



Health & Safety Policy for the Arts Educational Schools (ArtsEd)

Table of Contents

| | |
|--|-----------|
| Section A: Health & Safety Policy | 3 |
| 1. Forward..... | 3 |
| 2. Objectives..... | 3 |
| 3. Policy Review: Organisational Duties and Responsibilities | 5 |
| 4. Individual Responsibilities | 7 |
| Section B: Arrangements for Implementation | 14 |
| 1. Safety Audits & Inspections | 14 |
| 2. Accident Procedure | 14 |
| 3. Slips and Trips..... | 14 |
| 4. First Aid Policy & Procedure..... | 15 |
| 5. Electrical Safety | 15 |
| 6. Fire Precautions..... | 16 |
| 7. Risk Assessment | 16 |
| 8. Plant & Machinery..... | 16 |
| 9. Hazardous Substances: COSHH | 17 |
| 10. Hazardous Substances: Flammable Liquids and Gases | 18 |
| 11. Asbestos | 19 |
| 12. Noise | 19 |
| 13. Vibration..... | 20 |
| 14. Manual Handling | 20 |
| 15. Personal Protective Equipment | 20 |
| 16. Work at Height | 21 |
| 17. Management of Contractors | 22 |
| 18. Display Screen Equipment..... | 22 |
| 19. Monitoring of Health & Safety | 23 |
| 20. Arrangements for Consultation | 23 |

| | | |
|------------------------------------|--|-----------|
| 21. | Young Persons | 23 |
| 22. | New and Expectant Mothers..... | 24 |
| 23. | Lone Workers..... | 24 |
| 24. | Working Time | 25 |
| 25. | Health Surveillance | 26 |
| 26. | Health & Safety Advice | 26 |
| 27. | Data Protection..... | 26 |
| 28. | Civil Claims..... | 26 |
| 29. | Occupational Stress | 27 |
| 30. | Environment | 27 |
| 31. | Waste Disposal | 28 |
| 32. | Legionella | 28 |
| 33. | Drugs and Alcohol..... | 29 |
| 34. | Pyrotechnics | 29 |
| 35. | Violence and Aggression | 30 |
| 36. | Welfare..... | 30 |
| 37. | Vehicles and Driving on Business | 30 |
| 38. | Construction Design and Management | 31 |
| 39. | Studio and Theatre Hire | 33 |
| 40. | Smoke and Vapour Effects | 33 |
| 41. | Safe Access and Safe Place of Work..... | 34 |
| 42. | Work Equipment..... | 34 |
| 43. | Safe Systems of Work (SSoW) | 35 |
| 44. | Training | 35 |
| Section C: Appendices | | 37 |
| Appendix 1: Policy Updates..... | | 37 |
| Appendix 2: Version Control..... | | 39 |

Section A: Health & Safety Policy

1. Forward

This is a statement of policy by The Arts Educational Schools about its intentions, organisation and arrangements for ensuring the Health and Safety at work of its students, pupils, employees, visitors and contractors.

Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provisions in each part of the School.

It is a requirement that each individual reads this document thoroughly and familiarises themselves with their responsibilities as outlined.

It is the policy of The Arts Educational Schools to ensure so far as is reasonably practicable, the health, safety and welfare of its students, pupils and employees (including those acting on its behalf) while they are at work and study as well as its visitors. All students, pupils and employees (including those acting on its behalf) and visitors must comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation as appropriate.

2. Objectives

In order to achieve compliance with the statement of policy, The Arts Educational Schools has set the following objectives:

- To set and maintain high standards for health and safety at the schools;
- To identify risks and set in place programs to remove or reduce these risks;
- To ensure that these standards are communicated to all employees, pupils and students;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work and study in a safe manner;
- To ensure the dissemination and discussion of relevant information on safety and health issues;
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and students;
- To monitor its operation at each part of the School.

To this end, the School will ensure that the plan for the management of health and safety is communicated to all students, pupils and employees (including those acting on its behalf) and visitors and put into effect by management.

All students, pupils and employees (including those acting on its behalf) and visitors are reminded of their personal legal responsibilities and asked to do everything they can to prevent injury to themselves and to others, and for our part, the School will provide all necessary training, information and instruction to all our staff.

Adequate financial, human and other resources will be made available to ensure the effective implementation of this policy, and proper monitoring procedures will be established to monitor health and safety performance and ensure good communication and coordination.

The need for consultation with all personnel on all matters affecting their health, safety and welfare is recognised and Health and Safety is a standing agenda item at all staff and board meetings throughout the organisation The organisation undertakes:

- To provide and maintain equipment and systems of work that are safe and with minimal risk to health.
- To ensure safety and minimal risks to health in connection with the use, handling, storage and transport of articles and substances.
- To provide such information, instruction and training as is necessary to ensure the health and safety at work of employees.
- To maintain all places of work under our control, including means of access and exit, in a condition that is safe and with minimal risk to health.
- To provide and maintain a working environment that is safe and with minimal risk to health, and to provide appropriate facilities for welfare.
- To ensure the progressive identification and assessment of all risks, and their elimination or control.
- To make arrangements for effective joint consultation with all personnel on health and safety.
- To comply with the statutory requirements as a minimum standard for the health, safety and welfare of staff, and all others, in particular those toward whom we have statutory obligations.
- To ensure that effective arrangements exist to deal with any emergency.
- To ensure that the responsibilities of management are assigned at all levels and that their roles are defined.
- To recognise the link between efficiency, health and safety and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences.
- To ensure that all personnel are aware that they are required to work safely and to cooperate with The Arts Educational Schools in all matters that affect their health and safety at work.
- To supply equipment that is safe for use.

Signed

Date.....

Position

3. Policy Review: Organisational Duties and Responsibilities

The effectiveness of general policy statements and other specific policies in use throughout the School will be regularly reviewed and revised as and when necessary.

