



SUSI EARNSHAW

School of Academics & Performing Arts

HEALTH AND SAFETY POLICY

Last updated: July 2022	Next review: July 2024
Ratified by: Susi Earnshaw (proprietor)	Date: July 2023

This policy applies to the full-time school, and to the part-time, evening and weekend classes.

This policy is read and referred to regularly, both in inset days and in regular staff meetings. It is also annually updated and reviewed by and signed off by the Proprietors and Head teacher.

This policy consists of the following sections:

- Health and Safety Policy
- Risk Assessments
- Accidents
- Playground Safety
- Break and Lunchtime Supervisors
- Physical Activities
- Fire Safety
- Fire Safety Policy
- Fire Drills
- Off Site Activities – Field trips, visits etc.
- First Aid and Medical Control
- Administrations of Medicines
- Domestic Services
- Catering
- Cleaning
- Security of Site
- Maintenance and Building Checks
- Waste Disposal
- Personal Protective Equipment
- Manual Handling
- Work at Height
- Control of Contracts
- Consultation with Employees
- Methods and Procedures
- Health and Safety Emergencies
- Slips and Trips
- Violence
- Monitoring
- Appendix

SAFEGUARDING STATEMENT

Everyone working at Susi Earnshaw shares an objective to help keep children safe by:

- Providing a safe environment for children to learn; and
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action to make sure they are kept safe both at home and in school.

To achieve this objective we have put systems in place that are designed to:

- Prevent unsuitable people working with children;
- Promote safe practice and challenge poor and unsafe practice;
- Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe; and
- Contribute to effective partnership working between all those involved with providing services for children.

Health and Safety

Health and Safety Policy Statement

1. The Proprietors and Heads are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
2. The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.
3. The Proprietors will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
4. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
5. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Proprietors or Heads.

Signed
Susi Earnshaw (Proprietor)

Signed
David Earnshaw (Proprietor)

Health and Safety Officers

Mr David Earnshaw (Proprietor) is our Safety Officer, assisted by Susi Earnshaw (Proprietor)

The Health and Safety Officer is responsible for the co-ordination of health and safety management throughout the school and theatre.

RESPONSIBILITIES

As we are a very small school, we all work together as a team and health and safety is the responsibility of everyone, including our pupils. Teachers therefore will allocate one pupil from each year group to be responsible to point out any hazards in the classroom before the start of each class.

PROPRIETORS

- *Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.*
- *Will periodically discuss the effectiveness of the policy with the Heads of the School and ensure that any necessary changes are made.*
- *Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.*
- *Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.*
- *Will draw up safe methods and procedures, written where appropriate, for operations under their control.*
- *Will inspect all new plant, buildings and equipment for potential hazards.*
- *Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.*
- *Will ensure, in conjunction with the Heads, that any hazardous or dangerous conditions or*

situations reported are remedied as soon as possible.

- *Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.*
- *Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy and have the relevant insurances etc in place.*
- *Will, in conjunction with the Heads, ensure that all areas of the School are inspected, from a Health and Safety point of view, regularly.*
- *Will, in conjunction with the Heads, review the Health and Safety Officer's reports and take action where appropriate.*
- *Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.*

HEADS

- *Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.*
- *Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.*
- *Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.*
- *Will ensure that responsibilities are properly assigned and accepted at all levels.*
- *Will take direct interest in the Health and Safety Programme and support all persons carrying it out.*
- *Will ensure that all areas of the School are inspected, from a Health and Safety point of view, each term.*

- *Will review the Health and Safety Officer's reports and take action where appropriate.*
- *Will ensure that all Teaching and Ancillary Classroom Staff have adequate training for the tasks that they are required to perform.*
- *Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.*

TEACHING STAFF

- *Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.*
- *Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.*
- *Will ensure that all classroom/work areas are safe before they are used by any person.*
- *Will ensure that all equipment is safe before it is used by any person.*
- *Will ensure that Protective Equipment, where appropriate, is used at all times.*
- *Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Bursar without delay.*
- *Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.*

ALL OTHER STAFF

- *Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.*
- *Will observe Health and Safety Rules at all times.*

- *Will conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.*
- *Will report all accident, damage, hazardous or dangerous conditions or situations to their Heads of Department, Head or Bursar without delay.*
- *Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.*
- *Will ensure that working areas are kept clean and safe.*
- *Will inspect all equipment and plant before use to establish that it is safe to use.*
- *Will familiarise themselves with First Aid and Fire Procedures.*
- *Will look after all Health and Safety equipment properly and report any defects immediately.*

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

HEALTH AND SAFETY POLICY

Susi Earnshaw is committed to providing a safe workplace for all staff and students. We have taken all possible precautions and followed all the guidelines as recommended in the

Department of Education booklet: Health and Safety: advice on legal duties and powers (February 2014).

