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# HEALTH AND SAFETY POLICY



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## **PURPOSE**

Centre Stage Dance and Drama Ltd (CSDD) accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of all teachers, volunteers, anyone who works on behalf of CSDD and all students.

CSDD also recognises that Health and Safety is a business function and must therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Planning, monitoring and reviewing the Health and Safety Policy will be carried out on a yearly basis taking into account changes in legislation and good practice.

To this end, CSDD will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy.
- Consult with all teachers, volunteers, anyone who works on behalf of CSDD and students on matters affecting their health and safety.
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety.
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards by law are met.
- Provide as far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all teachers, volunteers and anyone who works on behalf of CSDD are competent to do their tasks and to give them adequate training.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- Minimise the risk of accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Provide such training, instruction, information and supervision as is necessary.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency.
- Make risk assessments periodically and issue corrective instructions.

The day to day administration of the policy shall be the responsibility of all teachers. They will be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974 and by this policy, to the attention of the Principal.

The principal shall be responsible for ensuring that the halls hired are periodically testing and recording the test of the fire appliances and the emergency escape procedures.

## **PERSONS AFFECTED**

This policy applies to all teachers, volunteers, anyone who works on behalf of CSDD and students, where they will be expected to demonstrate their compliance.

## **DEFINITIONS**

As set out in accompanying policies, this policy is to be read in conjunction with the following procedures:

- Terms and Conditions
- Covid-19 Guidelines
- Risk Assessment
- Child Protection and Safeguarding Policy
- GDPR Privacy Policy
- Equal Opportunities Policy
- Code of Conduct and Professional Practice

## **RESPONSIBILITIES**

CSDD, in accepting its responsibilities, calls upon teachers, volunteers, anyone who works at CSDD and all students to:

- Take reasonable care of their own health and safety and of the health and safety of others at CSDD who may be affected by their acts and omissions.
- Report all health and safety concerns to the Principal.
- Co-operate with the Principal and teacher in charge in carrying out any duty or requirement imposed upon them including participating in evacuation drills and other health and safety procedures.
- Not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health and safety or welfare.

CSDD reserves the right to discipline persons contravening any of the sections above.

## **PRACTICE**

It is the responsibility of all teachers, volunteers and anyone who works on behalf of CSDD to:

- Assist in ensuring the Health and Safety of all students legitimately engaged in activities at CSDD.
- Familiarise themselves with all aspects of CSDD's Health and Safety Policy.
- Obey all instructions given by CSDD's Principal for their protection.
- Undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- Undertake maintenance or repair of electrical / mechanical equipment only if authorised.
- Use protective clothing, safety guards and all other aids supplied by CSDD for specific tasks.
- Study and be familiar with CSDD's regulations in regard to Fire Precautions and other Emergency procedures.
- Be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- Ensure that items of personal electrical equipment used at CSDD have first been tested and are safe to use.
- Ensure that any prescription medicine for the use of teachers should be stored with their personal items.
- Ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous equipment.
- Not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or walkways.
- Not to allow or encourage unsafe practices relating to their roles.
- Not to allow or encourage unsafe examination practices, demonstrations or performances.
- Not to allow or permit any activity or practice that is prohibited in CSDD's Code of Conduct and Professional Practice.
- Ensure that they comply with the law, for England, with regards to the activity they are undertaking.

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