



HEALTH AND SAFETY POLICY

Issue 03
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5.0 Procedures

Refer to Health and Safety Procedures Manual

1.0 INTRODUCTION

This policy and procedures, is based on national standards, defined, and developed to provide the necessary strength, flexibility, and appropriate foundation for the development of a sustainable health and safety culture throughout Wilkes Academy of Performing Arts Ltd.

The practical recommendations of the procedures and guidance within this document are intended for use by all those who have a responsibility for managing our health and safety activities.

We are accountable for and have a duty to organise, arrange and ensure that health and safety obligations are satisfied. The implementation of the health and safety procedures is a useful way of fulfilling this duty. This document is designed to be a practical tool to assist us in achieving continual improvement of our health and safety performance.

Introducing a Health and Safety Management System will provide a systematic approach to reducing hazards and risks within our organisation.

Section 2(3) of the Health & Safety at Work etc. Act 1974 places a legal duty on every employer to prepare, regularly review and revise a written statement of general policy and to bring the statement and subsequent revisions to the notice of all employees and teachers.

Wilkes Academy of Performing Arts Ltd's health & safety programme consists of:

- Section 2, a **Statement of Intent** regarding health, safety, and welfare at work, with consideration to our environment.
- Section 3 describes our **Responsibilities** for health and safety within Wilkes Academy of Performing Arts. It includes employees' and teachers' responsibilities and duties for carrying out the Statement of Intent.
- Section 4 describes the **Arrangements** for carrying out the Statement of Intent.
- Section 5 gives **Procedures** on health & safety for specific subject areas e.g., risk assessments to ensure the effective implementation of the policy (refer to the health and safety procedures manual).

STATEMENT OF INTENT

Wilkes Academy of Performing Arts Ltd aims to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

It is our main health and safety objective to take all practical measures to ensure the health, safety, and welfare of our employees whilst at work and our teachers and students whilst learning, thus minimising the number of occupational accidents and work-related illnesses, this we know is essential for the efficient operation of the Academy.

To ensure the principles of health and safety are clearly understood throughout Wilkes Academy of Performing Arts, we will be committed to:

- complying with relevant health and safety laws and regulations;
- setting and monitoring of health and safety objectives for Wilkes Academy of Performing Arts;
- effective communication of and consultation on health and safety matters throughout Wilkes Academy of Performing Arts;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within Wilkes Academy of Performing Arts;
- an annual review and when necessary the revision of this Health and Safety Policy;
- making this policy available to relevant interested external parties, as appropriate.

