HEALTH & SAFETY POLICY

EMIL DALE SCHOOL OF PERFORMING ARTS LTD

Document category:	Strategic
Document ownership:	Business, Compliance and Strategy Manager
Document approval:	Owner / Founder (Director)
Document background:	Policy requirements are in accordance with the Health and Safety at Work etc. Act 1974 and all other associated relevant legislation, as appropriate.
Document references:	Other H&S information relevant to this Policy is available in the form of Standards, Procedures, Guidance and Assessments. These can be accessed on the company SharePoint.

DEFINITIONS

Health and Safety at Work etc. Act 1974 (HSWA)	The **Health and Safety at Work Act** 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which: • employers have towards employees and members of the public • employees have to themselves and to each other • certain self-employed have towards themselves and others
Safety Management System (SMS)	A **safety management system** is a management system designed to manage safety elements in the workplace. It includes policy, objectives, plans, procedures, organisation, responsibilities and other measures.
Hazard, risk and risk assessment	A **hazard** is any source of potential damage, harm or adverse health effects on something or someone. A **risk** is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment. A **risk assessment** is a systematic process of identifying hazards and evaluating any associated risks within a workplace, then implementing reasonable control measures to remove or reduce them.

*EDA is used as acronym for the business name throughout this Policy document.

It is vital that students and staff alike share Emil Dale Academy's vision, purpose and the philosophy that encompasses all that we do. EDA is passionate about forming a partnership between staff and students, creating a college community that is progressive, diverse, welcoming and dynamic.

This vision is upheld by the owner, senior management, administration team, teachers and visiting colleagues; and is the driving force behind every interaction with our students and their families.

EDA is an intensive, professional, triple-threat training course that requires commitment, dedication and passion. Students are encouraged to grow into intelligent performers, with an aim to make a sustainable living in performing arts.

Our team are dedicated to ensuring students are supported both academically and personally throughout their time at the academy – our family atmosphere leading to acute awareness of the personal needs of each student. We recognise that performers are artists, first and foremost, and as a result, developing their individual talent is our primary concern.

We embrace creativity, individuality and self-expression to enable each student to experience working in a professional environment. We strive to facilitate an atmosphere of mutual respect, providing leading industry professionals alongside our experienced core team, to instil the necessary attitude, work ethic and expectation needed for a successful career in the industry.

This policy statement sets out our commitment to achieving the highest health and safety (H&S) standards across our operations. Our aim is to create safe spaces for our staff and freelancers to work in, thrive and be inspired to make a positive impact to our student community. We also acknowledge our duties towards our visitors, members, hirers, contractors and other third parties who may be affected by our actions. As an organisation we are committed to effectively managing our risks and to operating in a way that prevents injury or ill-health.

We will, so far as is reasonably practicable, ensure the health, safety and welfare of all EDA's staff, freelancers, and other parties / stakeholders affected by our activities.

To achieve these aims we will:

- ✓ Comply with all relevant H&S legislation and other applicable H&S requirements.
- ✓ Maintain healthy and safe working conditions, a safe place to work and safe systems of work.
- ✓ Provide adequate resources to support the implementation of this policy and supporting risk management arrangements.
- ✓ Implement suitable risk management programmes to ensure our services and activities are planned and managed in a way that prevents injury and ill health to anyone who may be affected by them.
- ✓ Establish measurable goals, objectives, targets and improvement plans to facilitate the maintenance and continual improvement of our H&S performance.
- ✓ Promote involvement, engagement and participation in the management of H&S and ensure adequate facilities are in place to consult and communicate with all relevant stakeholders on H&S matters.
- ✓ Lead and promote the development of a positive health and safety culture, visibly demonstrating our commitment to achieve and maintain high standards of H&S performance and management.
- ✓ Provide suitable and sufficient training, information, instruction and supervision so our staff and freelancers have the necessary skills and support to work safely without risk to themselves or others.
- ✓ Ensure the availability of professional and competent H&S assistance, advice and support.
- ✓ Establish a safety management system and programmes to monitor, measure and review our H&S performance to ensure that high standards are maintained to promote continual improvement.
- ✓ Promptly report any H&S issues, concerns, incidents and near misses so that they are investigated to prevent reoccurrence.

All staff, freelancers, contractors, hirers, students, and visitors are required to co-operate with us in implementing this policy and fulfilling our statutory duties.