We expect that staff in turn accept their responsibility to work safely. This means working intelligently, with common sense and foresight. All employees are expected to follow the set safety standards, which apply to our organisation, and adhere to all rules and regulations as set out by the Occupational Health and Safety Act, (OHSA). The following rules are common sense and should be followed by all.

- Keep working areas/classrooms clean and tidy at all times, paying particular attention to students' bags in walkways, etc. This reduces the chance of any injury and also makes the area a more attractive environment to work in.
- Always wear the appropriate safety equipment when doing any hazardous work. You will be supplied with this if required.
- It is against the law to smoke anywhere inside a public building, and smoking in the school grounds or just outside the front or rear of the building is strictly prohibited for everyone.
- Have respect for electricity - do not overload any outlet. Never have any electrical wires rolled up (like extension leads) - they may create heat and cause fire danger. Be aware of hot water temperature and especially boiling water from kettles and coffee machines.
- Report ANY injury immediately, and process the appropriate report. It's in everybody's interest! If you notice a condition or practice that seems unsafe, you should immediately discuss this with the Head, or readily correct it yourself if it is safe to do so.

Staff will be trained in risk assessment, health and safety and fire safety in INSET days, and may take online courses. This training will include or refer to:

- Health and safety of own work areas
- Health and Safety Procedures for school outings, including gathering contact details and use of school mobile.
- First aid training

- The management of work-related stress
- School security
- Violence to staff
- Manual handling

In any health and safety emergency, contact details for parents are kept in the school office, along with each student's personal details. Staff will have any details necessary with them on any school trips.

Risk Assessments of school outings will be completed by the member of staff booking the specific outing, (see Health and Safety on School Visits). There are also annual fire safety inspections by Abbey Fire Alarms.

General risk assessments of the safety of the building will be completed at regular intervals of at least every six months and will include:

- School security

- Possible threats of violence to staff
- Manual handling
- Slips and trips
- On-site vehicle movements
- Control of hazardous substances, including asbestos
- Selecting and managing contractors
- Maintenance of electrical equipment
- PAT testing
- Lifts are tested every six months
- Heating and air conditioning is tested every six months
- The drinking water dispenser is tested and sanitized every six months
- The Fire Alarm is tested every month
- Fire safety equipment is tested every 12 months

RISK ASSESSMENTS

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

WRITTEN RISK ASSESSMENTS ARE REQUIRED FOR:

- 1) ALL SUBJECT DEPARTMENTS/CLASSROOMS Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.
- 2) SCIENCE LABORATORY - safety procedures
- 3) DOMESTIC SERVICES (CATERING & CLEANING)- use of hazardous equipment/ safety procedures
- 4) SCHOOL GROUNDS - use of hazardous equipment/restricted access
- 5) THEATRE Pupils are not permitted into the Theatre without supervision.

All equipment used in the theatre is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is an important step in protecting staff, pupils, visitors, contractors, the environment and Susi Earnshaw as a whole. It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly, so people do not slip.

A sample risk assessment form is included in appendix 1 of our stand-alone risk assessment policy, or an electronic copy can be found on the staff shared drive.

When should a risk assessment be completed?

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that Susi Earnshaw undertakes.

Who is responsible for drawing up and checking risk assessments?

There is a requirement for all departments to explain to staff how health and safety is managed for their department. All staff has a responsibility for ensuring risks assessments are completed for their area of work, and the Head of Department should check and monitor assessments. This may be by one assessment, by a number of assessments linked together or by individual assessments for different tasks/activities, offsite visits, experiments, machinery or process within the department.

Storing Assessments

Once the completed assessments have been shared with appropriate staff and pupils they need to be handed to the head teacher who will file and upload accordingly.

Definitions

A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer etc. The risk is the chance, high or low, that these and other hazards, together with an indication of how serious the harm could be, could harm somebody.

How to carry out a risk assessment

Step 1 – What are the hazards?

Consider how someone may be harmed, this will help to identify the hazards, disregard the inconsequential or trivial.

- Walk around your classroom, office; think through your task or activity; ask the staff doing the task, consider the location, duration, purpose of your visit, is there long term health hazards associated with the task?
- Consult the manufacturer's instructions, safety data sheets, trade associations, associated websites etc.?