Signature:
Name: Nikki Wilkes

Date:
Position: Principal

Signature:
Name: Jonny Wilkes

Date:
Position: Principal

Signature: _____
Name: Suzanne Mole

Date: __
Position: Principal

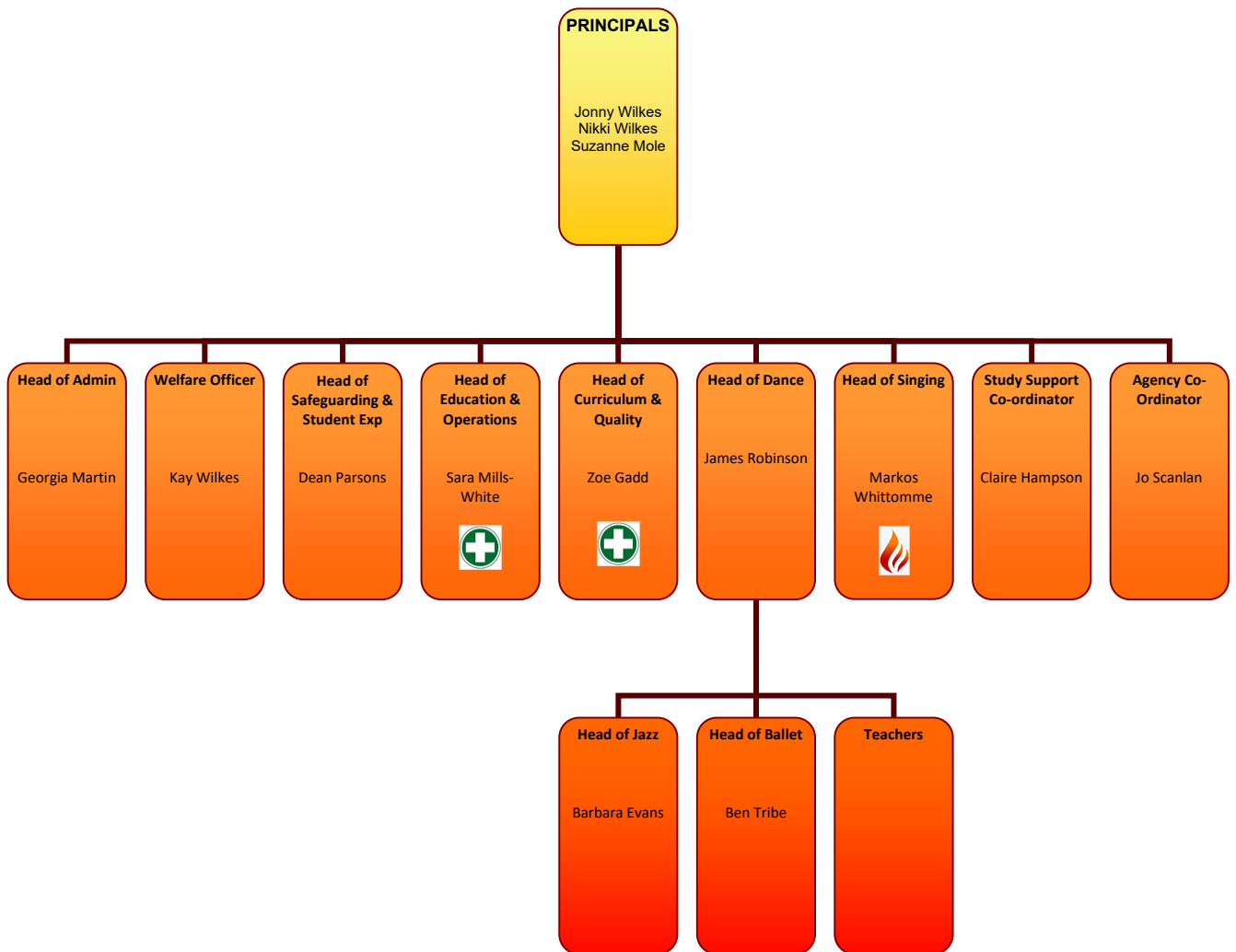
3.0 RESPONSIBILITIES

The following roles have been allocated with overall health and safety responsibilities within the terms of our policy:

- Suzanne Mole, Principal
- Nikki Wilkes, Principal
- Jonny Wilkes, Principal

Day to day responsibility for ensuring this policy is put into practice is managed by the Principals. To ensure health and safety standards are maintained and improved upon, the Heads of Department have the day-to-day responsibility for managing health and safety within the Academy. Specific health and safety roles can be delegated further to the teams within the Academy, providing that adequate information, instruction and supervision is given.

3.1 COMPANY ORGANISATION CHART FOR HEALTH & SAFETY



NB. All employees, teachers and freelance teachers report directly to the Principals.

3.2 RESPONSIBILITIES OF WILKES ACADEMY OF PERFORMING ARTS

Wilkes Academy of Performing Arts Ltd has a legal duty, so far as is reasonably practicable, to ensure the;

- health, safety and welfare at work of its employees and teachers;
- Health and safety of persons who are not their employees so far as it may be affected by the activities of the Academy's workforce.

This responsibility extends to providing that:

- the policy will be made available to any new employee and teacher during their induction on their first day of employment;
- the policy will be reviewed regularly (at least annually) or if there are any changes to Company structure or procedures;
- the arrangements of the policy will include consultation with employees;
- workplaces, procedures, equipment and materials used within the Academy shall not (so far as reasonably practicable) constitute a risk to either Wilkes Academy of Performing Arts's employees or others;
- Financial and other resources, such as time, will be made available for health and safety.

3.3 RESPONSIBILITIES OF THE PRINCIPALS

The Principals will ensure the effectiveness of the Wilkes Academy for Performing Arts policy for health, safety and welfare and will in particular:

- instigate a positive health and safety culture in the Academy by encouragement and example;
- read and understand Wilkes Academy of Performing Arts's health and safety policy and ensure that it is read by all employees and teachers;
- ensure risks to employees, teachers, students, and visitors arising from its activities are evaluated and minimised as far as reasonably practicable. In particular, where such risks may result in personal injury or damage to the property;
- take all necessary action to ensure that health and safety regulations are known and understood and are implemented in the Academy;
- supervise employees and teachers to ensure that no 'horseplay' occurs;
- ensure all studio equipment is maintained in safe working order;
- ensure that the Academy environment is clean and in good repair prior to commencing the days classes;
- ensure the undertaking of regular health and safety audits, the investigation of specific health and safety problems and the investigation of accidents as necessary;
- ensure the incident/accident reporting procedure is clearly understood by all employees and teachers;
- ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities;
- ensure first aid arrangements including trained personnel are in place and first aid facilities are maintained in good order;
- ensure that all defective equipment is taken out of service with immediate effect;
- ensure that employees using hazardous substances in their work are aware of the contents of the appropriate assessment before work commences;
- ensure that the facilities are kept clean, in good repair and water/electrical/air conditioning/ventilation systems are regularly maintained;

- provide health & safety training to employees and teachers and record such training;
- ensure any contractors that are used within the academies e.g., cleaners, building maintenance workers – have supplied the relevant documentation as illustrated in the health and safety procedures manual;
- review annually and at such other times as may be necessary, the Academy's health and safety facilities and performance and ensure the development of a programme to maintain and improve arrangements;
- Review annually, details of the estimated costs of facilities for health and safety in respect of the forthcoming year and their interpretation into the budget process.

3.4 RESPONSIBILITIES OF THE HEADS OF DEPARTMENT

Department Heads within Wilkes Academy are required to monitor their areas of control as well as the performance and activities of all persons under their control to ensure that acceptable standards are maintained. They will ensure;

- the objectives and guidance outlined within our health and safety procedures is fully understood and adhered to by the people under their control;
- the health and safety policy statement will be brought to the attention of all employees under their control, and making them aware of all the hazards and the means of controlling those hazards;
- Any changes to the health and safety policy or procedures will be communicated and brought to the attention of all persons under their control.

3.5 RESPONSIBILITIES OF EVERY EMPLOYEE & TEACHER

Under the Health and Safety at Work, etc. Act 1974, every employee irrespective of their level has a legal duty to:

- take reasonable care of their own health and safety and that of others who may be affected by their actions;
- co-operate with management to meet the employer's legal duties and work in accordance with the Academy's procedures;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

3.6 HEALTH & SAFETY ADVICE

An Advisor will be appointed to provide competent health and safety advice to Wilkes Academy of Performing Arts via the Principals.