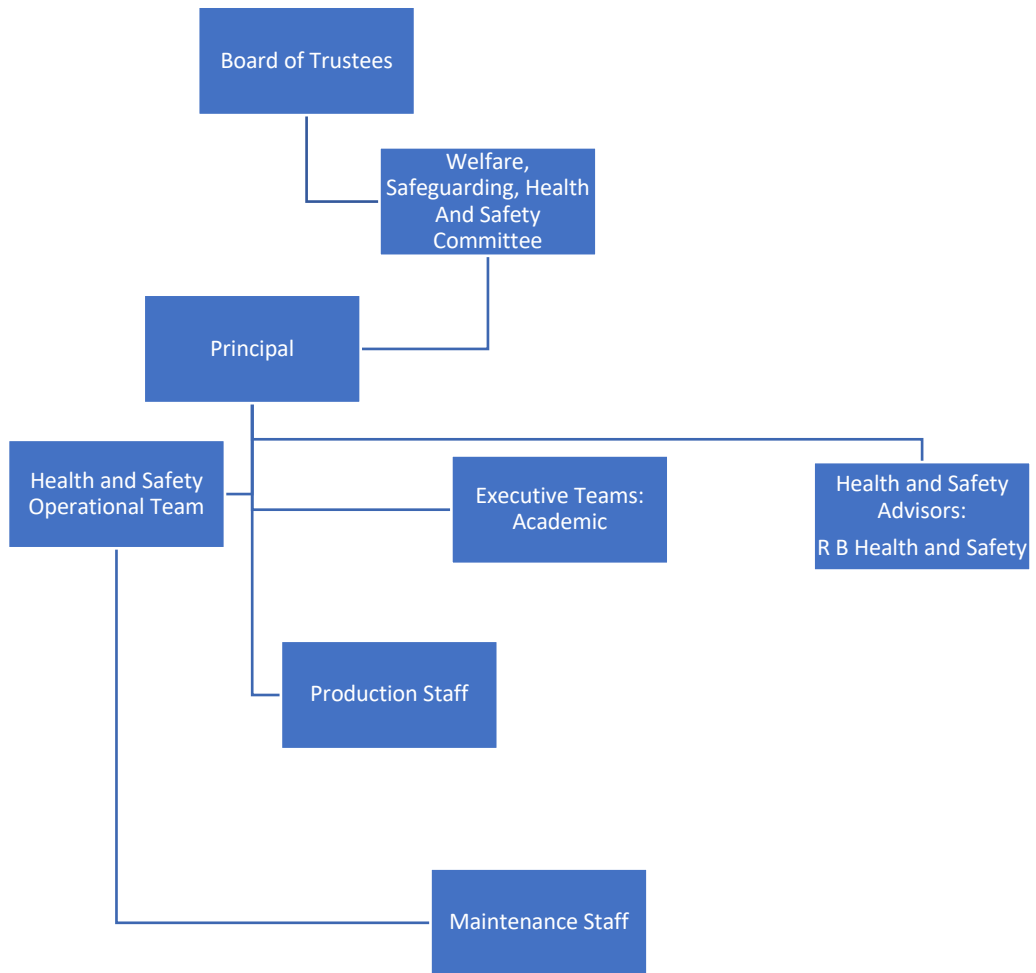
The overall and final responsibility for Health and Safety is that of the Principal.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health & Safety Operational Team

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

| Title | Responsibility |
|--|---|
| Principal | Strategic implementation and monitoring |
| Welfare, Safeguarding, Health & Safety Committee | Oversight and monitoring |
| RB Health & Safety | Advice on policy and procedures |
| Health & Safety Operational Team | Operational implementation and monitoring |
| Head of Facilities | Operational implementation |

Health and Safety Organisational Chart



4. Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Board of Trustees Responsibilities

The Trustees accept their collective role in providing Health and Safety leadership within our organisation. The Trustees accept their personal responsibilities and liabilities under Health and Safety law.

The Trustees recognise its role in engaging the active participation of workers in improving Health and Safety. The Trustees will ensure that their Health and Safety intentions are reflected in their decisions. In particular, they will:

- Ensure that the Health and Safety Policy Statement, The School's Policies and individual responsibilities and duties are understood and implemented by all managers under their control;
- Ensure that plans are prepared and implemented to achieve set objectives for the reduction of risks to Health and Safety;
- Ensure that within their Department the arrangements and resources for providing Health and Safety are satisfactory;
- Be responsible for ensuring that adequate training is given to employees within their department to ensure compliance with our organisation's Health and Safety standards;
- Be responsible for resolving Health and Safety problems/queries referred to them;
- Ensure that the activities of everyone are well coordinated.
- Ensure effective means of involvement, communication and consultation with employees

School Principal's Responsibilities

- Reporting to the Chair of the Board;
- Ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this;
- Issuing the School's Health and Safety Policy Statement.
- Ensuring that the Policy Statement and School Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties;
- Setting objectives for the reduction of risks to Health and Safety;
- Taking appropriate action to deal with any item within the minutes of the Health and Safety Committee meetings;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work;
- The coordination and monitoring of the Health and Safety Performance of all employees;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, including Heads of departments, receive relevant training;
- Establishing a review procedure, so that the progress and performance can be assessed.

Welfare, Safeguarding, Health and Safety Committee

The Welfare, Safeguarding, Health & Safety Committee, working in conjunction with the Health and Safety Advisors, establishes the overall Health and Safety Policy. Acting for and on behalf of the Principal, the committee has the responsibility for implementing and monitoring the policy principally through the Heads of Schools and Heads of Departments.

The committee will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

The committee will provide the final authority on matters concerning health and safety at work.

The committee will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and ensure the control of those risks in an appropriate manner.

The committee will ensure policies and systems are established and implemented and monitor and measure the health and safety performance of the organisation.

The committee will ensure that information on health and safety matters is fed back to the Senior Staff Team for dissemination to all staff at departmental meetings.

Health & Safety Advisor's Responsibilities

The Health and Safety Advisor has the responsibility for:-

- Monitoring and evaluating the School's Health and Safety Policy;
- Carrying out where necessary an investigation into those accidents, incidents which have been reported to the Health and Safety Executive, as well as any other accidents as necessary;
- Ensuring that the School meets the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the School's own codes of practice and procedures;
- Liaising with the School's Head of Facilities to ensure that all statutory inspections and testing in accordance with current procedures are being conducted
- Monitoring that the School's premises are inspected systematically and comply with Health and Safety legislation;
- Monitoring and reviewing periodically the safety performance of the School, including accident statistics, training courses and inspection reports;
- Liaising with HR for the implementation of training programmes within respective departments;
- Reviewing the Health and Safety Policy and Codes of Practice and preparing for new legislation which may affect the School;
- Liaising with visiting enforcement agencies, e.g. Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the School.

Health And Safety Operational Team Responsibilities

The Health And Safety Operational Team has the specific responsibility for co-ordinating the management of health and safety for the Schools and in conjunction with the Health & Safety Management committee will ensure that the Health and Safety Policy is reviewed every three years, and, if necessary, revised.

Responsibilities of the Health And Safety Operational Team include:

- Monitoring health and safety management in a systematic manner by means of inspections, audits, and reviews with the assistance of the Health and Safety Consultants;
- Identifying any health and safety training needs to secure the competence of staff to work safely;
- Establishing effective means of communication and consultation with staff;
- Assisting in risk assessment and co-ordinating general risk assessment;
- Managing the arrangements for emergencies, including fire precautions and emergency evacuation plans;
- The ongoing maintenance and testing and associated records for the building services and equipment
- Liaison with contractors to ensure health and safety in respect of their activities on site
- The coordination of first aid arrangements and accident recording and reporting, including compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Departmental Administrators or Representatives' Responsibilities
- Ensure that Health & safety is a standing item on all staff meeting agendas and that the minutes are fed back to the Head of Facilities.
- Cascade health and safety information to employees in their Departments and to the Head of Department.
- Ensure that all accidents are recorded in the Blue Lemon Health & Safety Portal, and taking part in accident investigation where necessary.
- Carry out regular checks of first aid boxes in their areas and make arrangements for the replenishment of first aid stocks where required.
- Carry out health and safety checks of their areas and remedy or report any matters requiring attention.
- Department Administrators /Representatives will act as health and safety coordinators for their Departments and will seek advice from the Health And Safety Operational Team or their Head of Department where required.