Step 2 – Who may be harmed and how?

Consider each hazard and who may be harmed and how they may be harmed.

- Who may be? Pupils, teaching, office, cleaning, maintenance, and/or security staff, visitors etc. Identify groups, which are more vulnerable such as young persons, the disabled, lone working staff, contractors, members of the public, etc.
- How? May be from tripping on a bag left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, machinery, offsite trip etc.

Step 3 – What are you already doing?

Having spotted the hazards consider what is already in place to control them. Compare your list to good practice, is there more that could be done? When controlling risks, apply the following principles, if possible in the following order: -

1. Can I remove the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option (e.g. switch to using a less hazardous chemical)
4. Prevent access to the hazard (e.g. by guarding)
5. Organise work to reduce exposure to the hazard (e.g. put barriers between pupils/staff and the works)
6. Issue personal protective equipment (e.g. clothing, footwear, goggles, etc.)
7. And provide welfare facilities (e.g. first aid, removal of contamination). Within this step there is a heading of **“What further action is needed?”**

Have the risks been reduced as far as possible or is there a need for more? For instance: -

- You may consider that you require refresher training on the task/activity.
- You may feel that before the trip goes ahead the ratio of staff to pupils should be increased.

Without the increase in staff you could not go ahead with the trip.

Step 4 – How will you put the assessment into action?

The completed risk assessment must be shared with the appropriate staff and where necessary pupils. You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom. Remember the assessment demonstrates how the event, task, activity etc. is to be managed.

Step 5 – Monitor and Review Monitor -

There are a number of occasions, such as offsite activities, an event, a project etc. where it is recommended that a “wash up” be carried out, once the wash up has occurred use this section to make comments/action points for when the situation is carried out again. This will assist staff to improve the situation in the future.

Review -

Few activities, classrooms etc. stay the same. Sooner or later a piece of new equipment, substance, procedure etc. is brought in; this can lead to new hazards and therefore the assessment will need to be reviewed. Should no changes occur that you are aware of there will still be a need to review the assessment and it is suggested that the assessment be reviewed on an annual basis.

ACCIDENTS

Education and meetings outlining regular accidents can help reduce and prevent most accidents in the workplace. It is a policy of Susi Earnshaw to avoid accidents at all costs. Time and effort has been spent to ensure that your workplace is as safe as possible. If an accident should occur, it is important that the correct procedures are followed to prevent future incidents.

All accidents are to be recorded in the accident logbook. Incident report forms are available from the Head to help record all relevant details. This is extremely important, as it allows Susi Earnshaw to analyse all factors involved to prevent future accidents. It is also of the utmost importance that you record all details accurately, so that compensation or insurance

can be received if necessary.

Accident and incident reports should be filled in as soon as possible after the event has occurred.

It is the responsibility of all employees to prevent accidents where possible. If you see something that is potentially dangerous or unsafe, please report it to the Head.

If anyone has an accident or witnesses an accident (including those reportable under RIDDOR) they must report it to the Head or Proprietor. If this happens during a show, it must be reported to the Duty Manager. The accident book is kept in the front of the top drawer in reception. The Head, Duty Manager or Proprietor will help you to complete the form, which will then be kept confidential.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. Education and meetings outlining regularly occurring accidents can help reduce and prevent most accidents in the workplace. It is a policy of Susi Earnshaw to avoid accidents at all costs. Time and effort have been spent to ensure that your work place is as safe as possible.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible. We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? I.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

At Susi Earnshaw we classify an accident as what we have witnessed and an incident as something we did not see. All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. If it is a serious injury or one that needs medical assistance the parent will be informed immediately. There is always a first aider in the building at all times, who will deal with minor injuries.

First aid boxes can be found at the following locations: -

1. The Kitchen
2. The Medical Room

The boxes will be checked regularly, monthly, and refilled by either the person nominated to check them, the Head or Health and Safety officer. Any missing items will be noted and replaced as soon as possible. A first aid box is taken on all outings. If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to. All accidents are recorded on a sheet, which includes details of the injury and a body map. The form is signed by the parent/carer who collects their child and is then kept in the child's individual file, in the medical section. A

record sheet containing number, name & date of all accidents/incidents is kept in the accident/incident file. All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again. An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action that could cause damage, loss or injury. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

The school must notify the ISI and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given. Accidents/incidents relating to staff or visitors to the setting should be reported to the Head teacher and recorded using the School forms. Any injury related absence lasting more than 3 days must be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

It is the responsibility of all employees to prevent accidents where possible. If you see something that is potentially dangerous or unsafe, please report it to The Head Teacher.