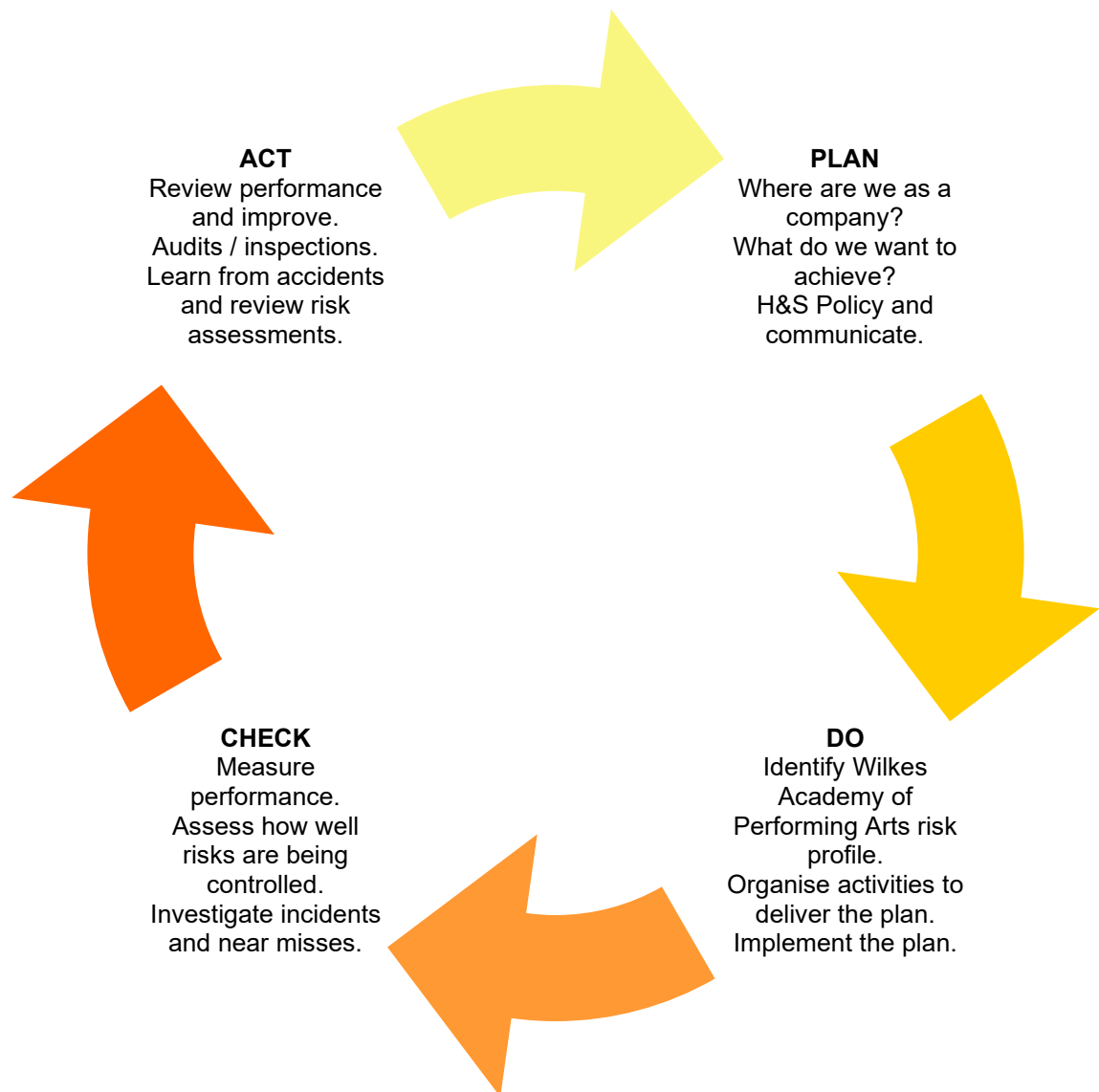
The Advisor's main functions are to:

- undertake risk assessments and record as requested by the Principals;
- advise on health and safety policy revisions;

- help on incident investigations as required;
- provide a telephone/email advisory service for the Principals and appointed Heads of Departments;
- undertake regular facility audits;
- Keep the Principals informed of changes and developments in health and safety legislation, which affect the Academy and its undertaking.

4.0 ARRANGEMENTS

Wilkes Academy of Performing Arts Ltd uses the Plan, Do, Check, Act approach recommended by the HSE in Managing Health & Safety. It achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



4.1 CONSULTATION WITH EMPLOYEES

Wilkes Academy of Performing Arts Ltd will pro-actively involve its employees and teachers in all issues relating to health and safety in the workplace.

We will consult on decisions affecting or involving:

- any change which may substantially affect the health and safety at work of employees, for example changes in procedures, equipment or working methods;
- Wilkes Academy of Performing Arts's arrangements for nominating competent persons to help satisfy health & safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk or danger;
- The health and safety consequences of introducing new technology.

At Wilkes Academy of Performing Arts Ltd we will consult with employees through any of the following means:

- * 'open door' discussion on an individual basis;
- * notice boards;
- * social media;
- * website and blogs;
- * team meetings;
- * e-mail;
- * Phone or message.

4.2 LINES OF COMMUNICATION

Employees and teachers may refer health, safety and welfare matters directly to their Head of Department. Wherever possible, the Head of Department will rectify unsatisfactory conditions, eliminate hazards, or otherwise resolve problems referred to them. Should they require further assistance or authorisation they would seek advice from the Principals. Progress on these matters should be given to those concerned.

4.3 RISK ASSESSMENTS

A risk assessment is nothing more than a careful examination of what, in our work and environment, could cause harm to people. It enables us to weigh up whether we have taken enough precautions or should do more to prevent harm. It is an important step in protecting employees, students, and our business, as well as complying with the law. Risk assessments help us focus on the risks that really matter in our Academy: the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks.

The law does not expect us to eliminate all risk, but we are required to protect people as far as is reasonably practicable. Accidents and ill health can ruin lives and affect our business if output is lost, machinery is damaged, insurance costs increase and/or we have to go to court. The Management of Health & Safety at Work Regulations 1999 places a responsibility on Wilkes Academy of Performing Arts Ltd to provide a comprehensive system of health and safety risk assessments to be carried out by competent persons. The duty on Wilkes Academy of Performing Arts to carry out those assessments of risk extends beyond the health and safety of our employees and teachers to any other person who may be affected by our business (e.g., freelance teachers, students, parents, and visitors).