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, school rules, procedures and instructions necessary for ensuring health and safety;
- Seek advice and instruction from their Line Manager when situations arise, which may affect the Health and Safety of themselves or others;
- Report any unsafe equipment, methods of work or any other safety concerns;
- Stop working and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;

- Assist at all times in maintaining good housekeeping standards;
- Not interfere with anything provided to safeguard Health and Safety, e.g. remove or wilfully discharge fire extinguishers, etc.;
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the School in accordance with both any training and instructions they have received in the use of the equipment;
- Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace;
- Assist in the maintenance of good housekeeping standards;
- Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety and assist where necessary in the investigation of any accidents that occur.
- Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.

Non-compliance with Health and Safety rules and procedures can result in disciplinary action.

Health and Safety Representative Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant employees' responsibilities. Responsibilities are to:

- Ensure personnel are fully aware of the procedures in the event of any accident or emergency;
- Advise on the positions of fire exits, escape routes and assembly points
- Ensure first aid equipment is monitored and the identity of the trained first aid personnel is made clear.
- Report any defects in plant or equipment immediately to the supervisor;
- Ensure plant, equipment and premises are left in a safe and secure state and place when unattended;
- Observe good housekeeping at all times and keep corridors, doorways and floor spaces clear and free from obstruction;
- Not attempt to lift or move articles as heavy as likely to cause injury;
- Not over-reach for items on high shelves, use the equipment provided;
- Not misuse or interfere with equipment provided for the safety of you and others;
- Not attempt to use, repair or maintain any equipment for which adequate training/instruction has not been received;
- Report any work-related personal injury or disease to your immediate supervisor and ensure that an entry is made in the accident book at your place of work;
- Report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to your immediate supervisor;
- Report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training, to your supervisor
- Request training as required and ensure training is accepted and recorded.

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the School with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Promptly reporting and recording all accidents/incidents via the Blue Lemon portal;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular, the three-year refresher certificate;
- Frequently attend any first aiders' meeting scheduled.

Fire Marshall's Responsibilities

Competent and trained Fire Marshalls will be appointed by the School with the objective to identify, monitor and reviewing fire safety and to assisting in an emergency by:

- Answering all fire calls when on duty (this includes breaks);
- Directing and organising people during a fire evacuation;
- Regularly inspecting workplace premises and fire facilities;
- Providing feedback on inspections and evacuations;
- Taking due care for the safety of themselves and the safety of others;
- Informing the management team of any fire safety-related defects;
- Frequently attending any fire marshals' meeting scheduled;
- Attend any training course provided, in particular the three-year refresher certificate.

General Contractor's Responsibilities

Contractors appointed by the School are obliged to follow all statutory and school rules and regulations with regard to health, safety, welfare, hygiene and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commence. Where the School believes the required standard of safety performance is not being met, the School has the right to stop any activities, until satisfied the standards have been achieved.

For all projects, contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor whom they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce;
- Ensure the site is suitably fenced and secured against unauthorised entry;

- Ensure there are adequate welfare facilities for those who work on the site;
- Ensure their design works comply with Health and Safety guidance and policy;
- Co-operate with others and coordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example, alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities: -

- To observe warning signs and notices;
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions;
- To co-operate with the School to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety;
- In accordance with laid-down procedures, all visitors must report to their host:
 - Any injury to themselves or others caused by School activities;
 - Any hazards they find, including damage or defect to equipment;
 - Any situation, working practice or procedure which is or might become potentially hazardous.
- To wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place and must not misuse such equipment in any way;
- Any defaults/damage must be reported to your host immediately;
- In the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and School's instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc. will be viewed very seriously;
- Ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble points and the sound of the fire alarm.

All visitors should be reminded that it is a fundamental condition of entry into the School that they undertake to comply with the above requirements.

Suppliers

- Suppliers are obliged to follow all statutory and school rules and regulations with regard to health, safety, welfare, hygiene and environmental procedures.

Student and Pupils Responsibilities

- Students and pupils should exercise personal responsibility for the health and safety of themselves and their fellow students.
- Students and pupils should observe the health and safety rules of the School and cooperate with all staff.
- They should observe standards of dress consistent with health and safety at work.
- They are expected to make full and proper use of anything provided in the interests of their health and safety, and never intentionally misuse these.
- Students and pupils should bring to the attention of their tutors or other appropriate members of staff any health and safety concern or defect.

Section B: Arrangements for Implementation

All School's policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

5. Safety Audits & Inspections

- The implementation of an annual Health and Safety audit will be the responsibility of the Head of Facilities and will consist of an in-depth examination of all the School's activities and premises.
- The safety audit will subject each area of the School's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc.), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

6. Accident Procedure

- All accidents are recorded on the Blue Lemon Health & Safety online portal.
- Department Administrators/Representatives will complete the Blue Lemon report.
- The designated departmental responsible person will review all accidents submitted to them via the Blue Lemon online portal, investigate where required and if necessary, refer the accident to the Head of Facilities who will take any measures required to remedy any hazards.
- The Head of Facilities will identify any incidents that are reportable under the RIDDOR Regulations and make the report via the Blue Lemon or via the central reporting system noted below.
- Reporting may be done on the internet, on www.hse.gov.uk/riddor, or by phone 0345 300 9923 for fatalities / specified incidents only, or to the Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Investigation

Where a significant incident occurs, the Head of Facilities will liaise with the Insurers and carry out an investigation of any accident, near miss or dangerous occurrence as judged necessary to:

- a) Make safe any equipment or substances involved;
- b) Prevent any recurrence;
- c) Obtain full details of the circumstances of the incident to enable a report to be compiled, or assist the investigating Inspector, or provide information for insurance purposes.

7. Slips and Trips

- Slips and trips are the single most common cause of injuries in workplaces
- The School undertakes to provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.

- Ensure that there is an effective response to changing conditions such as weather or during construction works or refurbishments.
- Ensure that The School's premises are designed and maintained to minimise the risk of slips and trips.

8. First Aid Policy & Procedure

- The Schools provide fully trained First Aiders in accordance with our assessment of the overall risk and general layout of the site as stated in the First Aid Needs Analysis. The co-ordination of the First Aid arrangements is carried out by the Head of Facilities.
- First Aid equipment is kept at Department Administrator locations and on Reception, and travelling First Aid boxes are supplied for field trips.
- Department Administrators have been given the responsibility of maintaining first aid supplies and checking the boxes regularly.
- The locations of the First Aid equipment and names of First Aiders will be publicised to staff and students by means of notices.

