



EASTERN SCHOOL OF PERFORMING ARTS

Health and Safety Policy and Statement

Issued: June 2023
Review Date: July 2024

General Statement of Intent

The Eastern School of Performing Arts (ESPA), in recognition of its corporate responsibilities as defined in the Health and Safety at Work Act 1974, undertakes to conduct its activities without, so far as is reasonably practicable, causing harm to its employees, learners, trainees, contractors, visitors, or the environment.

ESPA recognises and accepts its responsibility as an employer and a public body to provide a safe and healthy workplace and environment for all employees, learners, trainees, contractors, visitors and members of the public, who may be affected either directly or indirectly by its operations.

ESPA recognises its general responsibilities to provide, so far as is reasonably practicable:

- A safe place of work, and safe access to it and egress from it
- A safe and healthy working environment and adequate welfare facilities and arrangements at work
- Maintain plant, equipment, and systems of work that are safe and minimise risk to health
- Arrange and ensure the safe use, handling, storage and transport of articles and substances, and the safe disposal of waste materials
- Sufficient information, instruction, training, and supervision to ensure that all its employees, learners, trainees and contractors are aware of the hazards at their workplace and the necessary measures to be taken to protect themselves against these hazards, if they are at risk
- Adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of premises and/or activities and the production of annual accidents and other reports
- Ensure that sufficient funds and resources are available to allow the efficient implementation of this policy

ESPA is closely monitoring the ongoing Coronavirus (Covid-19) situation and taking prudent measures regarding the safety and wellbeing of its employees, learners including, trainees, contractors and visitors to restrict the risk posed by Covid-19. It is updating its policies in line with Government advice and have a strategy and risk assessment in place covering cleaning/hand washing/hygiene procedures, helping people to work from home, ensuring social distancing is in place and managing transmission where this is not possible.

ESPA recognises the need to assess the risks that its activities present, to avoid, or eliminate them and if that is not possible to minimise and control them with the provision of necessary resources.

Health and safety is considered to be a management responsibility and management at all levels are required to display a positive attitude to health and safety. All employees are required to support and cooperate with the management to achieve the objectives of its Health & Safety Policy.

All employees, learners, trainees, contractors, and visitors are responsible for taking reasonable care of their own health and safety, as well as that of others who may be affected by their acts or omissions. They must cooperate with ESPA to enable it to meet

all legal obligations and must not interfere or misuse anything provided by ESPA to achieve its health and safety objectives. All employees, learners, trainees, contractors, and visitors must conform to all safety instructions and report all hazards and accidents.

Safety will be taught as an integral part of all induction or study programmes. Learners and trainees will only be exposed to or be shown the best commercial and industrial practices. Particular care must be taken in all practical areas and in areas where learners and trainees with special needs receive instruction. ESPA wishes its learners and trainees on leaving to accept good safety practice as normal.

The management team will consult and ensure the support of the Health & Safety Officers and Safety Representatives of recognised Trade Unions, and other employee members in all aspects of health and safety.

Safety Representatives will cooperate with management and promote a positive and appropriate code of practice for employees.

ESPA will ensure the provision of competent advice on health and safety matters.

This policy will be reviewed and revised annually, and each revision will be made available to all persons covered by its principles.

Signed by the Principal/Company Director

A handwritten signature in black ink, appearing to read 'Kangaroo', written in a cursive style.

Date: 29th June 2023

Purpose

This policy is designed to cover the Eastern School of Performing Arts (ESPA). It sits alongside the Health and Safety Policy Statement, which covers all sites, staff and students within the company.

ESPA are committed to maintaining the health, safety and welfare of all employees, learners, apprentices, contractors, and visitors who attend the college. The provision of a healthy and safe workplace and teaching environment is central to the commitment to reduce the risk of injury or ill health, it will contribute to a first class staff and student experience and enhance the reputation of the company.

ESPA are preparing students for future life and the world of work, so it has a responsibility to lead by example in meeting its health and safety obligations, creating safe learning environments, demonstrating sound and sensible health and safety risk management, and embedding health and safety education into learning. The achievement of high standards in health, safety and welfare requires the commitment and involvement of all staff at every level of the organisation.

To enable ESPA to deliver its aims, we all need to consider health and safety as a natural and fundamental element of our behaviours, in all its activities and operations and in all planning and decision-making thus creating a safe and healthy environment for all. This policy will be reviewed and each revision will be made available to all persons covered by its principles.

Scope

All staff, learners, contractors, and visitors.

Responsibilities

Organisation

Responsibility for ensuring the effective implementation of the Health & Safety Policy is vested in the Principal/Company Directors.