To ensure that all activities are undertaken safely in accordance with the risk assessment process and that this policy is clearly understood throughout the academy, we will:

- ensure that suitable and sufficient risk assessments are carried out on all risks to the health and safety of our teachers and students which they are exposed to while at work/study;
- ensure that these risk assessments take into consideration persons not in our employment but who could be affected by risks to their health and safety, arising out of, or in connection with, our undertakings;
- provide such information, instruction, training and supervision as is necessary to ensure all staff undertaking risk assessments understand the process;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review them at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- provide risk assessors with adequate information, instruction and training to ensure that risk assessments are suitable and sufficient;
- identify all operations and activities undertaken by our teachers and students;
- complete a detailed assessment of each activity or operation;
- review risk assessments on an annual basis and amend, as necessary. A review will also take place when significant changes or accidents occur, or, when we have any reason to believe the risk assessment to be invalid.

4.4 FIRST AID

If an employee is injured or suddenly becomes ill, immediate assistance or a call to the emergency services may be needed. Appropriate training for first aiders or appointed persons should be provided, along with appropriate first aid equipment or facilities.

It is our policy to ensure that first aid arrangements within the Academy are provided relative to the risk of injury or ill health at work, and that these are clearly communicated throughout Wilkes Academy of Performing Arts, we will:

- evaluate the level of first aid provision appropriate for Wilkes Academy of Performing Arts;
- provide adequate equipment and facilities;
- provide appropriate training for first aiders;
- ensure that any incidents are logged and investigated, as appropriate and
- ensure that the authorities are notified of an incident when appropriate and in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

To fulfil our responsibilities as outlined above, we will:

- carry out a first aid needs risk assessment;
- provide first aid personnel, equipment and facilities as required;
- communicate details of first aid provision to employees; and
- maintain first aid facilities and equipment.

It is the first aid policy of Wilkes Academy of Performing Arts Ltd to ensure there will be at least two people within the academy qualified to Emergency First Aid at Work level all hours the facility is in operation. An up-to-date copy of the certificate must be kept on file at the academy by the Principals. A list of first aid trained staff should be on display in the Academy including the location of the first aid box. (Refer to the Procedures manual.)

First aid equipment must be supplied and maintained by the Academy and is located upstairs in the Principals office and downstairs in the kitchen area, both supplying 1:20 persons. The

first aid boxes should be checked weekly, recorded on the academy's monthly health & safety checklist and replenished as necessary.

It is the responsibility of the first aider to replenish the first aid kit from the Academy's supplies when items have been used whilst treating a casualty.

4.5 INCIDENT REPORTING

Accidents are an unfortunate occurrence of day-to-day life. Most are avoidable and if proper care and attention are given, prior to carrying out a task, the risks can be significantly reduced. In 2019/20, according to the Health and Safety Executive (HSE), there were 111 fatalities, 65,427 non-fatal injuries with over 7-days absence, and an estimated 1.6 million people who worked reported suffering from a work-related illness, of which 0.8 million were work related stress, depression and anxiety. Other work-related illnesses included skin and respiratory diseases, hearing loss and vibration-related disorders.

The reporting of accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations place a requirement on employers to report certain incidents and accidents to the HSE. These include:

- deaths and specified injuries
- over 7-day injuries
- some work-related diseases
- dangerous occurrences (near misses)
- gas incidents.

All injuries, however small, sustained by a person at work must be reported using the Incident Report Form. The forms are kept at reception, in a location known to all teachers and employees. Principals are responsible for following up all accidents and incidents by telephone within 24 hours and recording on the form.

The Principals are responsible for reporting incidents, diseases, and dangerous occurrences (RIDDOR 2013) to the RIDDOR Centre, using the F2508 form – (refer to incident reporting in the health and safety procedures manual).

All incidents and near misses must be recorded using the Incident Report Form as illustrated in the health and safety procedures manual.

Accident and incident reports are crucial to effective monitoring of our policy and therefore must be accurate and comprehensive – clearly stating the fact of the event.

Accident/incident investigation forms must be used by the Principals to follow up major/serious accidents/incidents within the Academy; risk assessments must then be reviewed and acted upon where necessary.

4.6 EMERGENCY PROCEDURES

An event can be an emergency if it requires a rapid and variable response in order to minimise losses. Explosions, chemical spills, bomb threats, pandemics and flooding are just a few examples of emergencies.

Emergency planning is concerned with taking a proactive approach: the aim is to try to eliminate the majority of potential accidents through the risk assessment process. However, unexpected, rare, or extreme incidents do still happen, and it is important to be prepared. The objective of emergency planning is to help us to contain and control the unexpected, to safeguard employees, teachers, students, and others who might be affected and to minimise the damage caused.

To ensure that the risks from emergency situations are identified, any subsequent actions undertaken safely, and safe systems of work are clearly understood throughout Wilkes Academy of Performing Arts, we will:

- identify all potential emergency situations other than fire (see Fire section);
- avoid these emergency situations wherever practicable by good working practices;

- assess the impact of emergency situations and reduce unavoidable risks;
- identify the actions required to respond to an emergency;
- ensure that staff with key roles in emergency situations have the competency to deal with the situation;
- provide employees and teachers with adequate information, instruction and training to enable them to follow emergency procedures safely and
- ensure that adequate resources are made available to fulfil the requirements of this policy.