9. Electrical Safety

- A five-yearly test of all wiring under the IEE Wiring Regulations will be carried out by qualified electrical contractors who are members of NICEIC or the ECA.
- The Theatre will be tested 3 yearly as a minimum.
- The Facilities team are trained in the IEE Wiring Regulations.
- All portable electrical appliances will be inspected and tested.
- No live electrical work will be carried out.
- BS 7909 (temporary electrical installations) requires productions to design their systems in accordance with the Wiring Regulations; i.e. to ensure systems work effectively and protect against the risks of shock and fire. A main focus is on management of the production and its requirements of the Management of Health and Safety at Work Regulations 1999. The Production Manager to appoint someone electrically competent to oversee the electrical system. This will be a Head of Lighting, or Senior Production Electrician. Under BS 7909, this person is called the 'Senior Person Responsible' (SPR).
- Due to the potential fire risks associated with E-bikes/scooters and their batteries, these devices must not be brought or used on-site unless a suitable fire risk assessment has been conducted by a competent person. This assessment should identify an appropriate storage location that is equipped with fire detection, suppression systems, and proper ventilation, and is safely distanced from flammable materials and escape routes.
- In cases where E-bikes/scooters are permitted on-site following a risk assessment, all batteries must be maintained according to the manufacturer's guidelines, charged using manufacturer-approved equipment, and never left unattended while charging. Any damage to batteries must result in their immediate removal and disposal. Only staff trained in the safe operation and handling of E-bikes/scooters and batteries will be permitted to use them. Until these safety measures are confirmed, and a suitable location is identified, the use or storage of E-bikes/scooters and batteries on-site is prohibited.
- The charging of lithium-ion batteries will be managed to reduce the risk of fire. Battery chargers for power tools, radios etc. will not be left charging overnight.

10.Fire Precautions

- A fire risk assessment has been carried out by a competent person and will be kept under review by the Head of Facilities and repeated as necessary.
- The Head of Facilities will liaise with RB Health & Safety Solutions Ltd. in order to determine the fire procedures. When agreed, these will be documented and publicised.
- Fire evacuation drills will be held once a term and the results will be recorded. The muster points are: For DSSF pupils & staff – St Michael & All Saints Church, All other staff & students – The pavement at the front of the building and along Flanders Road at the rear of the building. The Head of Facilities has the responsibility for arranging the drill.
- Fire extinguishers have been provided and will be inspected annually and maintained in operative condition.
- The fire alarm is tested weekly at 08.15 on Tuesdays and the tests are documented and logged and a copy is placed on the Blue Lemon portal. If the test cannot be carried out on a Tuesday morning for any reason, it will be tested the next available working day.
- Planned maintenance contracts will be implemented for all fire detection and alarm equipment and all emergency lighting.
- The maintenance team carry out regular site inspections including checks for fire hazards.

11.Risk Assessment

- It is the policy of the Schools to be able to demonstrate that all risks arising from our work are progressively assessed and, as far as reasonably practicable, controlled.
- All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when risks change or at least once a year.
- Heads of Schools/Departments are responsible for ensuring that competent risk assessments are carried out for their own Schools/Departments the risk assessment is added to the Blue Lemon online portal.
- The Head of Facilities is responsible for the premises-related risk assessments and will work with external consultants and seek competent assistance where required.
- The relative importance of risks will be assessed and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.
- The responsible persons will communicate with any contractors on the premises in order to satisfy themselves that any risks have been assessed by the contractors and that safe operating procedures are in place.

12.Plant & Machinery

- The organisation will ensure that safe operating procedures are in place for its plant and equipment. These procedures will be overseen by the Head of Facilities in respect of all premises-related plant and equipment and by the Head of Production for theatre equipment.
- Heads of Schools and Departments remain responsible for safe operating procedures in respect of all other equipment used within Departments.
- All maintenance work on premises plant and equipment is carried out by competent contractors.
- Preventive maintenance will be implemented for all safety-critical components of machinery, e.g. safety interlocks.

- All maintenance, repair etc. work on plant or equipment that may incur a risk to the health or safety of contractors or any other persons will be subject to a risk assessment and, where necessary, a positive isolation procedure.
- A permit-to-work scheme is operated by the Head of Facilities and will be implemented in the following cases:
 - Confined space entry
 - Hot work
 - Work at height
 - Work on electrical equipment
 - Use of mobile pressure equipment
- The following arrangements are in place for equipment requiring statutory examination:
- All lifting equipment will undergo a periodic thorough examination by a competent person based upon a written scheme of examination. The Production Manager is responsible for any such equipment used in theatre production.
- The site has no pressure systems.
- Local exhaust ventilation systems used in the production scenery workshop and the Science Department fume cabinet will undergo a thorough examination and test every 12 months.
- Gas equipment receives annual planned maintenance.

13. Hazardous Substances: COSHH

- Managers responsible for the use of any substances will identify substances that may be hazardous to health and will ensure that health and safety data sheets are collated.
- For each substance to be used, COSHH requires a competent person to assess the risk associated with exposure to that substance and keep a written record of that assessment.
- The assessments will be reviewed at least annually and revised whenever the work activity undergoes a change that may affect the degree of risk.
- Having assessed the risk, this will be eliminated wherever possible, or otherwise controlled.

The key areas which are covered in COSHH are:

- Legionella
- Dust and fumes
- Chemicals substances.

Examples of the effects of hazardous substances include:

- Skin irritation, dermatitis or burns because of skin contact.
- Asthma because of developing an allergy to substances used at work.
- Losing consciousness because of being overcome by toxic fumes.
- Cancer may appear long after exposure to the chemical that caused it.
- Infection from bacteria and other microorganisms (biological agents).

Examples of when you may come across hazardous substances include:

- Substances used directly in work activities (adhesives, paints, cleaning agents)
- Substances generated during work activities (fumes from soldering/welding, sanding, and grinding)
- Naturally occurring substances (wood dust)
- Biological agents such as bacteria and other micro-organisms (contaminated water if using water effects in a show like rain curtains)

- Where necessary control measures have been identified, these will be put into place.

The hierarchy of preference is:

- Eliminate the risk
- Substitute for a lower-risk substance
- Control at source:
 - The total enclosure of substance
 - Partial enclosure and local exhaust ventilation
 - Local exhaust ventilation
 - General workroom ventilation
 - Reduction of exposure time and number of persons exposed
 - Personal protective equipment, e.g. respirators, goggles, gloves, and other clothing

Thus, personal protective equipment is a last resort.

- Any respiratory protective equipment must be of the correct approved type and will be examined routinely to ensure that it is in good condition.
- Local exhaust ventilation (LEV) systems will undergo a thorough examination and test every 14 months and records will be held by the responsible person; the Head of Science in respect of the fume cabinet and the Head of Facilities in respect of any nonteaching LEV.
- In addition to the formal test, all LEV will receive routine maintenance and visual checks by the user, before use.
- All employees and students who may be exposed to any substances that are hazardous to health will receive information about the hazard and instructions about the precautions, safe working procedures, any emergency procedures etc.
- Employees and students will be instructed that good standards of personal hygiene are essential in protecting against exposure to substances and that they must wash before eating, drinking or smoking, and of course, remove contaminated clothing before doing so.
- If any employee suffers ill-health effects which it is suspected may be related to hazardous substances to which he or she may have been exposed at work, they will receive medical surveillance.
- Contractors are required to provide the Head of Facilities with copies of health and safety data sheets for all substances brought onto the premises.

14. Hazardous Substances: Flammable Liquids and Gases

- Minimal amounts of flammable and highly flammable liquids and gases are held on site.
- All flammable and highly flammable liquids in the Science Department are managed by the Head of Science. They are kept in a purpose-designed cabinet which is clearly hazard-marked and is kept locked. Use is controlled under procedures specific to the Science Department.
- Highly flammable liquids will be stored and used in the smallest workable quantities and sources of ignition will be excluded from any areas of risk. Although the maintenance workshop is within the boiler room, measures will be taken to reduce quantities of flammable liquids to the minimum and to keep containers closed and separated by distance from the boilers until the workshop has been fire-separated from the boilers.