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2. Major Injury to Staff, Pupils or Any Other People in an accident on the premises
 - The Major Injury as listed in the Regulations
3. Dangerous Occurrences listed in the Regulations.

b) Reporting

1. A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1), 2) and 3) above.

2. A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
3. A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

PLAYGROUND SAFETY

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment. The playground area is fully enclosed and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work. In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

All staff are expected to be vigilant around the building at all times, to assist in ensuring students are safe and happy and behaving in a responsible way. The majority of bullying in any school usually takes place during unstructured times such as breaks and lunchtimes, and all staff have a joint responsibility to ensure this does not happen at Susi Earnshaw.

Years 10 & 11 have permission to leave the school at lunchtimes (not break times). They sign in and out of the building at reception. The school is small in accommodation and numbers, and students are permitted to be in the outside courtyard and the main studio at break and lunchtimes.

They are also allowed to be in the corridors and at reception. Food and drink may be consumed in the courtyard and main studio, but not anywhere else in the building. Students are responsible for cleaning up after themselves and putting all rubbish in the bins.

Balls games are allowed in the courtyard as long as they are soft balls, so that no windows can be broken, or students hurt. Students are allowed to play music or dance as long as they take responsibility for being safe. Bad language will not be tolerated anywhere in the school. There is a drinking water unit which is available to all students and staff throughout the day. Canteen staff will provide snacks and heat up any food that students bring in. There is a refrigerator for students to keep their food in until lunchtime.

Students may also request/arrange to use any spaces for small group classes with teachers or independent learning or rehearsals. This will be agreed, as long as there are enough staff to monitor the different groups.

BREAK AND LUNCHTIME SUPERVISORS

At break and lunchtime, students are always monitored inside the building and in the outside courtyard. Please see school and staff room notice boards for supervision rotas. Lunchtimes are valued by our supervisors, as this is the time when students are able to speak to us about their concerns or their achievements. Supervisors not only watch the students; they also use this time to communicate with them. Students often come to the supervisors for a chat.

PHYSICAL ACTIVITIES

Dance and Drama is co-ordinated and organised by the Head Teacher with weekly vocational staff meetings. Full policies have been devised, complete with Risk Assessment as required. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in dance classes. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused. For all vocational classes, the School requires that the relevant uniform to be worn.

There is a full procedure in place for injury in physical activities. Dance teachers are First Aiders and will handle the situation provided that it is within their sphere of competence, and if it is deemed appropriate then an Ambulance will be called. Staff are required to assess the situation and make a reasoned judgement as to whether an Ambulance is required and in such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

FIRE SAFETY

The School is regularly inspected to ensure that it complies with all relevant requirements.

Full Fire Risk Assessment is in place in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Procedures are posted in all classrooms and call points with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

Fire practices are carried out each term and these practices are recorded in a Fire Log.

FIRE SAFETY POLICY

Susi Earnshaw will ensure, so long as is reasonably practical, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, The Fire Precautions (Workplace) Regulations 1999, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Health and Safety is the responsibility of everyone. Safety protocol regarding the need to evacuate in cases such as a fire can be reviewed in various locations around the School. All fire extinguishers have a step-by-step guide to help you understand what to do in the case of an emergency, attached to the wall above. It is recommended that you familiarise yourself with this sheet from time to time. Training will be given every 12 months by the Health and Safety Officer.

In the event of a fire or discovery of smoke, please follow the plan of action below.

Immediately Dial 999 stating:

Sound the fire alarm immediately (located behind the reception area).

Telephone 999 immediately, clearly stating your name, the school's name, the school's location and the exact location of the fire.

The emergency plan should be commenced as soon as the emergency alarms are heard:

In case of an emergency, please:

Alert everybody in your area.

Please ensure that all pupils are accounted for.

Switch off machinery.

Close all windows.

Close all doors behind you as you proceed to the fire stairs or nearest exit.

If safe to do so, use an extinguisher to fight the fire.

Follow the instructions of the Head Teacher.

Remain calm and do not take risks.

Should it ever be necessary to evacuate the premises, the meeting point for all employees and pupils will be at the back of the school car park. Details of this location can be found near each fire

extinguisher.

FIRE DRILLS

All staff, pupils and visitors to the school must always sign in and out at reception.

Regular fire drills will take place at least once per term during school times and twice yearly in the evenings or weekends. Staff may not always be informed and so when hearing the alarm bell must always follow the emergency procedures.