To fulfil our responsibilities as outlined above, we will:

- identify all emergency situations, excluding fire, which have the potential to occur in our workplace
- complete a detailed risk assessment of each potential emergency situation to assess whether it can be avoided and if not, the likely impact if it happens;
- develop emergency response plans;
- train key staff in the required competencies to enable them to develop and manage emergency plans;
- inform all employees and teachers affected by emergency situations of any possible risks and how these can be avoided; and
- provide employees with sufficient information, instruction and training on approved emergency response plans to ensure their health and safety whilst undertaking tasks.

4.7 FIRE

Fire safety refers to precautions that are taken to:

- prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage;
- alert inhabitants of a building if a fire starts;
- enable those that are threatened by a fire to survive and
- reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

To ensure that all our activities are undertaken safely and that the risks from fire are clearly understood throughout the academy, we will:

- arrange for a fire risk assessment to be carried out by a competent person;
- provide employees and others with adequate information, instruction and training;
- provide adequate resources to ensure fire safety.

To fulfil our responsibilities as outlined above, we will:

- adopt a smoke free policy;
- prepare an emergency fire action plan taking into consideration employees and disabled people;
- provide appropriate fire safety information and training for employees, teachers, students and others who may be affected;
- carry out periodic fire drills (6 monthly);

- maintain the fire safety measures identified by our fire risk assessments; and
- record information and maintain records.

The Principals are responsible for ensuring the fire risk assessment for the Academy is undertaken, implemented and reviewed at least annually by a competent person.

Escape routes and external fire doors within the academy are checked daily as part of the daily facility health and safety checklist.

Fire extinguishers are maintained annually by an external contractor and checked daily via the daily facility health and safety checklist.

Alarm call points are checked via the Principals, who test a different break glass point weekly and record in the fire log book. The fire alarm control panel is serviced 6 monthly by a competent engineer and records maintained.

Emergency lighting is maintained along with all the electrical work within the Academy on a planned preventative maintenance programme with an external qualified engineer.

An emergency evacuation drill will occur at least annually and the date and time taken to evacuate will be recorded in the fire log book.

Fire and evacuation arrangements are displayed at every exit and call points within the academy.

The Principals with the assistance of the Head of Departments, will take charge of evacuating the Academy in the event of a fire or evacuation of facility.

General emergency and evacuation procedures are set out in detail in the health and safety procedures manual.

4.8 SAFE PLANT AND WORK EQUIPMENT

Work equipment includes any machinery, appliance, apparatus or tool and any assembly of components that, in order to achieve a common end, are arranged and controlled so that they function as a whole. Examples include machinery, hand tools, protective equipment and computer hardware.

The suitability of work equipment is controlled under the Provision and Use of Work Equipment Regulations (PUWER) 1998 which implement the requirements of the EC directive on the minimum health and safety requirements for the use of work equipment in the workplace. They set objectives, rather than establish prescriptive standards. The definition of work equipment is extremely wide but it may be accepted that almost any equipment used at work falls within the scope of the regulations.

As a business, it is important to comply with the regulations surrounding work equipment because:

- it is an offence not to do and
- they ensure the proper management of work equipment which will significantly reduce the likelihood of incidents occurring that are caused by faulty equipment.

Some employees may see checklists and inspection sheets as simply paperwork exercises but it is important to remember, and reinforce, that they are an integral part of our safety management programme.

The Principals and teachers will be responsible for identifying all class equipment needing replacing. Communication should be given to the Principals weekly from teachers for review and actions to be taken if necessary.

The Principals are responsible for ensuring all plant (heating systems, electricity, air conditioning etc.) within the Academy is inspected and serviced as part of a planned, preventative maintenance programme and all documentation is kept on site.

If requested, the Health and Safety Advisor will check that new equipment meets health and safety standards before it is purchased and carry out the necessary risk assessment.

4.9 SAFE HANDLING OF SUBSTANCES

Some substances present, or used, in the workplace may be hazardous to health: these include chemicals, fumes, dusts and bacteria. Repeated exposure to hazardous substances can be linked to serious diseases that may take years to develop.

Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 2002 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

The Academy employs a company of contract cleaners of whom are responsible for identifying all substances, which need a COSHH assessment and then obtaining the substance data sheet from the supplier, they will also be responsible for undertaking the COSHH assessments and ensuring that all actions identified are implemented, all this information is provided to the Academy prior to their employment and reviewed by themselves annually. It is our responsibility to provide safe, secure (lockable) storage areas for any hazardous substances used on site and to ensure only trained personnel use the hazardous substances. Refer to the health and safety procedures manual.

4.10 INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster must be displayed on the Academy health and safety notice board and kept up to date.

Health and safety advice is available from the Health and Safety Advisor on a telephone /email service for the Principals and Heads of Department of Wilkes Academy of Performing Arts Ltd.

The Principals must arrange and supervise all work carried out by young persons (16 –18 years).

All employees and freelance teachers on behalf of Wilkes Academy of Performing Arts will have been DBS checked prior to class commencement.

All classes have maximum numbers based on the size of each studio. There will always be at least one qualified teacher to give appropriate support to the students.

4.11 COMPETENCY FOR TASKS AND TRAINING

If we are to make the maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. The Health and Safety Executive states: 'For a person to be competent, they need qualifications, experience, and qualities appropriate to their duties'. This means that, for the purposes of health and safety, competence can only be determined by assessing the individual against the activities being managed. It is something that employers can only do within their own organisations.

Competencies should be related to functions, jobs or processes undertaken in the workplace. Clear standards should be developed, as these will allow those carrying out the work, as well as those supervising it, to know conclusively whether they possess the necessary competence.

Training helps people acquire the skills, knowledge, and attributes to make them competent in the health and safety aspects of their work. It includes:

- formal, off the job, training;
- instruction to individuals and groups;

- on the job coaching; and
- supervision.

At Wilkes Academy of Performing Arts, it is our policy to ensure induction training will be provided for all employees and teachers during their first working week by the Principals or Head of Department and recorded on using the form in the last section of the health & safety procedures manual. The form must then be kept in the employee's personnel file.

