



Health and Safety Policy

2023 - 2024

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Responsibility: Principal Samantha Bell, Vice Principal Fiona Forfar

Health and Safety Policy Statement

1. Purpose

This policy meets the legal obligations of ElliTe Studios to provide a general health and safety policy statement and to make arrangements under the Health and Safety at Work etc Act 1974.

2. Policy

It is the policy of ElliTe Studios, its Directors and Senior Management Team to provide and maintain safe and healthy working conditions and safe systems of work, with adequate welfare facilities for all our staff and students and any other persons who may be affected by our activities or who may enter our premises. ElliTe Studios wishes to ensure compliance with relevant legislation and desires continuous improvement in all areas so that we work towards excellence. The organisation will demonstrate how good health and safety practice is a benefit to its operation, staff and students. This policy may be supported from time to time with linked policies and procedures to manage specific H&S related matters such as pandemic responses.

ElliTe Studios will aim so far as is reasonably practicable:

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To consult with our staff and students on matters affecting their health and safety.
3. To provide and maintain safe plant and equipment.
4. To ensure safe handling and use of substances which could be hazardous to health.
5. To provide information, instruction and supervision for staff, students and contractors.
6. To ensure all staff, students, and contractors are competent to do their tasks, and to give them adequate training.
7. To prevent accidents and cases of work-related ill health.
8. To maintain safe and healthy working conditions.
9. To review and revise this policy as necessary at regular intervals and particularly if circumstances change.

This 'general statement' will be brought to the attention of all staff directly through notice boards, induction, the website and electronic communications, within job descriptions, and within all health and safety training events.

Samantha Bell
Principal

3. Responsibilities

3.1 Overall and final responsibility for health and safety is that of the Principal who has allocated the primary responsibility for devising, implementing and maintaining this policy to the Senior Management Team. They are responsible for establishing and monitoring the necessary arrangements to comply with ElliTe Studios' health and safety policy, ensuring there are adequate resources to carry out the provisions of the policy, and providing health and safety leadership.

3.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Tutors, teachers, and staff members together with the on site facilities manager and security. They are responsible for establishing arrangements for safety within their individual areas of responsibility. They will act on any audit and inspection reports and take management action to ensure compliance.

3.3 To ensure health and safety standards are maintained and improved all managers and Tutors are responsible for ensuring that staff, students and contractors understand the School's health and safety policy and any safety rules relating to their jobs, and that they are appropriately trained and authorised to carry out their assigned tasks.

3.4 All staff, students and contractors will:

- Co-operate with Tutors and managers on health and safety matters.
- Not interfere with anything that is 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, for example their supervisor, manager, Head of Department, Director, or the Principal as appropriate.

3.5 To assist with these responsibilities, ElliTe Studios may access competent health and safety advice from a Registered Occupational and Health Consultant. These are referred to below as 'competent advisors'.

3.6 Operational structures are as shown in appendix 1 (organisational chart)

4. Arrangements to control health and safety risks arising from work activities

- Risk assessments will be undertaken and recorded in the ElliTe Studios standard format.
- Risk assessments will cover staff, students and members of the public as required for different work-related activities including activities carried out in teaching areas, reception, offices and other fixed working areas, together with those carried out by peripatetic workers or at other venues.
- Action required to remove or reduce risks will be approved by the Principal.
- The Senior Management Team and Tutors will be responsible for ensuring the action required is implemented.
- The Senior Management Team will check that the implemented actions have removed or reduced the risks.
- Visiting Contractors will be assessed and asked for their own risk assessments where required to ensure safe working practices statutory compliance.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.
- Checks will be made on health and safety compliance by line managers and Tutors as part of their general management responsibilities.
- Failure to comply with health and safety arrangements may constitute misconduct or gross misconduct.

5. Consultation with staff and students

Arrangements will be made for regular consultation on matters of health, safety and welfare by the Senior Management Team.

6. Safe equipment

- All Staff including visiting musicians or technical associates will be responsible for identifying equipment needing maintenance within their own work area.
- The Centre/Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Facilities Manager, Principal and Business Administrator will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant or equipment should be reported to the Facilities Manager.
- With assistance from the Facilities Manager, all staff will check that new equipment meets health and safety standards before it is purchased.

7. Electrical safety

- The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. All staff and students will be advised to visually check electrical equipment before use.

8. Safe handling and use of substances: Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

- Substances which may be hazardous to health at ElliTe Studios are limited.
- Issues with regard to cleaning chemicals will be covered by contractor controls.
- Staff will be responsible for identifying all substances which need a COSHH assessment, undertaking the required COSHH assessments, and keeping a record of them at the place of use.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

9. Information, instruction and supervision

- The Health and Safety Law poster is displayed at the studios.
- Health and safety advice is available from Facilities who can contact the competent advisor if required.
- Supervision of young workers, trainees and students will be arranged, undertaken and monitored by staff and tutors with support from the Facilities Manager.
- Tutors are responsible for ensuring that our staff and students working at locations under the control of other employers, for example at a theatre, are given relevant health and safety information.

10. Competency for tasks and training

- Induction training will be provided for all staff and full-time students.
- Job-specific training will be provided by line managers/Tutors who are competent to do so, or by a specialist trainer as appropriate.

11. Accidents, first aid and work-related ill-health

- It is not considered that any present ElliTe Studios staff or students require health surveillance. This will be kept under review.
- First-aid boxes are kept at reception and shown to staff and students at induction.
- First aider(s) will be identified to staff and students at their induction and via information posters.
- First aid training, where required will be organised on request by the Senior Management Team.
- All accidents, near misses, incidents and cases of work-related ill health are to be recorded in the prescribed accident/incident recording system.
- Facilities are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority via the prescribed Health and Safety Executive (HSE) national system.

12. Monitoring

- All staff and students have a duty to ensure that they follow prescribed protocols and work instructions and to challenge others who are not doing so.
- All Senior Management Team members and Tutors have a duty to implement and monitor health and safety, check on standards and challenge non-compliance as an integral part of their management role.
- All line managers and/or tutors will follow and complete the prescribed accident investigation forms.
- All line managers and/or tutors will ensure that when the cause of an accident is identified, action will be taken to prevent recurrence.
- A programme of external inspections/audits may be conducted by the Facilities Manager and Ofsted.

13. Emergency procedures and fire evacuation

- All matters relating to fire evacuation are contained in the fire risk assessments for the premises and will be implemented by the Senior Management Team and the Facilities Manager.
- Arrangements for testing systems will be set out by the landlord via the Facilities Manager.
- Fire drills and evacuations will be set out by the competent fire safety advisor and carried out by staff/students as directed by managers/tutors.