrangements. Should any person feel concern over any health and safety aspects of their time here at EDA, this should be brought to the attention of the Office and Operations Manager.

6. Designated Roles/ Responsibilities delegated to staff

Role	Designated Person
Health & Safety Manager	Business & Strategy Manager
Health & Safety Coordinator	Operations Manager
Premises (condition and maintenance)	Operations Manager
Premises (day to day i.e. breakages, spillages)	Operations Manager
Fire Safety	Operations Manager
First Aid	Victoria Hammond Holly Morton Kate Trautner David Bridges Laurie Scarth
Medication	Victoria Hammond Holly Morton Kate Trautner Laura Price Sarah Moore Eden Tinsey Rachel Morris
Pastoral Care and Welfare	Victoria Hammond Debbie Steer
Health & Safety Induction Training	Victoria Hammond Sarah Moore
Off Site Visits and Activities	Victoria Hammond
Contractors on site	Operations Manager
Facilities Management	Operations Manager

Responsibilities of Management**

*(**Management includes Company Director, Deputy Head, Head of Faculty, Heads of Department, Business & Strategy Manager and Operations Manager)*

EDA Management are responsible for:

- Ensuring that EDA has appropriate policies and procedures that provide for a safe and healthy environment.
- Annually reviewing the Health and Safety policies, procedures, performance and arrangements in place.
- Addressing risks within 30 days, implementing new arrangements where necessary.
- Providing appropriate resources and funding to address risks to health and safety, where necessary
- Reporting risks and issues to the Director, and feeding back the results of improvements made.
- Seeking specialist advice on health and safety where EDA does not have the expertise to address potential risks and issues.
- Promoting a positive Health and safety culture, and high standards of health and safety within the establishment.
- Communicating the policy to all relevant parties; implementing and monitoring of the H&S arrangements.
- Ensuring there is an adequate H&S risk assessment procedure.
- Ensuring that the establishment has published emergency procedures including evacuation procedures.
- Ensuring there is no misuse of any equipment within the building.
- Ensuring any equipment is maintained in a serviceable condition.

Responsibilities of Employees

Under the Health and Safety at work Act 1974, all employees have general Health & Safety responsibilities. Staff are obliged to take care of their own Health and Safety at work, along with that of others who may be affected by their actions.

All employees of EDA have responsibility to:

- Take reasonable care for the Health and Safety of themselves and others in undertaking their work.
- Comply with EDA's Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with management on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to Management.
- Report immediately to Management if there are any shortcomings in the arrangements for Health and Safety.
- Ensure that they use only the equipment that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

- Prepare Risk Assessments for areas/activities within their sphere of responsibility or as directed by management.

Guidance for Staff

Things you must do:

- Treat the matter seriously

Things you must not do:

- Do not ask leading questions

Record Keeping

When a member of staff has been disclosed to or observed a situation/ issue/ incident, they must:

- Make a written record as soon as possible after the conversation/ observation, using the exact words of the child if you have spoken to them
- Record the date, time and any facts that are relevant

List of Appendices

- Appendix 1 – Fire Safety and Emergency Evacuation
- Appendix 2 – Fire Prevention/ Testing of Equipment
- Appendix 3 – First Aid and Medication
- Appendix 4 – Accident Reporting Procedures
- Appendix 5 – Health and Safety Information and Training
- Appendix 6 – Work Equipment
- Appendix 7 – Flammable and Hazardous Substances
- Appendix 8 – Lifting and Handling
- Appendix 9 – Risk Assessments
- Appendix 10 – Security, Access and Identification
- Appendix 11 – Offsite Visits
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- Appendix 13 – Contractors and Visitors
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- Appendix 15 – Personal Safety / Lone working
- Appendix 16 – Stress
- Appendix 17 - Alcohol, Drugs and Smoking
- Appendix 18 - Cafe and Refreshment Making Facilities

Document Review

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
1	20 th February 2014	February 2015	Debbie Steer	First issue
2	15 th July 2015	February 2016	Sarah Moore	Content added (appendices) and layout changes
3	11 th August	July 2017	Sarah Moore	Added names to resident team and amended some designated roles/responsibilities names
4	11 th July 2017	July 2018	Sarah Moore	New logo added
5	20 th July 2018	July 2019	Sarah Moore	Updated Designated Persons
6	21 st August 2019	July 2020	Sarah Moore	Update first aiders, pastoral care
7	1st September 2020	July 2021	Sarah Moore	Updated names and layout Added appendix 17 and 18

Appendix 1

Fire Safety & Emergency Evacuation

The Operations Manager is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

The Fire Risk Assessment is located in the folder on the Reception desk, and in the folder in the main office.

An outline of evacuation procedures is made available to all contractors / visitors, and is posted throughout the site.