Training records are kept by the Principals in each employee's personnel file, any group or individual training must be recorded.

Training will be identified, arranged, and monitored by the Principals of Wilkes Academy of Performing Arts Ltd.

4.12 AGGRESSION AND VIOLENCE

Wilkes Academy of Performing Arts recognises their obligation under the Health and Safety at Work Act 1974 and all associated regulations to provide a safe and healthy environment for employees who may be exposed to aggression or violence associated with particular reference to intruders at Wilkes Academy of Performing Arts's premises, members of the public or other third parties. In order to discharge their responsibilities, Wilkes Academy of Performing Arts has adopted the following procedure.

If staff feel threatened while at work, Wilkes Academy of Performing Arts advise staff to abandon their duties, recording the reasons on an incident report, and report immediately to Wilkes Academy of Performing Arts management. Wilkes Academy of Performing Arts will carry out subsequent investigations and report any findings to relevant institutions.

A suitable and sufficient risk assessment for all staff activities will be conducted and communicated to staff before issuing copies for their use.

4.13 CONTRACTOR SELECTION

Wilkes Academy of Performing Arts employs the services of other companies to carry out work on its behalf. Prior to awarding work to new companies, Wilkes Academy of Performing Arts will require potential contractors to provide evidence that they are aware of their legal obligations towards health and safety and all relevant insurance requirements.

In cases where there is a requirement for a new contractor to be employed to carry out work for Wilkes Academy, potential contractors will be required to complete a questionnaire relating to health and safety issues and where appropriate, provide a Safety Policy including risk assessments and method statements, which must be approved prior to the commencement of work.

Selection of contractors can be influenced by the willingness to provide basic health, safety and environmental information at the outset. Therefore, as part of the selection process, a relevant pre-qualification questionnaire will be sent to prospective contractors.

The Principles, or their nominated responsible person, will assess the responses from prospective contractors on the questionnaire. If essential information is provided, then negotiations can proceed in order to appoint them onto the Approved Contractor Register.

Before approving any contractor, the Principles, or their nominated responsible person, will satisfy themselves that the contractor agrees to prepare method statements and risk assessments for carrying out proposed work in a safe and effective manner. The Principles will require the contractor to submit method statements and risk assessments for approval before work commences for those activities having significant risk.

After placing successful Contractor's on the Approved Contractor Register, but prior to commencement of work with the contractor, the Principles, or their nominated responsible person, will ensure that the contractor has been made fully aware of all aspects of Wilkes Academy of Performing Arts's activities that may affect the management of health and safety by the contractor.

The Principles, or their nominated responsible person, shall, as part of sub-contract conditions, include the issue of the Health and Safety Rules for Contractors and ensure the appropriate documents requested therein are returned by the Contractor to the satisfaction of Wilkes Academy of Performing Arts before work commences.

The Principles, or their nominated responsible person, will ensure that every contractor is inducted in accordance with Wilkes Academy of Performing Arts's Health and Safety Management System.

The Principles, or their nominated responsible person, must ensure the induction process and paperwork is completed by all individuals in accordance with Wilkes Academy of Performing Arts Health and Safety Management System.

Contractors are subject to Wilkes Academy of Performing Arts's Health and Safety Management System as contained in the Health and Safety Policy.

The Principles, or their nominated responsible person, will monitor Contractors' performance for compliance with Safe Systems of Work, Method Statements and Wilkes Academy of Performing Arts's Health and Safety Management System.

4.14 HOUSEKEEPING

Wilkes Academy of Performing Arts recognises the hazards that can be created by poor housekeeping standards and its legal obligations towards providing a safe and healthy working environment. Wilkes Academy of Performing Arts policy is to encourage all employees and students to contribute towards achieving and maintaining a low risk working environment.

Principles and managers will carry delegated responsibility for achieving and maintaining high housekeeping standards in the areas over which they control ensuring that the measures described below are carried out.

Walkways will be available at all times and free from obstruction.

In the event of walkways being temporarily obstructed, clearly identified safe alternate routes will be provided.

Floors and stairs will be cleaned and not slippery. Sufficient identified waste bins will be provided in all areas. The bins will be emptied at routine intervals and at any time they become full.

Materials will be stored in designated areas, in a safe manner, and will not interfere with emergency exits, firefighting equipment etc.

The above standards will, where appropriate, apply to all external areas.

In order to ensure that the above standards are maintained, regular inspections will be carried out by Principles and managers.

4.15 LONE WORKING

Wilkes Academy of Performing Arts recognises their obligation under the Health and Safety at Work Act 1974 and all associated regulations to provide a safe and healthy environment for employees working alone. In order to discharge their responsibilities, Wilkes Academy of Performing Arts has adopted the following procedure.

Where practicable, Company employees are not to work alone in high-risk activities or areas.

When lone working is unavoidable, the lone worker will ensure that a responsible person within Wilkes Academy of Performing Arts is aware of their whereabouts and the nature of the work being undertaken.

The lone worker will make contact with the responsible person at pre-arranged times throughout, and on completion of the activity.

The medical history of all employees will be checked to ensure they have no medical conditions which make them unsuitable for working alone.

Wilkes Academy of Performing Arts will ensure that Lone workers are sufficiently experienced and fully understand the risks and precautions affecting their health and safety.

Wilkes Academy of Performing Arts will ensure that the correct level of supervision is maintained by regular visits or contact by telephone to confirm they are safe.

A suitable and sufficient risk assessment for all lone working activities will be conducted, recorded and explained to all Lone Workers before issuing copies for their use.

4.16 MANUAL HANDLING

Wilkes Academy of Performing Arts will endeavour to provide its employees, students and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. Therefore, managers will need to assess all handling activities to determine whether or not it is possible to utilise mechanical handling techniques/resources for each particular task.