As the company Founder and Owner, I'm wholly committed to the above statement and will ensure that adequate and appropriate resources are made available to implement this policy into practice.
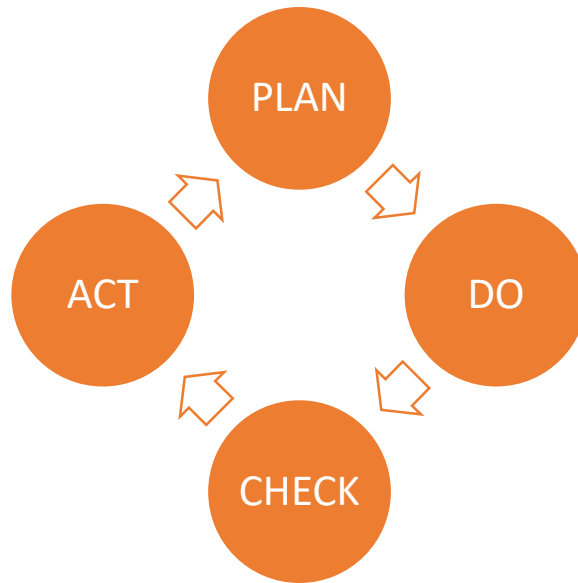
To ensure that our arrangements are fit for purpose, this policy will be subject to annual review.
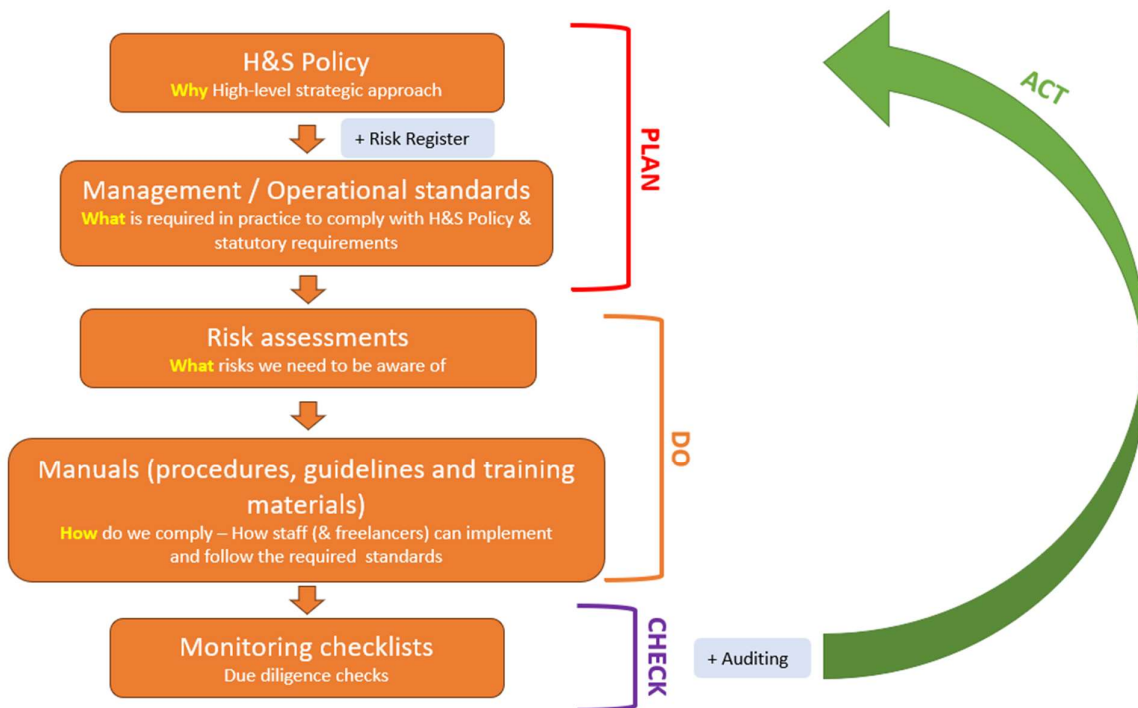
Signed by the Owner / Founder…………………………………………….   **Date……………………..**

We strive for continuous improvement. To ensure complex approach, our health and safety management system (although not recognised to any formal external standard) is based on Plan - Do- Check – Act principles.