Emergency exits, fire alarm call points and assembly points are clearly identified by safety signs and notices.

In the event of discovering a fire or any other risk that requires evacuation of the building staff should activate the alarm at the nearest alarm activation point.

Staff should familiarise themselves with the location of these points in areas that they frequent.

Emergency Evacuation Procedure

Fire and emergency evacuation procedures are issued to all staff within the “Emergency Evacuation Procedure for Staff, Students and Visitors” document. This includes details of who is responsible in the event of an evacuation, and who visitors and contractors report to in the event of an emergency.

Alarm

The alarm for the emergency evacuation of the building is a continuous ringing of the bell.

There are four reasons why the bell could be ringing:

1. Someone has operated the fire alarm call point
2. An authorised member of staff has decided to evacuate the building for either a fire or another reason (such as bomb threat or gas leak)
3. An organised practice drill for the emergency evacuation procedure is taking place
4. A false alarm has been raised

Procedure

In all cases, the following procedure must be adhered to.

REMEMBER – on hearing the alarm, you must evacuate the building. You must not attempt to fight the fire or address the reason for evacuation.

1. Everyone must leave the building by the nearest exit in a quiet, orderly manner. All fire exits and routes are signed. Once outside the building, everyone must assemble at the relevant Assembly Point which is in front of the blue gates at Lime Studios. (See attached plan for Emergency Evacuation Assembly Points)

2. If the evacuation occurs during class times, the teacher will stop the lesson and instruct the students/members to leave the building by the nearest exit. Students/members should not take bags with them or go to collect belongings from another area. Teachers should leave the room last, shutting (but not locking) the door after them.
3. The Fire Officer on duty should turn the gas off at the isolator point if safe to get to. The person in the office should pick up the register of students and visitors when exiting the building.
4. At the Assembly Point, the registers will be called. All students/ members should wait in silence.
5. Staff receiving visitors at the time of an emergency evacuation should assume responsibility for the safe exit of those visitors.
6. The Fire Officer on duty will liaise with the Emergency Services (in the case of a real emergency) to determine if/when the building should be reoccupied.
7. In the event that any staff member, student or visitor does not report to the Assembly Point, the Emergency Services will be alerted to ensure safe rescue of the person(s). No-one should re-enter the building unless specifically told to.
8. In the event that the building cannot be reoccupied, the students will be taken to a local restaurant, where the emergency telephone chain will be activated.

Evaluation

Any observations or information relating to an emergency evacuation should be given, in writing, to the General Manager, as soon as possible after the event.

Emergency Evacuation Drills

Fire drills will be undertaken termly, and a record kept in the Fire Log Book.

Fire Fighting

The safe evacuation of staff, students and visitors is always priority. Staff may only attempt to tackle small fires with the portable equipment located throughout the building with the proviso that it **does not put them at risk**.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Material Safety Data Sheets are located in the folder on reception.

Appendix 2

Fire Prevention/ Testing of Equipment

Testing of the Fire Alarm System & fire fighting equipment

Fire Alarm testing will occur every Tuesday at 11:00am.

Emergency lighting will be tested every 1 month.

Any defects on the system will be reported to the maintenance provider, Navin at AAC Security 07872 172446

Fire alarm maintenance (checking the alarm system, smoke detectors and fire extinguishers) will be conducted on an annual basis.

Records of services are held in the office.

The Management will make weekly checks of fire fighting equipment, and any evidence of tampering or damage will be recorded, and raised directly with the maintenance provider.

Fire exits & routes

Daily checks are made by the Manager on duty to ensure that fire exit doors are operational and that all emergency escape routes are clear from obstructions.

Appendix 3

First Aid and Medication

Victoria Hammond is the designated person responsible for dealing with medical matters. In her absence, Holly Morton, Kate Trautner and David Bridges will deal with any medical issues on site.

Any student/ member feeling unwell should report to Reception or the Office as soon as possible. In the event of any accident or injury to any person within the EDA building, the incident should be reported to Victoria Hammond as soon as possible.

The First Aid box is located in the office.

Victoria Hammond and Holly Morton are responsible for ensuring that the contents of the first aid box is complete and replenished as necessary.

The following staff are available to provide First Aid:

- Victoria Hammond
- Holly Morton
- Kate Trautner
- Laurie Scarth
- David Bridges

Victoria Hammond will ensure that first aiders have a current certificate, and will diarise for refresher training.

Transport to hospital

In the event that an injured or unwell person need to be taken to hospital, an ambulance will be called for transport.

Parents/guardians will be informed (or in the event of a staff member/contractor the next of kin will be contacted).

Any injured/unwell person will be accompanied to travel to hospital. In the event that a parent cannot be contacted, a designated adult will accompany any student/member to the hospital.