Manual handling precautions will be assessed in accordance with the normal risk assessment process giving priority to mechanical handling wherever this is deemed more reasonably practicable.

The requirements of the Regulations are consistent with the principle that work processes should avoid the need to undertake manual handling activities that involve the risk of injury wherever it is reasonably practicable to do so.

This can be achieved through avoiding the manual activity itself, mechanising it so that there is no chance of injury or, where necessary introducing work practices, and training to minimise manual handling as much as possible. Minimisation techniques may involve lighter components, reduction in lift heights, task rotation and use of handling aids. It is normal practice to utilise trolleys or similar for movement of all heavy components into location etc.

Additionally, reference should be made to the risk assessments, which have identified activities involving manual handling, and the necessary control measures required to be complied with, in order to either remove or reduce risks associated with manual handling activities. Detailed Manual Handling assessments can also be conducted using a Manual Handling Assessment.

To avoid back injuries, which form the largest category of work injury, mechanical lifting and handling equipment must be provided and used wherever possible. Information, instruction and training must be given in the correct methods of lifting and handling.

A back injury once sustained frequently causes permanent weakness. Where avoidance of heavy handling is impossible the following simple rules can prevent years of suffering:

- If the load is too awkward or too heavy – GET HELP.
- If mechanical aids are available USE THEM to move the load, providing that full instruction in their safe use has been received.
- Check in advance that there is adequate room to lift the object, a clear path is available to the destination and there is adequate room for putting it down.
- Check for sharp edges, wear protective gloves if necessary.
- Wear suitable footwear.

When lifting an object remember these points:

- Keep the back straight.
- Keep arms close to the body.
- Keep chin in.
- Stand with feet slightly apart and one foot slightly in front of the other.

- Bend knees and lift by straightening the legs.
- Have a known safe and unobstructed route/destination for the load.
- Grip with the palm of the hand, not just the fingers.

4.17 PORTABLE ELECTRICAL APPLIANCES

Wilkes Academy of Performing Arts recognise the danger that can arise from the use of portable electrical equipment, and its legal responsibilities under the Electricity at Work Regulations 1989 to ensure all portable electrical equipment is maintained in a safe condition to minimise any risk to users and others. In order to meet its legal obligations and to achieve and maintain a low risk working environment, the following procedure has been adopted.

Inspection and testing requirements for all electrical equipment in use and controlled by Wilkes Academy shall be determined based on the PUWER Regulations 1998 and the Electricity at Work Regulations 1989.

All portable electrical equipment is defined as any piece of electrical equipment connected to the mains power supply by means of a detachable plug.

All relevant equipment will be registered in a Portable Appliance Register.

All portable electrical equipment will be subject to periodic inspection and testing. A competent person using approved test equipment will carry out these operations. Results of inspections and tests will be recorded.

Employees and students are requested to co-operate with Wilkes Academy of Performing Arts's management by carrying out a visual inspection of portable electrical equipment prior to use.

Users of portable electrical equipment are also encouraged to report any incident that could have resulted in damage to the equipment which may not be identified by visual inspection.

4.18 RIDDOR

Details of all injuries, however minor, incurred at work shall be entered in the Accident Book held at Wilkes Academy. All employees must obtain treatment for all injuries when they occur and must ensure that these injuries are entered in the Accident Register at the time.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be undertaken by the Principles, or their nominated responsible person.

Accidents or near misses can now be reported in the following ways:

Some accidents need to be reported to the Health & Safety Executive (or local Environmental Health Authority) and these include, but are not exclusive to:

- Any injury accident that results or is likely to result in an employee or self-employed person working under Wilkes Academy of Performing Arts's control being absent from work for more than 7 days following an accident.
- Serious injury, such as a broken limb, requires immediate notification to the Enforcement Authority.
- Any prescribed disease contracted by an employee
- Any incident that is deemed a notifiable dangerous occurrence.

Accidents, which incapacitate from work an employee or self-employed person working under the control of Wilkes Academy of Performing Arts for more than 7 days (excluding the day of the accident) a report to the HSE or Local Authority (as above) shall be submitted within 10 days.

- Notifiable Diseases

A written notification that an employee, or self-employed person working under the control of Wilkes Academy of Performing Arts, is suffering from a notifiable disease and where that person is currently employed on work associated with a risk of that disease then a formal report shall be submitted to the HSE.

All accidents/Incidents/Near Misses (close calls) are to be investigated by the Principles or their competent person by completing an accident report form. All relevant information is to be recorded on a database to assist in identifying trends and possible areas for improvement.

The investigation process is to be conducted with an open mind and not to identify a "scapegoat" by adopting a "no blame approach". Once the investigation has been completed the documentation is to be secured in a suitable location by the Principles.

A near miss/ close call incident represents an event that does not cause injury or damage to property, but has the potential to cause significant injury or property damage.

Recording the Event.

- Details of any injured person, including age, sex, experience, training.
- A description of the circumstances including the place, time and conditions.
- Details of the event including:
- Any actions which led directly to the event.
- The direct causes of any injuries, ill health or other loss.
- The immediate causes of the event.
- The underlying causes e.g. failure in workplace precautions, risk control systems, management arrangements.

Details of outcomes, including in particular:

- The nature of the outcome e.g. injuries or ill health to employees, members of the public; damage to property; process disruptions; emissions to the environment; creation of hazards.
- The severity of the harm caused, including injuries, ill health and losses.
- The immediate management response to the situation and its adequacy: -
- Was it dealt with promptly?
- Were continuing risks dealt with promptly and adequately?
- Was the first aid response adequate?
- Were emergency procedures followed?
- Whether the event was preventable and if so how.