Our Safety Management System Structure:
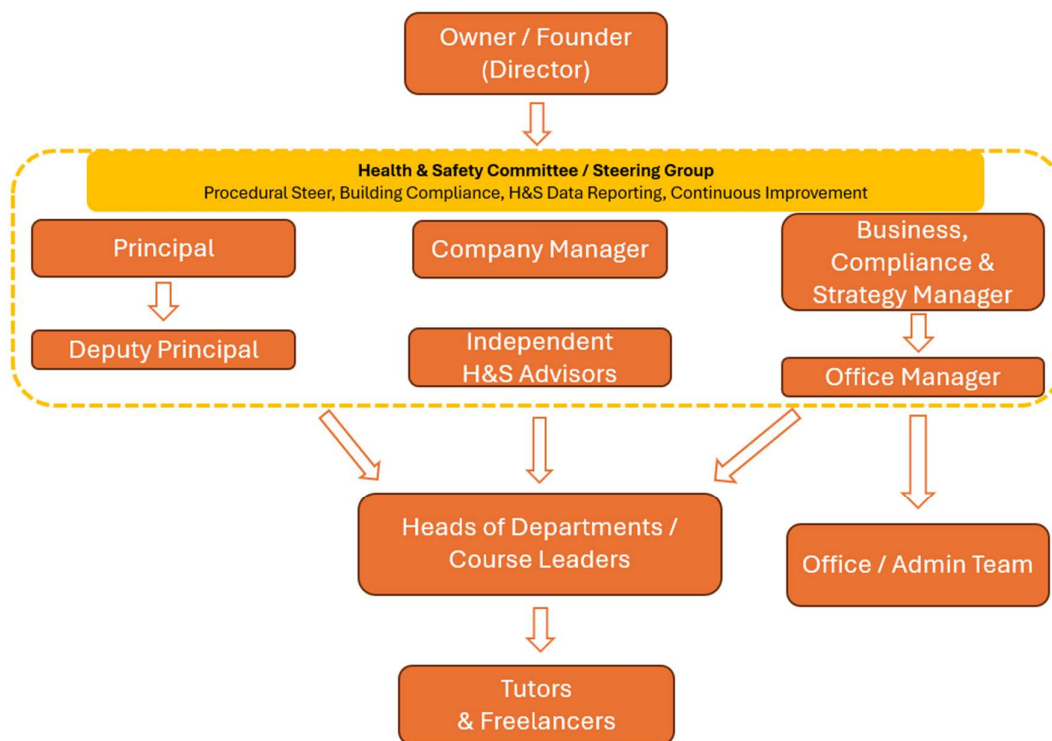
RESPONSIBILITES – GENERAL

Founder / Owner (Director)
The Owner has ultimate responsibility for reviewing, endorsing and achieving this policy's aims.

H&S Committee / Steering Group
H&S Committee / Steering Group will act as the main H&S policy, objective and decision makers. They are committed to developing a positive H&S culture that is fully resourced, integrated, implemented and audited throughout the organisation. H&S Committee / Steering Group will:
- ensure the regular monitoring of the H&S performance of departmental Heads to ensure they have carried out their H&S responsibilities;
- meet formally in this role when a H&S report is presented to them in accordance with an agreed schedule and as required in response to any identified requirement to do so (e.g. in the event of a serious incident);
- ensure their meetings consider H&S performance, including leading and lagging indicators;
- formally undertake regular management reviews including identifying opportunities for improvement in H&S performance and the effectiveness of the SMS.

Heads of Departments / Course Leaders
Heads of Departments / Course Leaders are responsible for implementing the relevant aspects of the Safety Management System within their department. Heads of Departments / Course Leaders must ensure that:
- they have full awareness of, and understanding of the EDA's H&S policy, standards and procedures;
- their staff are provided with information, instruction and training (including induction training) concerning EDA's H&S policy, relevant standards and safe working practices and guidance pertinent to their undertakings and work activities;
- the H&S policy, standards and associated procedures are implemented across their activities and prompt intervention is taken if policy and procedures are not adhered to;

- they have a system in place to manage risks within their departments through a programme of risk assessment and action plans;
- they submit (where agreed) their department to regular H&S audits in accordance with this policy;
- adequate safety provision is planned and adhered to for all events for which EDA is responsible or named as a beneficiary;
- they hold their staff accountable and to the requirements of this policy and the overall implementation of the safety management system within their area of responsibility.