15. Asbestos

- The School acknowledges its duty to prevent the exposure to asbestos-containing materials (ACMs) of employees, students and others on their premises and operates in compliance with the Control of Asbestos Regulations 2012.
- It is the policy of the school to fulfil its duty to manage asbestos and to fully implement the requirements of the Control of Asbestos at Work Regulations.
- An asbestos register is held and maintained by the Head of Facilities.
- Inform anyone who is likely to disturb ACMs about its condition and location.
- Have arrangements in place to ensure that any work which may disturb ACMs is carried out in accordance with the Control of Asbestos Regulations (CAR) 2012
- Review the plan at regular intervals.

16. Noise

- The School will undertake to protect employees and students from the risks associated with exposure to excessive noise through the following measures:
 - Assessing the risk of noise exposure;
 - Reducing noise exposure where a risk assessment shows this is necessary;
 - Ensuring the level of noise generated is taken into account when hiring or purchasing new equipment;
 - Providing hearing protection where necessary if risks cannot be reduced by other means;
 - Providing training and information for employees on the risks from noise and the measures in place to reduce these;
 - Providing health surveillance where the risk assessment shows this is appropriate.

Noise in Theatrical Productions

Noise monitoring will be undertaken for each production, the management team will be responsible for ensuring the following:

- Monitoring is undertaken on the dress rehearsal of each production.
- Measurements are taken in key areas of the venue. (i.e. areas where staff are likely to be working and exposed to production noise)
- Measurements are taken at the times of the production where noise is expected to be at its highest levels.
- Records are maintained of the measurements on the monitoring report undertaken by the production team at the dress rehearsal.
- Where noise levels exceed the levels identified then appropriate controls are put in place to protect staff. (i.e. reducing noise levels or identifying hearing protection areas)
- Those taking measurements are suitably trained on appropriate use of the noise measurement equipment.
- Provision of hearing tests for staff if the upper action value is regularly met during the noise monitoring.

17.Vibration

- The Schools will minimise risks associated with hand-arm vibration which may be associated with the operation of hand-held power tools and machinery, as follows:
- Based on a risk assessment, suitable tools and equipment for the task will be provided. In each case, the Manager/Head of Department has the overall responsibility for this
- Equipment will be well maintained and replaced before it becomes more hazardous in respect of vibration
- Manufacturers' data will be used to identify lower vibration-producing equipment
- Prolonged periods of exposure to hand-arm vibration will be avoided by reducing the time of exposure and, where this is not feasible, the use of anti-vibration gloves

18.Manual Handling

- The policy of the Schools is to avoid wherever possible the need for any type of manual handling that exposes an employee or student to a risk of injury. To this end, the organisation will:
- Identify any manual handling operation where there is a risk of injury to any employee. This responsibility lies with the Manager/Head of Department of the task concerned.
- Identify and implement any reasonably practicable means of avoiding the operation.
- Where the operation cannot be avoided, the Schools will ensure that a competent assessment of the risks has been carried out, the purpose being to identify any measures that can be taken to control the risks.
- The assessments will be recorded and will be kept under review and revised as necessary. The records will be held by the Manager of the task concerned.
- Measures required to control any risks will be taken as far as reasonably practicable.
- Employees and students will be given information on the load to be handled, in order to enable them to plan the operation.
- The Schools will keep under review any accidents or incidents related to manual handling and will take remedial action accordingly.
- Employees who are expected to carry out manual handling tasks will be trained in safe handling procedures.
- It is the duty of all employees to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation.

19.Personal Protective Equipment

- The Line Manager/Head of the Department will identify whether there is a need for the use of personal protective equipment under any of the above legislation.
- In doing so, they will first consider how the risk may be controlled at the source and treat the requirement for personal protective equipment as a last resort. Wherever it is reasonably practicable, other more positive and effective means will be used.
- Before choosing any personal protective equipment, Managers will ensure that assessments have been carried out of the risk to be protected against any of the equipment to be used to protect any individual. On the basis of such assessments, the suitability of the equipment for protection against the risk will be assessed.
- All PPE that is selected will:
 - a) Be appropriate for the risks involved and the environmental conditions
 - b) Take account of ergonomic requirements and the state of health of any wearer

- c) Be capable of fitting the wearer correctly
 - d) Be effective to prevent the risks involved without increasing overall risk
 - e) Be compatible with any other item of PPE worn simultaneously.
- Managers will ensure that arrangements are in place for the proper maintenance, cleaning, examination, disinfection, repair and replacement of that equipment.
 - Managers will ensure that all PPE is provided and that appropriate storage facilities are available. They will also ensure that employees and students are instructed on the storage requirements and check that PPE is being kept clean and stored properly.
 - Managers will ensure that employees and students are instructed and trained where necessary in the proper use of all PPE, the risks against which the PPE is intended to be effective and any requirements for cleaning, examination, disinfection and reporting of defects.
 - Managers will take all reasonable steps to ensure that all persons under their control make full and proper use of all PPE provided to them.
 - Managers will ensure that records are maintained of the issue of items of PPE.

Under the 2022 amendments to the Personal Protective Equipment Regulations (PPER), the types of duties and responsibilities on employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers.

Definitions of limb (a) and limb (b) workers:

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

- Limb (a) describes those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974 and are already in scope of PPER 1992
- Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service – they do not currently come under the scope of PPER 1992

For more information, please refer to the HSE web page 'Personal protective equipment (PPE) at work regulations from 6 April 2022'.

20. Work at Height

- The policy will always be to avoid working at height wherever possible, e.g. by working on an item before it is fixed at high level.
- Where avoidance of work at height is not possible, the decision on access will be based upon a risk assessment which will take account of:
 - Ensuring all work at height is properly planned and organised.
 - How long the task will take.
 - Whether access is required to one place or a range of places.
 - How many people will be working at height.
 - What equipment will have to be carried to height and what materials stored there
 - The risks from work at height are assessed and appropriate work equipment is selected and used.
 - Equipment for work at height is properly inspected and maintained.

And, if applicable:

- Whether the location permits safe erection of permanent access equipment and whether this can be secured against unauthorised access
- Ground conditions for the safe erection of a scaffold or operation of a mobile platform
- Risks caused by the activity of erecting or using platforms
- Working at any height above the floor or ground could be considered to be risky, and so there is no minimum height at which these measures will be taken but experience and common sense is to be used when assessing risks.
- Work at height generally involves the use of ladders or stepladders where permitted. Only competent and authorised employees will be permitted to use these.
- Prior to using any access equipment, employees are required to verify that the equipment is safe and suitable for use by means of visual inspection.
- Access or fall-arrest equipment that may be used in theatre production will be subject to specific procedures implemented by the Production Manager.
- The Head of Facilities operates a permit-to-work system for significant work at height such as roof access.

21. Management of Contractors

- Health and safety aspects will be given equal consideration to commercial matters in the choice of any contractor.
- Contractors will be vetted to ensure they have suitable health and safety credentials that conform to the policies of ArtsEd
- Long-standing contractors will be asked periodically to provide copies of their revised Health and Safety Policy documents.
- Written risk assessments will be requested from contractors in respect of any significant risks associated with their work.
- Method Statements will be required for all construction work and all work involving significant risks such as roof work and hot work.
- The Schools will ensure that contractors are provided with information and instructions concerning any hazards on site and the procedures for avoiding hazardous areas.