There are fire precaution notices in every room that state when the fire alarm is heard everyone should evacuate the building quickly and calmly.

FIRE DRILL LOG will include the following details:

Date:

Duration:

Observer:

Type of Drill (e.g. full evacuation/ part of school):

Results:

RECORDING OF LOGBOOKS AND ASSESSMENTS

Fire risk assessments are completed and reviewed annually.

The Health and Safety Officer maintains a log book of fire drills, routine testing, system failures, fires and communication with Fire Brigade.

TESTING

The Health and Safety Manager carries out weekly fire alarm testing.

Termly fire alarm testing is carried out with mains supply switched off in order to test the battery back up.

Monthly tests are carried out on all emergency lighting.

Annual testing of emergency lights is carried out by external contractor.

Regular fire drills are held – at least one per term.

OFF SITE ACTIVITIES -Field Trips, Visits etc

The Susi Earnshaw Theatre School regards appropriate Educational Visits as lively, stimulating and beneficial aids to learning, and will endeavour to include such visits wherever they are deemed to be helpful and appropriate, and of real benefit to the students' academic learning and vocational training.

Such trips are likely to include:

Theatre Trips: Given the aims and nature of our school, and the proximity of the West End and many other theatrical venues, we will endeavour to organise trips to the theatre wherever possible and beneficial to the students. Theatre trips are a vital element in learning the craft and discipline of the professional performer and are also invaluable aids in revising and deepening one's knowledge of and response to literary texts. Whenever GCSE texts are being performed within reasonable travelling distance of the school, Susi Earnshaw will endeavour to book and organise school outings to these performances.

Science and Other Field Trips: Other educational visits are likely to include trips to museums to accompany the study of English literature and /or history. Science and humanities field trips, such as excursions to ecology reserves or museums, will also be programmed and booked as deemed beneficial and appropriate.

Health, Safety, Administration & Risk Assessments

Whilst any visit or excursion involves some degree of risk (however small), staff will take every precaution to foresee potential hazards and to minimise risk for all concerned, by following this procedure: Designated organiser/person with overall responsibility: Each school trip will have a designated staff member who is overall responsible for that particular visit, and this member of staff will assess the health and safety issues involved in the trip and fill in a Risk Assessment Form For Educational Visits.

Investigation of Site and Risk Assessment: The site of the visit should be investigated by a staff member, (ideally the person with overall responsibility for the trip) and, wherever possible, visited by at least one staff member. The findings and possible hazards should be fully recorded on the Risk Assessment Form for Educational Visits, of which each supervisor and staff member on the visit will be given a copy and will be fully aware.

Communication with Parents and Medical and Consent Forms: a letter with full details of the trip will be sent out to the parents/guardians of all Students concerned, with a permission slip, which must be returned, signed, by a parent or guardian of any student before that student will be allowed to attend the outing. This letter must be approved by the Head Teacher before being sent to parents. It will include the exact cost of the trip and will outline the purpose of the trip, the venue and accommodation involved and any activities which will be undertaken during the course of the visit. A Medical Consent Form must be completed for each student and the organiser of the trip will obtain from the office details of all students with medical problems which could impact in any way on their own health and safety or on health and safety in general during the trip. This form gives permission for the staff member in charge of the trip to make medical decisions on behalf of the parents if they cannot be contacted for any reason in an emergency. Parents are required to give permission in advance for emergency medical treatment. Full contact details for parents must be obtained.

Preparation and Briefing of Staff : All staff members acting as supervisors on the school trip will be considered to be acting in loco parentis and will take every possible precaution to safeguard the physical and emotional welfare of students and other staff members, and will, before and during the planning stages of any educational visit, read the Health And Safety Of Students On Educational Visits booklet, published by the Department For Education And Skills, available in hard copy in the office. All supervisors will also be given a copy of the completed Risk Assessment For Educational

Visits Form, and will be made fully aware of any hazards or issues pertaining to the particular site, visit and activities (if any) to be undertaken there. Staff to Student Ratio: It will be ensured that there is an adequate staff-to-student ratio during the school visit. The Health And Safety Of Students On Educational Visits booklet suggests a ratio of 1 adult for every 15-20 students from Year 7 upwards for day trips, but Susi Earnshaw will endeavour where possible to provide one staff member to every 10 students, and even more where possible (especially when organising trips involving Years 5 and 6). On all overnight trips involving a mixed group, there must be at least one male and one female member of staff, and a ratio of one member of staff or other DBS checked supervisor to every ten students.