Those with Line Management responsibilities have the following duties:
- Ensuring their team members are provided with information, instruction and training (including induction training) concerning EDA's H&S policy, relevant standards and safe working practices and guidance pertinent to their undertakings and work activities;
- Regular monitoring that the EDA's protocols and procedures are followed within their teams, and keeping due diligence records where applicable;
- Acting as a first point of contact for their team members on matters relating to H&S;
- Escalating non-compliance issues and reporting incidents to the members of the H&S Committee / Steering Group.

Employees & Freelancers
Employees are persons who have entered into a contract of employment with the Emil Dale School of Performing Arts Ltd, whether on permanent, part-time or zero-hours basis.
Freelancers are Tutors who have entered into contract of service provision but remain self-employed individuals.
Freelancers are considered employees from the H&S perspective.
Any volunteer workers are also considered employees for the purposes of this policy.
We will ensure that all our workers receive suitable and sufficient information, training and support and that risk to their health and safety are included in our planning.

Duties of all persons working for the EDA include the following:
- Taking care of their own safety and that of others which may be affected by their acts and omissions;
- Co-operating with the Management with regard to any safe systems of work and formal Health and Safety procedures and protocols;
- Not interfering (intentionally or recklessly) with or misusing anything provided in the interests of H&S or welfare;
- Promptly reporting any hazards as well as any safety-related occurrences including accidents, incidents and near misses;
- Using personal protective equipment – if required - which may be provided for their protection;
- Complying with any instruction, information and training provided in accordance with the EDA's H&S policy and procedures;
- Attending safety training as instructed by their Line Manager or the Health & Safety Committee;
- Ensuring that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Being responsible for good housekeeping in the area in which they are working.

Contractors
All Contractors (Service Providers) must follow relevant rules laid out by the EDA's Managing Contractors Standard and comply with all statutory requirements and industry practices relevant to their trade. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out by a competent person in a safe manner.
EDA will implement a contractor vetting system to ensure due diligence checks are completed before appointing contractors to carry out works.

Visitors to the EDA's Premises
Visitors are responsible for adhering to all relevant protocols and procedures when in the EDA premises (including parts of the premises open to the public).

Organisers of events held in the EDA's Premises
External event organisers must follow relevant rules laid out by the Event and Venue Hire Standard and have an overall responsibility for their event activities and their event audience. Event Organisers have a duty to cooperate with EDA on all matters of H&S and to comply with the EDA's protocols in case of emergency.

Regular Hirers

All third-party organisations (whether commercial or non-profit) which occupy premises within the EDA's buildings must comply with the requirements of the Events & Venue Hire Standard. Each Regular Hirer has overall responsibility for their activities and has a duty to cooperate with EDA on all matters of H&S and to comply with the EDA's protocols in case of emergency.

Regular Hirers must comply with all statutory requirements and industry practices relevant to their trade (such as operating within certain frameworks of safeguarding, licences, etc).

RESPONSIBILITES – SPECIFIC

Founder / Owner (Director)

Director delegates certain aspects of day-to-day H&S Management to the *Business, Compliance & Strategy Manager*, *Company Manager* and the *Principal*.

Business, Compliance & Strategy Manager

Business, Compliance & Strategy Manager plays a vital role in developing proactive approach to managing Health and Safety and to influence all EDA's stakeholders.

In particular, responsibilities of the Business, Compliance & Strategy Manager include:

- developing and maintaining an effective H&S culture and SMS;
- reporting on the H&S performance of departments to the H&S Committee / Steering Group;
- reviewing, updating and disseminating the EDA's H&S policy, standards, guidance and advice on relevant H&S legislation;
- notifying the H&S Committee / Steering Group of changes in legislation and current good practice;
- reviewing incident and near miss reports and coordinating investigations as required;
- recording H&S performance and presenting regular H&S reports;
- heading cross-departmental H&S Committee/ Steering Group;
- liaising with, advising and challenging (when required) users of the premises and visitors should the need arise;
- cooperating with the Company Manager on keeping the EDA's properties safe (including the development of relevant Compliance Calendar);
- working with the H&S Committee on coordinating internal auditing and inspection regimes to ensure consistent approach to monitoring H&S performance;
- assisting with contractor vetting process;
- carrying out, reviewing or oversee risk assessments (this includes record keeping and reviews);
- liaising with Local Authority and relevant enforcement agencies should the need arise.