22. Display Screen Equipment

Display screen equipment (DSE) is not a health risk in itself, but problems can arise in the way that it is used. It is the policy of the organisation to adhere to the requirements of the Regulations, and the following have been carried out or are planned:

- All DSE users as defined in the Regulations will be identified by their Managers.
- Any risks to health or safety associated with display screen work will be assessed and the assessment will be kept under review. The assessments will be carried out by the DSE users themselves using a checklist which will be reviewed by their Manager.
- Any risks that are identified will be remedied within a reasonable time.
- The work of every DSE user will be planned by the user and their Manager to enable them to have adequate flexibility and mobility including such changes from DSE work as to minimise the risk of fatigue.
- Every DSE user will receive basic health and safety training/instruction to enable them to plan their work and adjust their workstation to minimise any risk to health or safety.

- All DSE users have a right to eye and eyesight tests at the expense of the Schools. Those users found to require sight correction for DSE work will have the basic cost of only that correction provided by the Schools.
- The Schools will provide suitable adjustable chairs and properly designed desks to enable the correct layout of all DSE and associated equipment, and staff will be consulted in the selection and layout of the workstation equipment.
- Employees are encouraged to report to their Manager any concerns or discomfort associated with their workstations.

23. Monitoring of Health & Safety

- The Schools have a clear commitment to monitor the way health and safety is managed.
- Monitoring will be carried out in a systematic way, in accordance with a plan coordinated by the Health & Safety Operational Team.
- The purpose of monitoring will be to review regularly the arrangements in place for the management of health and safety, in order to determine whether they are adequate and effective and whether further measures are required in order to meet a proper level of health and safety management.
- The monitoring plan will normally encompass the following:
 - Annual review and audit of the health and safety management arrangements and risk assessments will be carried out by external health and safety consultants
 - Any accident and incident records will be reviewed by the Health & Safety Operational Team.
 - A programme of premises inspections.

24. Arrangements for Consultation

- Employees will be consulted in good time about matters relating to their health and safety at work. Those matters will include:
 - Any measure at the workplace which may substantially affect their health and safety
 - Arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures
 - Information about risks to health and safety
 - The planning and organising of any health and safety training
 - The health and safety consequences for them of any new technology planned to be introduced to the workplace
- Day-to-day communication is carried out by means of e-mail and it is planned that a digital health and safety information centre will be set up.

25. Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the School will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The Heads of Departments are responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work

and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The Principal will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job-specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

26. New and Expectant Mothers

The School has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the School, on notification, will assess the individual and their workplace to ensure they, (and the unborn child) are not exposed to undue risk.

Employees becoming pregnant or having recently given birth are to notify their Line Manager and Head of HR so that a risk assessment can be carried out and appropriate arrangements made.

The risk assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, depending on the circumstances at the time, the School may suspend the individual from further work, on full pay, in accordance with the 1996 Employment Rights Act.

In order to protect the unborn child, if the School becomes aware of any case of Rubella (German Measles) / Chicken Pox among the staff the expectant mother will be informed immediately and given the opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

27. Lone Workers

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. The Heads of Departments shall identify situations where people work alone and ensure site-specific assessments are completed where required.

Staff who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, staff are trained in managing conflict to assess the situation and employ suitable responses.

The Head of Facilities is responsible for:

- Ensuring that written role and task risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;

- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that Lone workers are suitably experienced and have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.

These tasks may be delegated to Heads of Department or Line Managers for each section.

Lone Workers are responsible for:

- Taking reasonable care to look after their own Health and Safety;
- Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- Safeguarding the Health and Safety of other people affected by their work;
- Participating in training designed to meet the requirements of the Health and Safety policies and procedures;
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident;
- Notifying their manager, at the first opportunity, of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from the Head of HR who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

28.Working Time

It is the School's policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- Employees will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- Young Workers, under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- Employees will be provided with a rest period of 11 consecutive hours rest in each 24-hour period
- Young Workers, under 18 years of age will be provided with a rest period of 12 consecutive hours rest in each 24-hour period
- An Employee will be provided with one day off a week; this can be averaged over 2 weeks
- Young Workers, under 18 years of age will be provided with 2 day off a week; this cannot be averaged over 2 weeks

A record of working hours will be kept and averages of defined 17-week periods will be maintained by the Head of HR. Excessive work is defined in excess of 48 hours.

29. Health Surveillance

Due to the known risk of long-term ill-health effects of exposure to Wood Dust and Medium Density Fibreboard (MDF), the School may establish, in addition to routine monitoring of the working environment, a programme of health surveillance in order to identify any adverse effects at an early stage. Health effects may include Nasal Cancer and respiratory problems which include occupational Asthma.

Health surveillance and pre-employment/routine medicals will be arranged by the Head of HR who will maintain the appropriate Health Surveillance/Immunisation records with the individual's personnel file. Records of health surveillance for each of our employees will be retained for 40 years.

Where necessary, employees will be submitted for further medical examinations and tests to ensure that any abnormalities noted during routine screening are addressed as soon as practical. During periods of additional screening, and in consultation with the individual, the Head of Department will arrange for the employee to be employed on other duties away from the hazard.

30. Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the School has access to competent Health & Safety advice. This advice is available from:

R B Health and Safety Solutions Ltd 0845 2571489 admin@rbhealthandsafety.co.uk

Qualifications in Health & Safety includes:

- MSc in Occupational Health and Safety Management
- Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)
- Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)
- NEBOSH Diploma in Occupational Health & Safety
- NEBOSH Specialist Diploma in Environmental Management

31. Data Protection

The Head of Facilities will ensure the school will comply with the Data Protection Act 2018 when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

32. Civil Claims

The School will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore, it is important that any claim (and subsequent correspondence received) is notified to the Head of HR and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward them to the Head of Facilities, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the Head of HR in accordance with procedures.

33.Occupational Stress

Systems of work that give rise to the risk of stress are clearly not safe, and the School, therefore, has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The School is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the School will:

- Ensure jobs are 'doable', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the Head of HR who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

34.Environment

The School will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The School recognises its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The School does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The School will endeavour to control the following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

The School will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the School will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The Head of Facilities will lead the process of implementing this policy and will keep the policy under continual review.

35.Waste Disposal

It is the policy of this school that where waste is generated during the course of its activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down school procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The Principal will lead the process of implementing this policy and will keep the policy under continual review.

36.Legionella

Legionella is an airborne bacterium and is found in a variety of water sources which produces a form of pneumonia caused by the bacteria penetrating to the alveoli in the lungs.

The HSE Approved Code of Practice (ACOP) L8 covers the requirements of where a plant is at risk of the development of legionella exists.

Legionella bacteria may contaminate and grow in water systems such as hot and cold-water services and showers.

The bacteria survive low temperatures and thrive at temperatures between 20-45°C if conditions are right ie: if a supply of nutrients is present such as rust, sludge, algae and other bacteria.

