

Health and safety policy - General

This is the statement of general policy and arrangements for:

STUDIO ONE (DCPA)
SEPTEMBER 2024

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

DENISE BOOTH - - COLLEGE PRINCIPAL

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	DENISE BOOTH - PRINCIPAL	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	DENISE BOOTH – PRINCIPAL	Staff, teachers and visiting artists are given necessary health and safety induction.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	DENISE BOOTH - PRINCIPAL	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures - evacuation in case of fire or other significant incident.	DENISE BOOTH - PRINCIPAL	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	DENISE BOOTH - PRINCIPAL	Toilets, washing facilities and drinking water provided System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
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Health and safety law poster is displayed: In Administration Office

First-aid boxes and accident book are located - In the Studio's and Zones 1-5.

Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 1 below)

<http://www.hse.gov.uk/riddor>

Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:	DENISE BOOTH	Every:	12 months or sooner if work activity changes

Note 1: www.hse.gov.uk/riddor

Risk assessment - General

Organisation name: **STUDIO ONE (DCPA)**

General areas and Studio Areas

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may suffer injury if they slip on spillages or trip over objects and fall.	Good general housekeeping. All areas are well lit including stairs. All walkways are kept clear. Any temporary trailing leads are routed appropriately and taped down and no boxes or equipment left in walkways. Main entrance has matting to absorb water brought in. Any spillages or water tracked in through entrances is cleared up immediately. Building is cleaned daily.	No further action at this stage.	All staff, DB to monitor.		
Manual handling	Teachers, incoming contractors/crew/artistes or other staff may suffer back pain or pain elsewhere from handling heavy, bulky or awkward objects.	Teachers and Teaching assistants and admin personnel trained in safe manual handling. Incoming contractors/crew/artistes told to ensure their staff follow safe manual handling techniques.	No further action at this stage.	All staff, DB to monitor.		
Robbery, violence and threatening behaviour inside the facility. Verbal abuse.	Staff may suffer stress and/or injury from assaults, threats and abuse from members of the public.	Staff instructed not to resist a robbery. Staff trained to provide good, polite service and not to confront customers. Cashing up is done out of customers' sight.	No further action at this stage.	Administration staff		
Robbery, violence and threatening behaviour outside the office	Staff may suffer stress and/or injury from robbery when taking cash to the bank.	Trips to the bank made at different times during the week, using different routes. Cash carried in anonymous bag. Staff taking cash to the bank to carry a mobile phone.	No further action at this stage.	Staff		
Work at height Changing light bulbs.	Staff. Falls from any height can cause bruising and fractures.	Appropriate stepladder in good condition provided, if needed, and staff know how to use it safely). Lights in double-height spaces to be accessed by CONTRACTOR.	No further action at this stage.	DB		
Fire	Anyone in the building. Burns, smoke inhalation, asphyxiation, death	Fire risk assessment done and fire and evacuation SOP prepared. Staff trained in use of extinguishers.	No further action at this stage.	DB		
Use of equipment (Acro classes)	Students taking Acro class. Cuts, bruises, broken bones, sprains and strains	Students under supervision by qualified class teachers at all times. Crash mats in place and correctly positioned.	No further action at this stage.	Class teachers. DB to monitor		