In regard to the property compliance responsibilities of the Business, Compliance & Strategy Manager include:

- acting as duty holder for the EDA's buildings in line with statutory requirements (fire, asbestos, legionella, electricity, etc.)
- managing the Office team
- working with the H&S Committee on coordinating internal auditing and inspection regimes to ensure consistent approach to monitoring H&S performance;
- budgeting for necessary H&S provisions within the EDA's buildings;
- evaluating, planning and approving property-related projects;
- maintaining relationships with external stakeholders in relation to the EDA's buildings (Local Authority, HSE, external contractors, etc.)
- maintaining the records of progress/completion of building-related H&S action plans.
- cooperating with the Company Manager on managing the Compliance Calendar, to ensure that all relevant Statutory Services, Tests and Certifications are completed within required timeframes;
- selecting, vetting and appointing building contractors;
- managing the permit to work process for any building works classified as high-risk;
- carrying out formal spot checks on building contractors;
- reporting findings to the Company Manager, Director and H&S Committee / Steering Group.

In regard to Fire Safety, the Business, Compliance & Strategy Manager is identified as the person in charge of day-to-day fire safety under article 5 of the Fire Safety Order and is responsible for ensuring reasonable steps are taken to reduce the risk from fire and making sure people can safely evacuate the building in an emergency.

Business, Compliance & Strategy Manager delegates some of the day-to-day responsibilities to the Office Manager.

Company Manager
The Company Manager acts as an internal assurance party and is responsible for:
- working closely with the Owner, the Business, Compliance & Strategy Manager on coordinating the strategic aspect of H&S Management based on identified risks, and coordinating internal auditing and inspection regimes to ensure consistent approach to monitoring H&S performance;
- Managing and updating EDA's Risk Register;
- Establishing and coordinating internal auditing protocols;
- Providing Audit Data, findings, and recommendations to the H&S Steering Committee.

Principal
The Principal's duty is to provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on their work.
In particular, the Principal is responsible for:
- Ensuring that the school activities are planned, organised and undertaken in line with EDA's health and safety policy
- Providing effective arrangements for managing the real health and safety risks at the school
- Maintaining effective communications with the Owner, the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Making sure that the teaching staff (inc. freelancers) have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Ensuring that all incidents and near misses reported are brought to the attention of H&S Committee.
- Consulting and working with recognised TU safety representatives/employee representatives (if applicable)
- Participating in the H&S Committee meetings - bringing insights, data, and opportunities for improvement.
- Ensuring that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Actively promoting good H&S practices throughout the Academy, including the weekend school.

The Principal delegates some of the duties to the Deputy Principal.

SAFETY MANAGEMENT STANDARDS

EDA's H&S arrangements and procedures are presented in the form of topical H&S Management Standards which are subsidiary to this Policy. Arrangements are in place to manage and control the risks to the H&S of those carrying out our activities or who might be affected by them.

The EDA's H&S Management Standards cover the following areas of risk:

1. Fire Safety
2. First Aid and Emergency Response
3. Incident Reporting
4. General Building Compliance (Statutory Services)
5. Asbestos Management
6. Legionella and Water Management
7. Visitor Safety
8. Personal Safety and Lone Working
9. Contractor Management
10. Events and Venue Hire
11. Food Safety
12. Work Equipment
13. Display Screen Equipment (DSE)
14. Manual Handling
15. Working at Heights
16. Workplace Wellbeing

The above list will be reviewed on annual basis and will be amended/expanded as per operational needs analysis, organisational changes and recommendations brought forward by H&S Committee / Steering Group.
Departmental Heads will take ownership for implementing relevant Standards into their area of responsibility.

RISK ASSESSMENT PROCESS

Risk Assessments will be undertaken in line with the HSE Guidance.
The results of the Risk Assessments will be recorded in writing, safety procedures/ method statements / safe systems of work produced and implemented to ensure adequate levels of health safety and welfare.