Documentation and Equipment for the Actual Visit: A file will be compiled, comprising a list of names of all students and staff attending the visit, together with all medical details compiled from the Medical Consent Forms, with the addresses and contact names for the place(s) to be visited, the trip organiser's contact number and the contact number for the emergency back-up staff member. A copy of this documentation will also be kept at the school. A First Aid Kit will be taken on each school visit. Every member of staff and supervisor will carry a mobile 'phone. A list of the numbers will be kept at the school and given to all students attending the trip. Any significant delays or urgent issues should be conveyed to the school by mobile telephone at the earliest opportunity (for example, as soon as the train is in an overground station, or prior to the return to school if the delay is already known before the party gets back on the underground/tube to return to school)

Supervision: If it is intended that students are to be left unsupervised by a member of staff at any stage (e.g. allowed to go shopping or even out in the evening), parents must be informed in writing and in detail prior to the trip that this will be occurring. Students should never be allowed to go off in groups of less than three and should always have a "report back" time. Students should never be allowed to swim or take part in any activity which may cause harm unsupervised.

Evaluation: An Evaluation of Educational Visit Form must be completed within a week of the completion of the school visit. Verbal feedback should also be given to the Head Teacher on the day, or the day after, the trip. Any appropriate letters of thanks should be written and sent. Any issues arising from the visit must be reported to the Head Teacher, recorded on the Evaluation of Educational Visit Form and dealt with appropriately, with provision made for the prevention of or dealing with possible recurrences of any such problems and issues in the future. Any misbehaviour will be dealt with in accordance with the Child Discipline Procedure. Of course, children will be made fully aware of the behaviour expected of them on school visits prior to the visit itself, and it is expected that students will adhere to these rules and that behavioural issues will not arise in the first place.

Record Keeping: All documentation relating to school trips is to be filed for future reference and as part of the school's ethos of good practice and record-keeping.

Equal Opportunities Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

Residential Visits & Trips Abroad Residential visits will involve a parents' meeting, where all pertinent information to that visit will be outlined and emergency procedures explained. A Parental Consent Form and a Medical Form will be completed for each student, as for day excursions (as

detailed above in the paragraph number entitled Communication with Parents and Medical and Consent Forms).

Susi Earnshaw also undertakes to:

- Ensure that all supervisors and volunteers on school trips are DBS checked.
- Ensure that there will be acceptable provision of sufficient and appropriate food and drink during the trip, either through expressly stating in the letter to the parents that a packed lunch must be brought, or through planning for alternative provision of food and drink and ensuring that the letter states how much money the students will need to bring to cover this.
- Ensure that, as far as possible, students should not be exposed to smoke from cigarettes when travelling.

Medical Issues: As outlined in the above paragraph entitled Communication with Parents and Medical and Consent Forms, Medical Forms must be completed for each student and the supervisor will have on file with them details of any medical issues affecting students attending the excursion. Susi Earnshaw also undertakes to:

- Ensure that adequate emergency care will be available, and arrangements made for caring for any student who is ill.
- Ensure that the exact circumstances of any accidents, injuries or illnesses are carefully recorded.
- Carry a First Aid Kit on any school trip. In the event of hot weather in this country or of any visit abroad, supervisors must take care to ensure that students are protected from the harmful rays of the sun and from the effects of dehydration, document and record any medical issue arising on the trip on the Evaluation of Educational Visit Form, and file a copy of this in the folder of the student(s) affected.

All staff involved in visits should be aware of any medical issues regarding the students, through the copy of the students' medical information compiled for the visit. Medicines relating to particular students and information regarding administration should be given to the designated member of staff. Students suffering from asthma should carry their asthma inhaler and should be reminded to do so.

Transport School parties attending outings will usually use London Transport (tube, overground and bus) or other public transport. The School may, however, arrange for a coach company should this be deemed appropriate. Should this be the case, all students will wear any seatbelts provided and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Students should be made aware of basic safety rules for travel. The use of cars for shorter visits may be considered. Where this is likely to be the case, reference should be made to this fact within the letter to parents. Students MAY be allowed to make their own way home after school trips, or to be picked up by a parent or guardian at a station or bus stop closer to their own home on the way back to school, but will ONLY be permitted to do so if their parents give their permission and confirm this with the school. This should be done in writing, prior to the visit, on the permission slip accompanying the initial letter informing parents of the trip.