Medical Emergencies

In the event of a student, staff member, member of the public or contractor falling seriously ill or having an accident, staff should abide by the following guidelines for raising the alarm and seeking medical assistance.

If the person is not breathing, bleeding heavily or unconscious:

- Call 999
- Do not leave the sick/ injured person until the First Aider/ Paramedics arrive
- Send another student to the office to get a First Aider (if in a class) or request another staff member to get a first aider

- If an emergency occurs during a lesson, ask all students to clear to an empty classroom – stay with the student until medical attention arrives

If a student is feeling unwell, ask them to report to the office. If you deem it necessary, send a responsible student to accompany them.

Students with known medical conditions

A list of students with known medical conditions that staff should be aware of will be made available to staff at the start of each new school year and updated as appropriate.

EDA will follow the procedure for completion of incident/accident records in accordance with Herts County Council guidance.

If a student has an injury that prevents them from taking part in physical exercises, a pink slip must be obtained from the office with approval for them to not take part in class.

Administration

Victoria Hammond is the responsible person for all matters related to the administering of medicines.

No member of staff should administer medicines unless express permission has been granted by telephone if the student is under 18. The medication kept and administered within school are paracetamol, ibuprofen, heat/cool packs or medication prescribed to a student/member with the express permission of the parent.

Parents/ carers are responsible for providing the school with up to date information regarding their child's healthcare needs, and providing appropriate medication.

Individual healthcare plans will be put in place with any students with specific medical needs, and all staff will be made aware of these needs.

Any medication held on site will be stored safely within the office, and any medication specifically for one pupil will be clearly marked.

Any students with health conditions that may result in requiring medical attention on a regular basis will be trained specifically in relation to that condition (i.e. epilepsy).

EDA has a physio that attends site during the week. This service must be requested and booked via the office email (info@emildale.co.uk) and the service is payable directly to the physio. EDA will not sub anyone who cannot afford their appointment. Any cancellations on the day of the appointment will be charged to the student.

Appendix 4

Accident Reporting Procedures

It is the responsibility of each individual staff member and student to report and record any accident involving personal injury or other student injury. Management will report any accidents, dangerous occurrences, violent incidents and near misses on the Accident Record form which is located in the main office.

These forms will be kept on record in the office.

The records will be analysed termly to determine if there are trends in accident/ incident occurrences.

Remedial steps will be taken to avoid similar instances recurring.

Faulty equipment, fittings, systems of work and so on, must be reported and attended to as soon as possible.

In the event of serious accident or injury, RIDDOR will be completed by the Operations Manager or the Business & Strategy Manager.

Appendix 5

Health and Safety Information and Training

Consultation

The Management team oversees health, safety and welfare issues affecting staff, students or visitors. Any actions raised will be closely monitored, and the Management team ensure measures are put in place to prevent any further incidences occurring.

Communication of Information

The Management team will communicate any directives to improve or change measures in place via team meetings and email.

Health & Safety Training

The Management team are responsible for identifying health and safety training needs of staff, and ensuring that all staff are provided with adequate information, instruction and training.

Employees are provided with:

- Induction training in the requirements of this policy
- Update training in response to significant change
- Training in specific skills needed for certain activities
- Refresher training where required.

The Operations Manager will keep records of training provided.

Staff members will also be responsible for alerting the Management team of their personal needs for training, and should not undertake duties unless they have the necessary competence.

Appendix 6

Work Equipment

All staff are required to report any problems found with equipment, damaged electrical apparatus or wiring or defective equipment to the Operations Manager.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of equipment will be subject to PAT (portable appliance testing) annually, conducted by a suitable contractor.

Personal items of equipment is subject to the same level of testing.

Full electrical testing will be carried out every 5 years as per legislation. The next full electrical test is due in July/August 2022.

Appendix 7

Flammable and Hazardous Substances

Any flammable or hazardous substances that are used on site for cleaning or during productions will be stored in a locked area.

MSDS (material safety data sheets) will be available in the office to advise how to deal with any damages or spillages.

Appendix 8

Lifting and Handling

Manual Handling

Generic risk assessments for Manual Handling are undertaken by line managers as appropriate and staff are provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or have equipment to ensure the action is performed safely.

All manual handling activities which present a risk to the Health and Safety of staff will be reported/ identified to Management, who will risk assess the situation and take steps to reduce the risk as far as is reasonably practicable.

Appendix 9

Risk Assessments

General Risk Assessments

EDSA conducts and documents risk assessments presenting a significant risk. They are available for all staff to view and paper copies are available in the office. These assessments will be reviewed on an annual basis or in the event of the work activity changing. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to staff member(s) or student(s) are held in the office.

