



## RB ARTS ACADEMY

Unit 1

52-60 Bell Lane

Uckfield

Tn22 1QL

<b>Policy:</b> Health & Safety		
<b>Date Adopted:</b>	<b>Date of last review:</b>	<b>To be reviewed next before/on:</b>
01/09/2019	29/07/2020	
<p><b>Purpose and Statement:</b></p> <p>RB ARTS ACADEMY recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.</p> <p>Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.</p> <p>RB ARTS ACADEMY is committed to protecting the health and safety of its employees, freelancers, volunteers, students and all others with whom our work brings us into contact. The Company’s policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.</p> <p>The company recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.</p>		
<p><b>Distribution:</b></p> <ul style="list-style-type: none"> <li>• All staff and volunteers</li> <li>• This policy will be made available to members of the public on request</li> <li>• Confirmation of receipt of information - Signed statement from recipient to be held on file</li> </ul>		
<p><b>Review and monitoring of policy:</b></p> <ul style="list-style-type: none"> <li>• Reviewed annually or in instances of legislative change</li> <li>• Monitoring is part of Management and Supervision</li> </ul>		

## Responsibilities

Overall and final responsibility for the safety and wellbeing of the staff rests with the Board of Directors of RB ARTS ACADEMY

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Company Director (CD) To ensure health and safety standards are maintained /improved the CD has responsibility in the following areas:

- The office
- Events managed by RB ARTS ACADEMY involving external groups
- RB ARTS ACADEMY Community Projects for which they are the event lead (specified on Events Organisational Checklist and Schedule)
- Courses held at the venues and off-site activities resulting from them
- RB ARTS ACADEMY Projects for which they are the event lead (specified on Events Organisational Checklist and Schedule)

Where activities are undertaken in partnership with other organisations or in hired or rented premises these responsibilities will be undertaken in partnership with the designated health and safety personnel of those organisations and premises.

All staff members are made aware of their own responsibilities. All employees and freelance staff should:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person as detailed in this policy statement

A copy of this policy is given to each staff member and forms the basis of an induction session on Health and Safety issues. Copies of the policy are available from the CD. Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.

RB ARTS ACADEMY will ensure it has sufficient insurance policies for all its activities and equipment. Freelance staff are also required to have their own personal Public Liability insurance.

**Health and Safety Risks arising from our activities:**

- Risk assessments will be undertaken by the delegated employees above
- Findings of risk assessments will be reported to the CD.
- Action required to remove/control/manage risks will be approved by the CD.
- The CD will be responsible for ensuring the action required is implemented
- The CD will check that the implemented actions have reduced/removed the risk
- Assessments will be carried out frequently

**Consultation with employees:**

The company believes that co-operation and consultation with all staff members are essential. Consultation with employees is provided by the CD.

**Safe equipment:**

- The CD will be responsible for identifying all equipment needing maintenance
- The CD will be responsible for ensuring effective maintenance procedures are drawn up
- The CD will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with equipment should be reported to the CD.
- The CD will check that new equipment meets health and safety standards before it is purchased.

**Safe handling and use of substances:**

- The CD will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment.
- The CD will be responsible for undertaking the COSHH assessment.
- The CD will be responsible for ensuring that all actions identified in the assessments are implemented.
- The CD will be responsible for ensuring all relevant employees are informed about the COSHH assessment.
- The CD will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or more frequently if work practices etc change.

**Competency for tasks and training:**

- Induction training will be provided for all employees by the CD
- Specific jobs requiring special training will be identified by risk assessment of each project as it arises.
- Training records are kept at the RB ARTS ACADEMY office
- Training will be identified, arranged and monitored by the CD

**Accidents, first aid and work-related ill health:**

- Health surveillance is required for employees doing the following jobs
  - none at present.

- Health surveillance will be arranged by the CD
- Health surveillance records will be kept at the RB ARTS ACADEMY office.
- A specific risk assessment will be undertaken by CD for any employee or freelance staff member who notifies her pregnancy
- First Aid boxes are kept at in the gym and studio and the RB ARTS ACADEMY office. Travelling First Aid Kits are taken to all events and workshops lead by RB ARTS ACADEMY
- The appointed persons/first aiders are all staff members.
- There will always be at least one qualified first aider at RB ARTS ACADEMY Classes
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the RB ARTS ACADEMY office
- All accidents and cases of ill health regarding students at the studio are to be recorded in RB ARTS ACADEMY accident book. The book is kept locked away in the RB ARTS ACADEMY office
- All accidents and cases of ill health regarding students at other sites are to be recorded in the Workshop/Event Accident Book. The book is kept locked in the office when not in use
- All student injuries will be reported to parents/guardians verbally either immediately (in the instance the injury is sufficient to be considered an emergency) or at the end of the relevant session
- All head injuries will be recorded in the appropriate accident book and reported to parents via a 'head injury' letter
- The Company Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

#### **Monitoring:**

- To check our working conditions and ensure our safe working practices are being followed we will include Health and Safety as an agenda item at termly staff meetings.
- The CD will conduct a 6 monthly H&S tour of the studios
- The CD is responsible for investigating accidents
- The CD is responsible for investigating work-related causes of sickness absences
- The CD is responsible for acting on investigation findings to prevent a recurrence

#### **Emergency procedures – fire and evacuation**

- The named personnel in Responsibilities (pg. 2) above are responsible for ensuring fire risk assessments in each area have been undertaken and implemented in conjunction with the Health and Safety designated employees at the venues. (See appendix 1)
- Escape routes are checked by the named personnel in Responsibilities (Page 1) above.
- Fire extinguishers are maintained and checked by the Health and Safety designated employees at the venues
- Alarms are tested every Wednesday (at the RB ARTS ACADEMY office) and by the Health and Safety designated employees at the venues
- Emergency evacuation will be tested annually and once in the duration of each community project or professional production

Further Information can be found in RB ARTS ACADEMY separate Fire policy.

#### **COVID – 19 -**

- No parents/guardians to enter the building

- Responsibility of the Teachers to make sure all students wash their hands or use hand sanitiser upon entry and exit.
- To make sure all students stay 2 metres apart in their designated areas during, before and after the lessons.
- Teachers must ensure the toilets are regularly cleaned after use.
- The studios and gym will be cleaned after use so class times might be staggered.
- Only bottled water that's clearly labelled to be brought in.
- CD to ensure all staffs training is up to date.
- CD and staff to make sure the sanitizer is stocked, hand soap and paper towels.
- Clean down door handles, light switches, ballet barres, equipment and floor after every class.

#### **Appendix 1 - Designated Health and Safety Representatives at The RB ARTS ACADEMY**

**Bexx Boutle**