Procedure:

A competent person should identify any sources of risk;

- Water systems incorporating a cooling tower.
- Water systems incorporating an evaporative condenser.
- Hot and cold-water systems.
- Other plants and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.

A Risk Assessment will be conducted if working in an environment where any such water systems may present a risk.

A scheme (or plan of action) should be prepared for the prevention of the identified risk.

- Implement and manage the controls and precautions.
- Ensure that the release of water spray is properly controlled.
- Avoid water temperatures and conditions that favour the growth of Legionella and other micro-
- organisms.
- Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipe work.

- Avoid materials that encourage the growth of Legionella. Keep the system and the water in it clean and treat water to either kill Legionella (and other micro-organisms) or limit their ability to grow.

A logbook will be kept recording checks to ensure the control measures are effective

In most cases, actions will be managed by a contractor appointed as the competent person. The risk assessment will identify local actions which are to be managed by the Theatre Management.

Records of local actions will be maintained detailing where applicable and as detailed in the risk assessment, temperature checks, flushing of all identified dead ends, shower head descaling, all conducted by a nominated competent person.

37. Drugs and Alcohol

Alcohol and drug abuse damages health and causes absenteeism and reduced productivity. Both forms of abuse can lead to serious accidents particularly when working at height or driving a vehicle.

The Company has a policy of zero tolerance regarding alcohol and non-prescription drugs.

This is particularly relevant in the use of company vehicles and equipment but refers equally to consumption on the premises and in the workplace.

Non-compliance with these requirements may lead to instant dismissal and anyone deemed to be under the influence on arrival at work will be sent home without pay.

38. Pyrotechnics

Pyrotechnics are potentially dangerous and should be supplied specifically for stage use and used strictly in accordance with the manufacturer's instructions.

Procedure:

- Before Pyrotechnics or Special Effects can be used on stage approval must be obtained from the Local Authority, at least 14 days prior to the event. If such approval has not been given the effect must not be used.
- Pyrotechnics must be sited well away from the public, staff and performers and away from any fabrics or other flammable materials. As a general rule, no adult should be within 2m of the device when fired and a distance of 3m should be maintained for children.
- The operator must have a direct line of sight from the firing position.
- The operator will make the final decision whether it is safe to fire the device.
- Pyrotechnics should not be stored in the same store as any flammable substances, such as gas cylinders, white spirit, paper or wood.
- Pyrotechnics should be stored in their UN certified transport boxes and not transferred to other containers, specifically not steel containments such as filing cabinets or drawers.
- Review the manufacturer's storage recommendations relating to temperature and humidity control and ensure the storage room meets these recommendations to prevent unwanted effects on the pyrotechnics.
- Boxes are to be securely closed after removing the daily show supply and returned to the store and relocked.
- Each storage box should carry the explosive symbol together with a sign reading Danger – No Smoking – No Naked Flames in letters no less than 25mm high.

39.Violence and Aggression

The Organisation will not tolerate its staff being subjected to any form of violence or unacceptable behaviour at work and will ensure that any allegations are investigated and that appropriate action is taken to deal with it.

Unacceptable behaviour could include verbal abuse, threatening postures or physical violence.

Violence at work or the fear of it happening can affect the performance of individuals and/or teams at work.

All staff are encouraged to report incidents which cause them harm or anxiety, in confidence to the Directors.

A risk assessment will be carried out for issues around violence and aggression.

At-risk staff will receive conflict management training.

Due to a recent rise across the theatre industry in audience members being aggressive to other patrons, ushers, Duty Managers etc, consideration will be given to this when assessing the risks and training requirements.

40.Welfare

The Organisation will aim to achieve and maintain, so far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid ill health and promote good health and employee welfare.

Adequate welfare facilities will be provided for employees, wherever reasonably practicable, at all premises occupied by the company.

'Welfare facilities' are those that are necessary for employee well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

41.Vehicles and Driving on Business

Any employee driving a vehicle on behalf of the organisation must fulfil the criteria required by the insurance relevant to that vehicle.

Before driving any vehicle, the employee is responsible for checking it for obvious defects and basic roadworthiness and reporting anything that cannot be corrected on the spot.

When driving the vehicle, the employee must be in accordance with Road Traffic Legislation and the Highway Code at all times.

If they are involved in any accidents, damage however minor, or road traffic violations, this must be reported immediately to their Management. Any faults or concerns arising during use must also be reported on return.

Procedure / Driver Checklist:

- Inform management of any changes in circumstances, e.g. penalty points, use of any prescription medication that affects their ability to drive safely, etc.
- Report any vehicle defects using the vehicle defect sheets to management and not to drive defective vehicles until defect has been rectified.
- Be aware of what action needs to be taken in an emergency situation, using incident report sheets where applicable and informing their Manager at the earliest convenience.
- Ensure you are physically fit to drive and inform management of any health problems or personal circumstances, which could make driving hazardous.
- Do NOT drive while under the influence of alcohol or drugs. Remember some prescription drugs can adversely affect your ability to drive.
- Have regular eye tests and ensure that any necessary corrective eyewear is worn advising management of any changes.
- Don't use a mobile phone while driving.
- Follow advice on route planning when supplied by management, ensure that suitable breaks are included to prevent fatigue, allow extra journey time and breaks where required, allow for bad weather, traffic congestion etc.
- You should not carry unauthorised passengers as you will; not be insured.

42. Construction Design and Management

The Construction (Design and Management) Regulations 2015 (CDM 2015) apply to all construction projects, including those undertaken in the entertainment industry. A project includes all the planning, design and management tasks associated with construction work. For example, the building, fitting out and taking down of temporary structures for TV, film and theatre productions and live events.

CDM 2015 is not about creating unnecessary bureaucracy. It is about securing the health, safety and welfare of those carrying out construction work and protecting others who the work may affect, from harm.

This guidance should be read in conjunction with HSE's L153: Managing health and safety in construction.

The Construction (Design and Management) Regulations 2015;

CDM 2015 makes the general duties of the Health and Safety at Work etc Act 1974 more specific. They complement the general Management of Health and Safety at Work Regulations 1999 and integrate health and safety into the management of construction projects.

The aim is for the construction health and safety considerations to be treated as a normal part of an event/production's management and development, not an afterthought or bolt-on extra. The objective of CDM 2015 is to reduce the risk of harm to those that have to build, fit out, use, maintain and take down structures.

The key principles are:

- Eliminate or control risks so far as is reasonably practicable.
- (This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.)
- Ensure work is effectively planned;
- Appoint the right people and organisations at the right time;

- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health;
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work; and
- Consult workers with a view to securing effective health, safety and welfare measures.

Any actions you take to comply with CDM 2015 should always be proportionate to the risks involved. CDM 2015 defines a number of roles with different duties within construction projects.

The three main CDM roles are:

- Client,
- Designer and
- Contractor.

For projects involving more than one contractor, the additional roles of principal designer (PD) and principal contractor (PC) are required to plan, manage, monitor and coordinate the work.

These roles and their duties can be integrated into the overall safety management process for an event/production.

Organisations and/or individuals may hold more than one role. For example, by being both a designer and a contractor.

Procedure:

- A safety file will be held for each production which will hold;
- Risk Assessments and/or Show Riders.
- Production Risk Assessment.
- Technical detail on rigging and loadings.
- Production inductions – site attendance registers.
- Safety Instructions and Evacuation procedure signed toolbox talks.