Directors, and Line Managers are responsible for the organisation and arrangements to ensure that the Health & Safety Policy is put into effect in their respective areas.

Employees, learners and trainees have a personal responsibility to ensure that as far as reasonably practicable they promote and maintain:

- Their own health and safety whilst at work
- The health and safety of those who work with them
- The health and safety of learners, trainees, contractors, visitors, and members of the public affected by their work for the Group

Employees, learners, trainees, contractors, and visitors are required to fulfil the specific responsibilities set out in the Roles and Responsibilities of Individuals section. All employees must familiarise themselves with the relevant section(s) in the Health & Safety Policies and other relevant publications held by the company. It is the duty of all employees, learners, trainees, contractors, and visitors to conform to the Health & Safety Policy and procedures, and to cooperate with all statutory and legal obligations.

A copy of the Statement of Intent will be made available to all new employees during their health and safety induction training. It is also displayed on the College's health and safety notice boards for existing employees.

ESPA encourages full consultation with employees on health and safety matters and in monitoring and reviewing the effective implementation of its Health & Safety Policy as outlined in the Plan, Do, Check, Act approach.

Safety Representatives elected by Trade Unions in accordance with the Health & Safety at Work Act 1974 will participate in this process through the Health & Safety & Environmental Committee.

The Health, Safety & Environment Committee will meet not less than six times per year or more frequently if necessary. The Committee has a broad representation from members across the group. The minutes of each meeting are published, circulated, and made available to all employees.

The ultimate responsibility for health and safety within the Principal/ Company Directors. However, in practice, these duties and responsibilities must be delegated, and it is this delegation that forms the administration and control of the policy.

General

Whilst specific responsibilities for health and safety are delegated to individuals, all employees, learners, and apprentices have a common responsibility to ensure that they maintain acceptable standards for their own health and safety and that of others, and shall:

- Fully familiarise themselves with the Health & Safety Policy and all safety procedures as issued
- Maintain a personal concern for the health and safety of themselves and others, whether colleagues, learners, apprentices, contractors, visitors, or members of the public
- Ensure that all visitors are made aware of the safety policies and procedures
- Ensure that they maintain their classrooms, offices or work areas in a safe and tidy condition
- Use the correct tools and equipment for the operation or work being undertaken and to report any defects in plant or equipment immediately
- Wear appropriate safety clothing, safety equipment and use appropriate safety devices at all times
- Avoid improvising or taking short-cuts, which would involve unauthorised or unnecessary risks
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their respective line manager, whether person(s) are injured or not● Instigate and participate in accident reporting and investigations as required
- When visiting locations and premises other than their usual place of work, carry out a risk assessment or follow the organisation's policies/procedures
- When visiting other locations or premises ensure that their conduct does not constitute a hazard either to themselves or to other persons
- Report breaches of health and safety as soon as reasonably practical to their line manager for investigation
- Make suggestions or identify actions to their line manager that would improve health, safety and welfare within ESPA
- Set a personal example to others on health and safety matters at all times

In addition to these common responsibilities, the operation of the IEG Health & Safety Policy requires specific responsibilities to be identified with individual posts.

The Principal/Company Director

The law identifies the overriding responsibility and authority for all matters relating to health, safety, and welfare at the College, with the Principal/Company Director who shall:

- Ensure that there is an effective policy for health, safety and welfare within the College, and shall ensure its complete implementation
- Ensure that responsibilities are properly assigned, accepted and understood by employees at all levels
- Ensure that adequate channels of communication exist for health, safety and welfare information and instruction
- Periodically appraise the effectiveness of the implementation of this policy with Directors to ensure that any necessary changes are implemented
- Ensure that adequate resources are provided for the Health and Safety Committee, to meet the requirements of the Health & Safety at Work Act 1974
- Review the annual Health & Safety report and initiate action to address matters of concern
- Encourage liaison with other Colleges, Department for Education, Health & Safety Executive (HSE) and the Education and Skills Funding Agency (ESFA), and other appropriate Authorities
- Authorise the halting or modification of operations or processes deemed to be unsafe
- Coordinate any actions to address specific health and safety objectives within the Strategic Plan
- Take any appropriate action on accident investigation reports, to ensure the full implementation of any recommendations

Line Managers

In addition to the information above, Line Managers are also responsible for coordinating, implementing, and monitoring health and safety arrangements and shall:

- Ensure that responsibilities are properly assigned, accepted and understood by employees at all levels
- Ensure that adequate channels of communication exist for health, safety and welfare information and instruction
- Promote health and safety awareness and monitor the implementation of health and safety procedures within the College environment
- Implement the disciplinary procedures in the event of any of their employees failing to comply with the requirements of the policy
- Organise their department, section, or workplace so that operations or work carried out are to a satisfactory standard of safety to ensure there is minimal risk to persons, equipment and materials
- Where complex operating procedures are involved, SSOW and permits are obtained
- Ensure risk assessments are in place, understood and adhered to in relation to all hazards
- Budget for and arrange for the ordering of safety materials and equipment for their areas of responsibility
- Ensure that all employees in their department, section or workplace know what action must be taken in the event of an emergency and be aware procedures and equipment when necessary
- Ensure that all employees attend health and safety training, relevant specialist training and adhere to all policies and procedures

- Ensure that all relevant health, safety and welfare information about new methods of accident prevention, new legislation requirements and codes of practice are acted upon
- Ensure measures are in place and reviewed including SSOW by ensuring plant and equipment is regularly inspected and maintained and ensure proper training is made available to all employees, when required
- Ensure that all machinery and equipment is regularly inspected to ensure it is safe to use e.g. that guards are correctly fitted and operational, and are authorised to close down any machinery or equipment considered to be in an unsafe condition
- Develop health and safety practices in their department, to ensure maximum safety for those under their responsibility and control e.g. ensuring that adequate supervision is available at all times, particularly where students, Apprentices or inexperienced employees are concerned
- Ensure that personal protective clothing and equipment where appropriate, is available and is used, and it is fitted correctly and serviceable
- Ensure that all defects in their section, department or workplace are properly reported by way of a maintenance order and rectified
- Ensure that safety advice is published within the student and trainee publications
- Ensure that all accident/incident report forms are completed for all accidents involving physical injury and damage to equipment in their department
- Investigate all accidents thoroughly and promptly to discover their cause and to avoid recurrences prepare an action plan
- To assist partner Health & Safety Officers in their investigation of reportable accidents and incident under the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Accompany the partner Health & Safety Officers on inspections and co-operate with them on safety matters
- Liaise with the partner Health and Wellbeing Advisor, Occupational Health Specialist, HR, and Health & Safety Officers as appropriate, in respect of assessing health and welfare status of their employees
- Agree safety rules specific to their employees and workplaces in conjunction with the Health & Safety Officers
- Ensure that all safety rules are observed and that the control measures in place are at all times operable

Teaching Staff

In addition to the above all teaching staff shall cooperate fully with management in applying a safe and healthy workplace for their colleagues, learners, apprentices, visitors and anyone affected by their activities, and shall:

- Fully familiarise themselves with the Health & Safety Policy and all safety procedures as issued from time to time
- Accept responsibility for the health and safety of the learners, apprentices, Learning Support Assistants and technicians under their control
- Ensure that learners and apprentices under their control are aware of the hazards and know what to do in the event of fire, know the location of firefighting equipment, escape route and assembly areas
- Ensure that learners and Apprentices know the locations of first aid facilities and trained First Aiders
- Ensure that adequate supervision is available to learners and apprentices at all times, particularly where machinery and equipment is being used
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their respective line manager, whether person(s) is injured or not

- In conjunction with their Line Manager investigate all accidents promptly to establish the cause and to avoid recurrence
- Where specifically required, complete accident reports for all accidents and or dangerous occurrences
- Ensure that all health and safety procedures and section safety rules are observed
- Ensure that the correct protective equipment is used where appropriate; it is correctly fitted and serviceable
- Ensure that all plant, machinery and equipment in their work areas are safe to use; and that all safety devices and guards are always fitted and properly adjusted and maintained
- Ensure that any plant, machines, or equipment defects that are contrary to health and safety are reported promptly for corrective action
- Maintain suitable ratios during classroom-based training with learners: staff ratio of 30: 1 or better, and during practical based training with learners: staff ratio of 15: 1 or better, or where risk assessments identify otherwise
- Consider any representation about H&S from the students, apprentices or visitors

Receptionist

In addition to the above, the ESPA Receptionist shall:

- Ensure that all contractors, visitors and or members of the public, are issued with a visitor's badge
- First time or infrequent visitors must be issued with a copy of the Visitor's Health and Safety Guidance Leaflet. Visitors must remain in reception until collected by the host who will escort the visitor throughout the premises. However, if the visitor is a frequent visitor, they may be permitted to proceed to the place of the appointment
- Ensure that contractors, visitors and or members of the public are made aware that on completion of their visit they must hand in their visitor's badge
- Ensure all emergency contact details are held at reception and reviewed regularly
- Contact the emergency services where applicable or if instructed by a work colleague located in another building or department

Learners

At all times, all safety regulations and instructions in operation within the Group, must be adhered to by learners, who shall:

- Be given initial health and safety training as a key component of their induction
- Take personal responsibility for the health and safety of themselves and others with whom they are working and training
- Observe safe standards of behaviour, dress and use protective clothing as required by the Health and Safety Policy and as directed by staff
- Use correctly and not wilfully misuse, neglect, and damage or interfere with devices, equipment and materials that have been provided for their health and safety
- Be aware of the correct emergency action to be taken in the event of accident or fire
- Be provided with adequate supervision while on the premises at times when not undergoing training
- When visiting locations and premises other than their usual place of work, acquaint themselves with the hazards likely to be encountered and the necessary precautions to be taken
- When visiting other locations or premises to ensure that their conduct does not constitute a hazard in itself either to themselves or to other persons

- Be supervised during classroom based training with a trainee: staff ratio of 30: 1 or better, be supervised during practical based training with a trainee: staff ratio of 20: 1 or better, or where risk assessments identify otherwise
- In the unavoidable absence of teaching staff, have suitable alternative supervision provided. In case of alternative supervision not being available, the training learning shall be rearranged

Contractors and Visitors

A general duty of care is also placed on all contractors and visitors for their own health and safety whilst on site. Contractors and visitors shall:

- Visitors must report to reception where they will be issued with a visitor or contractor's badge. Visitors are to remain at reception until collected by the College employee who will then escort them throughout the premises
- Observe the safety rules, and the instructions given by persons enforcing the Health & Safety Policy
- In the event that any contractor, visitor, or general public sustains a personal injury whilst at the College, it must be reported immediately to the Principal/Company Directors.
- Complete an accident form under the direction of a college employee as soon as possible, the accident form must be sent to the Principal and partner Health & Safety Officers for recording on the electronic database
- Not undertake any work on the premises until all relevant health and safety induction procedures are read, understood and accepted
- Not undertake work on the premises unless covered by adequate insurance.
- Not undertake work on the premises until submission of contractors safety policy documentation along with their tenders, permits to work (if required) and permits to use utilities, copies of any relevant risk assessments, method statements regarding the work to be carried out on site
- Recognise that employees escorting visitors are responsible for their health and safety for the duration of the visitor's stay. Strict discipline and control are to be maintained for parties and groups visiting the College and must follow all health and safety advice given to them at the start of all visits
- Return their visitor's badge to reception on completion of visit

NOTE: THE PREMISES ARE "OUT OF BOUNDS" TO ALL PERSONNEL WHO DO NOT CONFORM TO THE POLICIES AND PROCEDURES.

Reporting

All health and safety incidents and concerns should be reported by the Principal to the Partner college.

Measuring and Reviewing Performances

ESPA monitors its own health and safety performance at all levels by employing the measures detailed below:

Safety Inspections

The purpose of any inspection system is to ensure that what is being inspected conforms to recognised standards, which are set by legislation, by codes of practice or local expectations (where these exceed the former). The emphasis will be placed on safe

places of work, safe systems of work, safe means of access and egress, safe plant, safe equipment and safe places of welfare and recreation.

Safety inspections are primarily the responsibility for management and non-managerial function of appointed Safety Representatives. The Management of Health & Safety at Work Regulations 1999 places a duty on all establishment managers as competent persons to safeguard the employer’s responsibilities to ensure that systems are implemented to ensure that health and safety is managed in the same manner as the rest of the business or undertaking.

Safety Survey

Carried out by Line Manager to give:

- Information on inadequately controlled hazards in their department
- Check that the safety policy applicable to employees in their area is relevant and up to date
- Liaise and seek advice from partner Health & Safety Officers as required

Safety Sampling

Carried out by Employees at all levels to see where:

- Accidents could occur
- Conditions exist that could affect the employee and implement measures to remove/ reduce risks

Safety Audits

Internal Auditors undertake a Health and Safety Audit on a 3-year cycle. Safety Audit systems are intended to assess the following key elements of Health & Safety Management as outlined in the health and safety guidance.

“Successful Health & Safety Management” – Delivering effective arrangements: The Plan, Do, Check, Act approach – taken from the HSE INDG275

Plan, Do, Check, Act	Conventional health and safety management	Process safety
PLAN	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed Identify and assess risks/Identify controls/Record and maintain process safety knowledge Implement and manage control measures
DO	Profile risks/Organise for health and safety/Implement your plan	
CHECK	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
ACT	Review performance/Act on lessons	

Related Procedures and Documentation

- Learner Disciplinary Procedure
- Staff Disciplinary Policy and Procedure
- Equality & Diversity Policy
- Safeguarding Policy

This policy is the responsibility of:

- College Principal
- Company Directors
- Management team

Issued: June 2023

**Approved by: Kelly-Ann Gordon
Principal**



Review Date: July 2024