Risk Assessments are to be reviewed regularly by the Business, Compliance & Strategy Manager (this duty can be delegated to another competent person, such as an external H&S Advisor) to ensure that they are still appropriate, relevant and sufficient to the tasks and activities covered.
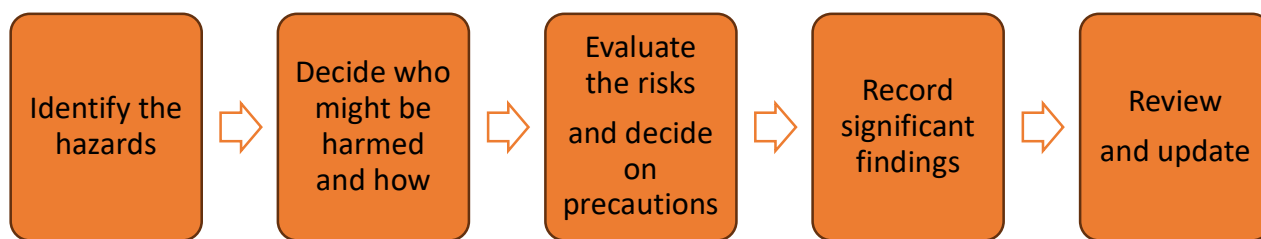
They will also be reviewed when:
- a new position/job role is created
- new equipment/plant is introduced
- when a new system (method, process) of work is set up
- following accidents.
Formal review of all Risk Assessment will take place every 3 years (unless there are legal changes directly affecting the EDA's undertakings) and will be carried out in consultation with external safety advisors.

Individual Risk Assessments must be undertaken for workers falling within special categories:
- Under 18s (Apprenticeships, Students on Work Experience)
- Expectant Mothers
- People with disabilities or medical conditions that might affect their health and safety at work.

| Identify the hazards | ⇨ | Decide who might be harmed and how | ⇨ | Evaluate the risks and decide on precautions | ⇨ | Record significant findings | ⇨ | Review and update |

Below is some simple guidance to help those who are required to carry out risk assessments:

1) Identify the hazards
First, identify what the hazards are.
Look for hazards that you could reasonably expect to result in significant harm. The following are some examples:
Slipping / tripping hazards, fire, chemicals, moving parts of machinery, vehicles, dust, lifting and carrying, poor lighting, electricity, fumes, noise and low temperatures.

2) Identify who might be harmed and how
Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance Contractors, and other visitors. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, home workers, those who work alone and disabled staff.

3) Evaluating the risks from identified hazards
Risks from identified hazards need to be evaluated.
If there are no hazards, there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.

It is also necessary to:
 - Observe the actual practice. The employees concerned and competent person should be consulted;
 - Address what actually happens in the workplace or during the work activity;
 - Take account of existing preventative measures; if existing measures are not adequate, consider what more should be done to reduce the risk sufficiently.

4) Review & Revision
Check that the precautions for each hazard that was identified is still adequately controlled. If it is not adequately controlled, then the action needed to control the risk should be indicated and the outcome noted.
The Assessment must be reviewed at regular intervals or whenever the process or procedure is changed.

OCCUPATIONAL HEALTH
Those with Line Management responsibilities are in charge of monitoring any sickness absence within their teams and ensuring all staff submit a self-certification certificate or doctor's certificate, if appropriate, for each episode of sickness absence.

Business, Compliance & Strategy Manager (with the assistance of outsourced HR professional where required) will monitor and analyse sickness absence and patterns across the organisation and will work with managers and employees to resolve any occupational health issues, drawing on relevant expert medical advice as required.

PROVISION OF INSTRUCTION, INFROMATION AND TRAINING
Training is a vital part of how this policy is implemented into practice.
H&S information and instruction will be provided in various ways and methods, including:
- New Starter Induction
- Guidance materials

- Meetings and staff briefings
- External certified Training (as required)
- Information Packs (Ts & Cs) for venue hirers and event organisers

Business, Compliance & Strategy Manager will support departmental Heads in undertaking H&S training needs analysis for their department.

WORKFORCE CONSULTATION

EDA will ensure appropriate engagement and consultation on H&S matters through the H&S Committee / Steering Group, and with agreed employee forums and working groups, in line with their terms of reference. This will enable appropriate staff consultation and communication on H&S initiatives, policy and procedural changes that may impact, on the health, safety and wellbeing of staff.

Periodic Staff Survey on H&S matters should be introduced as a regular data collection exercise.

H&S COMMITTEE / STEERING GROUP

The H&S Committee / Steering Group is a formal communication forum which meets at least every 6 months to discuss H&S matters and represent the views of various stakeholders and Third-party Organisations.