The potential consequences:

- What was the worst that could have happened?
- What prevented the worst from happening?
- How often could such an event occur (recurrence potential)?
- What was the worst injury or damage which could have resulted (severity potential)?
- How many people could the event have affected (population potential)?

Recommendations:

- Prioritised actions with responsibilities and targets for completion.

4.19 SMOKING

Wilkes Academy of Performing Arts recognises its responsibilities to protect the health and safety of its employees and students and do all that is reasonably practicable to prevent anyone suffering from conditions and/or diseases associated with the effects of inhaling cigarette smoke. Wilkes Academy of Performing Arts will, in compliance, with The Smoke free (Premises and Enforcement) Regulations 2006, provide a work environment free of risks associate with cigarette smoke and second-hand cigarette smoke.

Staff smoking/vaping shall only be permitted in designated areas. All staff will be informed of the location of designated smoking rest areas. Staff are confined to smoking within the enclosures provided.

Company transport vehicles are classed as places of work therefore smoking is prohibited in all company vehicles.

The regulations impose duties on employers to protect employees from the effects of cigarette smoke. When visiting premises where smoking is permitted staff might be exposed to passive smoking. To ensure the safety and wellbeing of its employees Wilkes Academy of Performing Arts advises its staff to avoid areas where smoking is permitted in any premises.

4.20 WELFARE FACILITIES

Wilkes Academy of Performing Arts recognises its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 for the health, safety and welfare of its employees and students.

As a minimum Wilkes Academy of Performing Arts will provide sanitary conveniences, which are suitable and sufficient for the persons employed on the site will be provided. They will be maintained in a serviceable condition, regularly cleaned and equipped with sufficient lighting.

Washing facilities, which are suitable and sufficient for employees and others employed on the premises will be provided. A supply of clean, running hot, cold or warm water as well as hand cleanser and barrier creams, and clean towels or other suitable means of cleaning and drying. These facilities will be conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be provided for all persons at work in the workplace.

Suitable and sufficient rest facilities will be provided, i.e. a rest room or similar where employees can sit, make drinks and prepare and eat food.

4.21 WORKING AT HEIGHT

Wilkes Academy of Performing Arts recognises its responsibilities to protect the health and safety of its employees and do all that is reasonably practicable to prevent anyone falling whilst working at height. Wilkes Academy of Performing Arts will, in compliance, with the Work at Height Regulations 2005 provide work equipment or other measures to prevent falls where working at height cannot be avoided; and where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Wilkes Academy of Performing Arts will ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled;
- the risks from falling objects are properly controlled.

Employees involved in work at height will be trained and competent, or if being trained, supervised by a competent person.

Training will also be provided in how to avoid falling and how to avoid or minimise injury to employees should they fall.

When selecting equipment for work at height, Wilkes Academy of Performing Arts will:

- use the most suitable equipment;
- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- take account of the working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Wilkes Academy of Performing Arts where necessary will do all that is reasonably practicable to prevent anything falling.

Employees must not throw or tip materials or equipment from height if it is likely to injure anyone or store materials and equipment in such a way that it's movement is likely to injure someone

Ladders must be of a type intended for industrial use and of adequate construction to enable them to safely carry the working load.

All ladders must be clear of defects. Rungs must be checked for security, stiles must not be warped and there should not be any cracking or splintering.

All ladders must be long enough for their intended use. They must project at least five rungs above their landing station, i.e. 1.1m.

Ladder rungs must not, under any circumstances be used to support gangways, runs or platforms of any kind.

All ladders, including folding step ladders, will be of sound construction, properly maintained and clearly identified with a number which will be entered on a register.

All ladders and step ladders will be subject to periodic inspection and the results will be recorded.

4.22 COMPANY VEHICLES

Wilkes Academy of Performing Arts recognises the danger to employees and others in relation to operating Company vehicles. In order to meet its obligation to minimise the risks of accidents, Wilkes Academy of Performing Arts policy is that only employees selected as Company drivers will be authorised to drive Company vehicles following approval by the Principle.

Prior to approval, drivers will be required to produce a current driving licence covering the class of vehicle to be driven, for checking by the Director.

All company personnel who are selected as company drivers will be registered on an approved drivers list held by the managing director or his nominated deputy.

Vehicles will be maintained in compliance with the manufacturer's instructions (i.e. the servicing schedule). The managing director or his nominated deputy will ensure that such maintenance is carried out as and when required.

Prior to vehicles being driven, drivers will carry out a safety inspection of lights, brakes, tyres, oil levels, etc. Any faults or defects are to be rectified before the vehicle is driven or faults of a less serious nature reported for corrective action as soon as possible.

The Principles or their nominated representative will keep a register of all current vehicle documentation, including road tax details and insurance expiry dates.

All company drivers are prohibited from using mobile phones whilst driving unless the vehicle is fitted with a "Hands Free" device.

All company drivers will drive company vehicles within the rules of the Highway Code and in particular observe other company's rules (i.e. speed limits) when visiting client premises.

The vehicle will be equipped with a first aid kit, fire extinguisher and work related equipment as authorised by the managing director or his nominated representative.

All company drivers will take a break of 45 minutes after 4½ hours cumulative or continuous driving, or alternatively 2 or 3 breaks of no less than 15 minutes which total 45 minutes during or immediately after the driving period.

All company drivers will be made aware of their responsibility of driving with due care and attention and to acknowledge the risk assessment for driving company vehicles.

4.23 MONITORING

As an organisation, Wilkes Academy of Performing Arts Ltd must be able to show that we are monitoring health and safety. This can be done actively, e.g., doing spot checks, or reactively, e.g., investigating any accidents, incidents, or ill health.

In order to check our working conditions, and ensure our safe working practices are being followed, we carry out in-house audits regularly throughout the year by a competent person.

Principals, with the assistance of the Health and Safety Advisor if requested, will carry out internal accident/incident investigations on all serious and major events within the academies.