It is the responsibility of all staff to inform their line manager of any medical conditions, which may impact on their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Operations Manager and supported by the Business & Strategy Manager and Heads of Department.

A risk assessment/ risk evaluation form is available at the end of this document and will be available in the folder in the office.

Appendix 10

Security, Access and Identification

EDSA strives to create a safe and secure environment for students, staff and visitors.

The building is open from 8:15am – 6:00pm Monday to Friday.

The CCTV system runs 24/7. The CCTV screen is in the office, and must be on whenever anyone is in the office.

The CCTV cameras record every area except changing rooms and toilets.

Visitors must sign in at reception and make a member of staff in the Office aware of their arrival.

The Office staff will escort the visitor to the area they will be working in, making them aware of toilet facilities and emergency evacuation procedure.

Full-time/resident EDSA staff will not wear an identification badge. They are:

Emil Dale – Director & Principal

Sarah Moore – Business & Strategy Manager

Victoria Hammond – Head of Faculty & Scheduling, BTEC Course Leader

Matt Steer – Operations Manager

Kate Trautner – Head of Admissions

Kat Turgoose - Production & Events Coordinator

Laura Price – Team Administrator

Holly Morton – Team Administrator

Eden Tinsey – Team Administrator

Rachel Morris - Receptionist

Tim Whiting – Head of Music

Laurie Scarth – Head of Dance

Jason Marc-Williams – Head of Acting

David Bridges – Deputy Head

All other teaching staff will be introduced to students so they are familiar with any adults in the building.

Staff must challenge anyone in the building who is not clearly identified.

Appendix 11

Off-site Visits

EDA will follow guidance from their affiliated school/college regarding off-site visits.

Relevant risk assessments, participant names and details of the visit will be readily available for any external visit.

Appendix 12

Lettings

Lettings are managed by the Operations Manager.

EDA's Health and Safety Policy, relevant Risk Assessments, Fire escape routes and evacuation procedure are available to any parties hiring the studios/ building.

Appendix 13

Contractors and Visitors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All visitors, including contractors, must report to the School's Reception where they will be asked to sign the visitor's sign-in sheet, and wear an identification badge. EDA's emergency evacuation procedures will be available with the visitor's badge.

Any visitors attending site to perform remedial or building work must undertake their own risk assessments and make those available for EDA Management.

All contractors with regular or prolonged periods of work on the site will be appropriately CRB checked.

Appendix 14

Health and Safety Monitoring and Inspection

A general inspection of the building will occur termly, and will be undertaken by the Operations Manager. Findings will be recorded, and recommendations/actions will be prioritised according to severity of risk.

There will be a full health and safety audit, and fire risk assessment annually.

Appendix 15

Personal Safety / Lone working

Staff should not be expected to put themselves in danger and will not tolerate violent and/or threatening behaviour towards staff. Any such incidences will be reported directly to the Principal.

Lone working

There may be times when staff will need to be in the building on their own. The self-locking front door must be closed at all times and the CCTV camera system must be on.

All staff must make another member of staff aware if they intend to be working in the building on their own. They must take the portable phone with them.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

There are nominated key holders to the building; in the event they are called out to the building, they must not enter unless it is safe to do so.

Key holders are:

Sarah Moore – Operations Manager

Victoria Hammond – Head of Scheduling & BTEC

Jesse Clements – Buildings and Facilities Manager

Holly Morton – Team Administrator

Eden Tinsey - Team Administrator

Gemma Smart - Cleaner

Appendix 16

Stress

Staff are encouraged to speak to any of the Management if they have any concerns about their health or wellbeing. Management have a responsibility to respond to any concerns raised by employees, and should closely monitor workloads.

Appendix 17

Alcohol, Drugs & Smoking

Bringing alcohol or any unlawful drugs to the College and / or imbibing them there is strictly prohibited. Any such instances will be dealt with under the disciplinary procedure and may lead to expulsion. The only exception to this is alcohol that is purchased during a production evening/ matinee at the Factory Playhouse.

An events licence will be obtained by EDA, and a responsible person will manage the bar to ensure that no underage (under 18) drinking occurs.

Smoking is only permitted on authorised breaks and should not be on the premises of EDA. This includes the use of e-cigarettes.

Appendix 18

Cafe & Refreshment making facilities

The cafe kitchen must only be used by approved members of staff, and when cooking/ preparing is occurring in the kitchen, no other members of staff may enter the kitchen area other than the cafe team.

Refreshment making facilities are available to staff members in the main reception area and in the main office in Lime.

These areas must always be kept clean and tidy.

Staff are responsible for ensuring that any crockery, cutlery or food preparation equipment re washed/ cleaned or put in the dishwasher.

If any equipment is found to be faulty or damaged it must be reported to the main Reception immediately.