A safety file will be held for each production which will hold:

- Risk Assessments and Show Riders.
- Production Risk Assessment.
- Production Method statements.
- Production scheduling, Construction Phase Plan.
- Technical detail on rigging and loadings.
- Electrical inspection under BS 7909.
- Proof of fire rating for set structure, fabric cloths, and props.
- Production inductions – site attendance registers.
- Safety Instructions and Evacuation procedure signed toolbox talks.

Co-production

There may be occasions where the venue would jointly hold the role of CDM client. Principal Contractor and Principal Designer with the Production Organisation for a typical theatre co-production.

In-House production

The producing organisation may also hold the role of client and retain the roles of Principal Contractor and Principal Designer in a situation where the production is produced in-house.

In either of these situations further advice should be sought before commencement of the project. For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), we must:

- Notify HSE in writing with details of the project.
- Ensure a copy of the notification is displayed in the construction site office.

43. Studio and Theatre Hire

ArtsEd will hire studio and theatre spaces for organisations to use for their own purposes. When doing so, ArtsEd will request the organisations hiring the spaces maintain appropriate Health and safety documentation, including risk assessments (where applicable) and insurance documentation. ArtsEd has the right to inspect this documentation. Management will perform a spot check of 5 hirers per term (including a theatre hire if appropriate).

The Organisation will share with the hirer documentation that includes the hire rules and induction information, especially regarding emergency procedures, access and egress routes capacity numbers, and welfare facilities.

ArtsEd will request in advance any information on possible hazards that may harm its employees and students, such as equipment or other activities used within the spaces.

ArtsEd may also request proof of electrical safety in the form of Portable appliance testing or competency of any technical staff using the equipment.

ArtsEd will have its own trained emergency first aider but would request that the hirer either supply a trained emergency first aider and first aid box or arrange for this support from the hire space.

ArtsEd will provide all persons required to attend these premises for work with information on the nearest transport routes and recommendations regarding the area's safety.

All electrical equipment supplied by ArtsEd to the hirer will have up-to-date Portable appliance testing and be safe to use.

44. Smoke and Vapour Effects

Smoke and vapour effects are used for a range of purposes within the events industry and can give rise to a variety of hazards depending upon the substances and how they are used.

Procedure:

- If smoke and vapour effects are to be used, the company will inform staff who may be at risk to ensure that arrangements are made to implement a safe system of work.
- Particular attention will be paid to the risk of carbon dioxide or other gases/vapours accumulating in poorly or unventilated spaces, creating a dangerous atmosphere.
- The use of smoke and vapour effects is not permitted during a public performance until the local authority has given approval.

- The Technical team will liaise with the relevant Local Authority to ensure that approval is sought, demonstrations arranged, and any conditions imposed by the Local Authority are complied with.

45.Safe Access and Safe Place of Work

ArtsEd recognises its duty to provide a safe place of work, including lighting, temperature, toilets, and washing facilities.

Workplaces will be maintained in a clean, orderly and safe condition.

Suitable and sufficient safe access to and egress from every place of work will be provided and maintained.

Access equipment will be provided and made available when work cannot be safely done on or from floor level or from a temporary or permanent structure. These comprise lightweight aluminium tower scaffolds, genies, ladders, stepladders, and trestles.

Collective protection measures will be given priority over personal protection measures.

When ladders are used, they should be footed and tied off at the upper resting place or otherwise secured against outward and sideways slipping. Before use, ladders should be inspected for any defects.

Sections of barriers on open edges of high-level storage platforms may be removable, but they should always remain in place except when loading and unloading occur.

If persons are required to work on or near fragile material through which they may fall a sufficient distance to cause injury, before the work begins, a detailed assessment will be conducted to ascertain the measures necessary to prevent injury to the person carrying out the work and any others who may be affected. Where it is reasonably practicable, prominent warning notices will be affixed at the approach to a place where a fragile surface is situated.

Sufficient and suitable steps should be taken to prevent injury from the fall of any material or object, such as a hand or power tool. Where this cannot be guaranteed, a delineated 'danger area' should be set up, preventing unauthorised persons from entering the area.

46.Work Equipment

Provision and Use of Work Equipment Regulations (PUWER) 1992

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, regardless of whether it is owned, leased, or provided by the employee for use at work.

Work equipment includes:-

- 'Small hand tools' such as hammers, knives, handsaws, etc.
- Single machines such as drilling machines, circular saws, photocopiers, etc.
- Lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings, etc.
- Other equipment such as ladders, hand trucks, wheelchairs, pallet trucks.
- Scaffolding or similar access equipment.

The use of work equipment means any activity involving work equipment including starting,

stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing or cleaning.

All work equipment should be used by trained/competent staff only, and be covered by a risk assessment and safe system of work where appropriate.

Work equipment should be subject to regular inspections as defined by PUWER. This will include power tools (both portable and fixed), ladders and access equipment (both portable and fixed, including scaffold towers), handling equipment such as trolleys, pallet trucks.

47.Safe Systems of Work (SSoW)

Safe Systems of Work (SSOW) will be developed for all tasks and equipment use, as identified as a control measure within the Risk Assessment.

Employees and students who are responsible for organising the provision and maintenance of the safe systems of work must ensure that any change in a previously established system or unusual use of the plant is reported to the head of department, facilities or technical team, who will arrange for appropriate action to be taken.

Where modifications or changes are made to machines, guard systems, and plants that may affect the unit's safety, the matter should be notified to the appropriate department heads, who may seek professional advice before authorising the change.

The ArtsEd's safe systems of work and codes of safe practice will be regularly reviewed and, where necessary, revised to reflect new published guidance and/or statutory requirements.

48.Training

The aims of the health and safety training programmes are:

- To ensure all employees work in a safe manner.
- To ensure employees correctly use and maintain the PPE required for their work.
- To assist management to arrange and organise effective work operations.
- To minimise workplace incidents, accidents, delays in work programmes and damage to property.
- To ensure a safe and healthy working environment.
- To ensure compliance with all relevant health and safety legislation.
- To ensure employees are familiar with emergency procedures.

ArtsEd will provide ongoing training for all employees to refresh their knowledge and update them on safe working practices and new equipment.

Using the company training needs analysis (TNA), training needs will be identified in relation to the job function and job description.

Individual training needs will be identified at induction for new and existing employees and as identified within Risk Assessment control measures.

Training courses will be arranged and advertised across the company to ensure maximum take-up.

All training will be recorded, and a copy of all certificates will be retained in employees' personal training files.

If any employees are uncertain of the safe working practices for any equipment, they must contact their immediate Supervisor, who will be responsible for ensuring adequate training is provided.

All new employees will undertake Health and Safety Induction Training before release into the workplace.

Induction training shall include:

- An introduction to the Health and Safety Policy and Procedures.
- An awareness of the duties, including Fire Marshals and First Aiders.
- Fire and Evacuation procedures.
- Risk Assessment and Safe Systems of Work as applicable.
- The issue is the use and maintenance of personal protective equipment and work equipment.
- A familiarisation tour of the premises.
- An introduction to work colleagues.