Behaviour on the Trip At Susi Earnshaw, we expect very high standards of politeness, courtesy and conduct at all times. We expect our students to take particular care when on public transport or

in residential accommodation. Even outside of school time, students are representing the school and should do everything in a way that reflects positively on them as well as on their school. The expectations of good behaviour will be emphasised and explained to students before any trip and reiterated as appropriate. If any student should misbehave to the extent that it is deemed appropriate to send them home, no refund will be made to their parents or guardians for the cost of their visit, and their parent or guardian will be responsible for paying any extra transport or other charges incurred in taking them home, or back to school.

Smoking & Alcohol No student will be allowed to smoke (even if they are already 16 years old) or drink alcohol (which no student of the school is of legal age to be permitted to do) when on a school trip.

General Guidelines Any visit, even a local walk, must be approved by the Head Teacher. All day trips, residential trips, or any possible trips abroad, must be meticulously planned and documented in accordance with this Policy. All visits will involve consideration of any dangers or difficulties (risks). A Risk Assessment Form For Educational Visits must be completed for every school visit, and must be meticulously and exactly compiled with the purpose of identifying, preventing and reducing risks. All documentation will be filed, and this Policy will be regularly reviewed, and updated should further issues arise which might require it to be adjusted in any way. There should always be enough supervisors to cope effectively with an emergency: that is, to still provide adequate coverage where an adult is dealing with a sick/injured child.

Very Local Trips Students are permitted to attend supervised trips to the local park (the Courtyard Recreation Park), Barnet Library or Barnet Museum, at any time during the school year, provided that their parents have signed a consent form authorising them to do so. The supervisor must complete a Risk Assessment Form for each individual visit of this kind. The students will be closely supervised, with one adult for eight students.

For trips of this nature the School's trips' policy applies, its main provisions are summarised below:

1. Careful planning of trip with prior visit made by organiser if necessary.
2. Adequate evaluation of all Health and Safety factors involved.
3. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

1. Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
2. The expertise of Staff accompanying the trip.
3. Accident and Emergency procedures.
4. Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
5. Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

FIRST AID and MEDICINE CONTROL

The School's Lead First Aiders are:

Mrs Julia Hammond

Ms Megan McNamara

Melissa Gillespie

Mr Sean Kelly

It is the intention of Susi Earnshaw to provide adequate First Aid provision in compliance with the Health and Safety (First Aid) Regulations 1981. First Aid will be provided for all staff, students or members of the public who become ill or need aid whilst on the school premises.

Recruitment of Registered First Aiders

In the Autumn half term, free First Aid training (Level 3) was offered to selected staff. Additional training will be given to individual first aiders to enable them to maintain required standards of expertise with regard to incidents which may arise because of a specific hazard of the working environment. Specific training regarding hygiene procedures required for the cleaning up of spilled body fluids and the disposal of contaminated materials will be included in all first aid courses.

Indemnity

All first aiders who are in receipt of a valid first aid at work certificate or letter of attendance regarding Emergency First Aid Training will be covered by the School's Public and Employer's liability insurance. Such insurance covers First Aiders for:

- a) injury to self or the first aider's property, providing negligence on the part of the school or its employees can be established;
- b) claims of negligence made by individuals against the first aider.

We have three first aid boxes on site. These can be located in reception, in the kitchen and in the Head Teacher's office.

A School First Aider will be appointed to:

- Ensure that, at the start of each term, the staff have a list of students who have known medical conditions, and an outline of any relevant procedures.
- Have a file of Medicine Consent Forms for administering medicines and homeopathic remedies.

Procedure to follow for dealing with injuries involving blood or bodily fluids:

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

- Should bleeding occur at any time the following points should be followed:
- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training. • All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.

- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.

Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders (approved under the Health and Safety Executive recommendations) are.
- Be aware of specific medical conditions of individual students, seeking further information as necessary from the Head Teacher.
- Never move a casualty until they have been assessed by the school first aider, unless the casualty is in immediate danger.

Eating Disorders

The school recognises that eating disorders may be an issue for some pupils. The school aims to educate all pupils in a way that is best suited to their age and experience. There will be classes based on good nutrition in PHSCE classes, taught by Julia Vanellis-Hammond. These will be taught throughout all the year groups. The aim of this is to enable pupils to make informed and healthy choices, based on adequate knowledge and self-confidence. As part of these classes, older pupils will be provided with contact numbers for organisations providing help with these issues. These details will also be provided separately for parents.

Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

The following items are also controlled by the person in charge of First Aid:

1. The Accident Book - filled in for any injury, however minor, requiring treatment.
2. Pupil's Medicines - kept in a locked cabinet and administered as directed.
3. Medicines Book - detailing what has been given to whom, for the record.
4. A small stock of proprietary tablets and medicines for general use - kept in a locked cabinet.

ADMINISTRATION OF MEDICINES

The Susi Earnshaw Theatre School wishes to ensure that pupils with medication needs, receive

appropriate care and support at school. The proprietor will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the head teacher with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered to the Head, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked cabinet. The school will keep records, which they will have available for parents. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. The school will not make changes to dosages on parental instructions. School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. All staff will be made aware of the procedures to be followed in the event of an emergency

DOMESTIC SERVICES

CATERING

The School undertakes its own catering arrangements at lunch and breaktimes. Activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as any food that is microwaved for pupils is eaten immediately and definitely within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

1. Cleaning schedules are established, and details recorded.
2. Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
3. A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
4. Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
5. Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
6. General hygiene inspections are carried out on a regular basis.
7. Full Risk Assessments of activities and safe systems of work are in place.
8. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

CLEANING

Cleaning is under the control of the Proprietors who ensure that all areas of each site are cleaned in an appropriate manner in line with an established schedule.

1. Cleaning Schedules are in place.
2. Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
3. A full Management System for Control of Substances Hazardous to Health has been implemented.
4. Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk

Assessment.

SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry into its premises.

The school has outer rear gates locked during school hours and entry is controlled by the main front entrance. Cameras are in operation covering access to the school site and are monitored on a screen at the main front entrance.

In all cases, visitors are required to report to reception on arrival to book in and receive a Visitor.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

MAINTAINANCE AND BUILDING CHECKS

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

1. Three yearly checks on electrics.
2. Annual servicing of Fire Alarm System.
3. Annual Service of Heating and Air Conditioning Equipment.
4. Annual service of Fire Extinguishers.
5. Servicing of Lifts under contract.
6. Servicing of Catering Equipment as required.
7. Servicing of Cleaning Equipment as required.
8. Regular PAT testing.
9. Asbestos -In line with the requirements of the Control of Asbestos Regulations 2012, the School carried out a survey of the premises to establish whether any Asbestos was present and none was found.
10. Six monthly testing of drinking water

WASTE DISPOSAL

GENERAL WASTE / RECYCLABLE WASTE

The disposal of this waste is carried out in the usual manner on a weekly basis by the local authority.

RECYCLABLE WASTE

Recyclable waste such as cans, glass, paper and plastics is collected weekly by the local authority.

SANITARY WASTE

Sanitary waste disposal bins are provided and serviced on a regular basis by an appropriately licensed and registered contractor and located in all toilets designated for female use, and disabled toilet.

FLUORESCENT LIGHT TUBES

Fluorescent light tubes are disposed of by a licensed contractor.

CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE

- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided, they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at height will be properly planned and organised
- Those involved in Work at Height will be properly trained and competent
- A Risk Assessment will be carried out to establish the correct access equipment
- Equipment for Work at Height will be properly inspected and maintained

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at height if reasonable to do so
- Using work equipment or other measures to prevent falls where Work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

CONTROL of CONTRACTORS

The school will endeavour to limit any necessary building works to be carried out over the summer holidays.

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises. In order to meet these obligations, The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects

- b) Pre-commencement meeting to establish Contractor Liaison Person
 - c) Arrangement of regular progress meetings
 - d) Regular inspection of Contractor's operations
 - e) Notification by Contractor of all accidents etc
 - f) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable
- Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

METHODS and PROCEDURES

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

The School has anticipated the possibility of a Critical Incident occurring, requiring a recovery from a disaster and has devised a Critical Incident Management Plan (denoted as a Crisis Management Policy).

Under Disaster Recovery, we list:

- The actions to be taken in order for the School to return to normal operations and
- The action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

SLIPS and TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips, and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required

- Risk Assessment is undertaken where extraordinary situations exist

VIOLENCE

The School acknowledges that it has a legal duty of care towards those who work at and attend the School, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

MONITORING POLICY

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Adviser. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

Susi Earnshaw Theatre School
Activity Risk Assessment Form

Subject	
Description of activities to be undertaken	
Number of children present	
Age of children	
Number of adults present	
Person in charge of activities	
Hazards and risk level (Hazard–anything that can cause harm) (Risk-the chance, high, low or medium, that someone will be harmed by the hazard)	
Action taken to eliminate/control hazards	
Review date	
Signed and dated	