The Health & Safety Committee comprises:
- Owner / Founder (Director)
- Business, Compliance & Strategy Manager
- Company Manager
- Office Manager
- Principal (or Deputy Principal in their absence)
- Employees and Freelancers with interest in H&S matters
- Workforce Representatives if applicable
- Representatives of Third-party Organisations (Regular Hirers) if applicable
- External H&S Consultant

All Regular Hirers will be expected to attend the H&S Committee Meetings (invitations will be send in advance) and formal Agenda will be prepared prior to the meeting.

Formal notes will be taken because of each meeting. Action plans will be drawn up to address any issues and non-compliances (if applicable).

PROACTIVE MONITORING AND AUDITING

A formalised approach to proactive monitoring should be developed and coordinated by the H&S Committee to enable EDA carrying out monitoring activities on regular basis in line with agreed framework.

This will enable structured and formalised approach to data sharing and reporting.

DATA SHARING & REPORTING
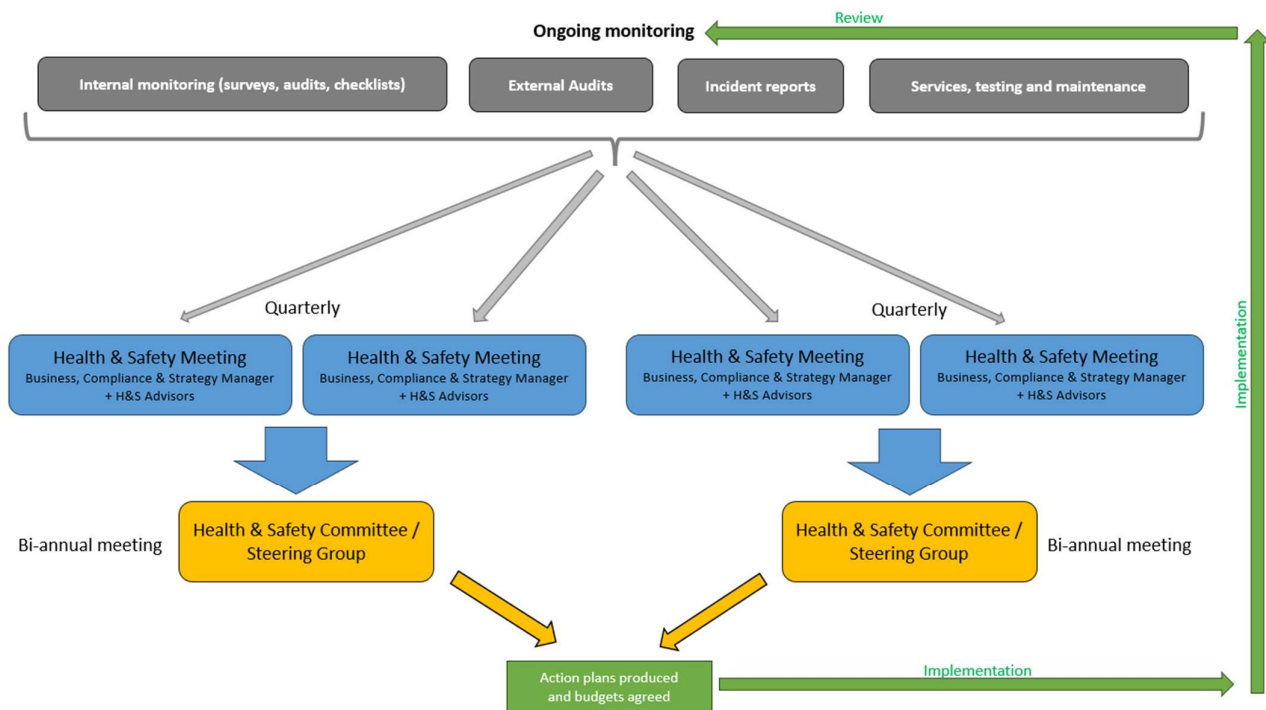
EXTERNAL COMPETENT ASSISTANCE

EDA can use assistance of external competent advisors / service providers on matters related to:

- Health & Safety
- Fire Safety
- Food Safety
- Specialist Services (such as Legionella or Asbestos)

to ensure additional guidance and independent unbiased assurance.

The selection, appointment and monitoring of performance of such competent third parties will form part of the Business, Compliance & Strategy Manager's general H&S duties.

H&S POLICY REVISION RECORD		
Review date:	Reviewed by:	Sign:
Revision summary:		
Review date:	Reviewed by:	Sign:
Revision summary:		
Review date:	Reviewed by:	Sign:
Revision summary:		