

New London Performing Arts Centre

Health and Safety Policy

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Section 1 – Policy Statement

New London Performing Arts Centre is committed to ensuring the health, safety and welfare of its employees, students and visitors so far as is reasonably practical. We fully accept our responsibility for people who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times. Specifically, this will entail;-

- The provision and maintenance of a healthy and safe workplace, equipment, systems of work and working conditions.
- The provision of appropriate and comprehensive information, instruction, training and supervision with the aim of producing safe working methods and procedures, and a safe working environment.
- Making provision for first aid and welfare facilities.
- Ensuring adequate fire precautions are implemented and maintained.
- Providing arrangements for ensuring the safe use, handling, storage and movement of articles and substances.
- Making adequate provision for staff consultation and participation in measures aimed at promoting health and safety at work.
- Ensuring that suitable risk assessments are undertaken so that workplace hazards are identified and that associated risks are eliminated or controlled.
- Establishing procedures to monitor, review and as necessary, amend this policy and the health and safety arrangements.
- Adequate arrangements will be maintained to enable employees to raise issues of health and safety.
- Competent people will be appointed to assist us in meeting our statutory duties including where appropriate specialists from outside the organisation.
- Every employee is expected to co-operate with us to enable all statutory duties to be complied with.
- Each individual has a legal obligation to take reasonable care of and for his or her own health and safety, and for the safety of other people who may be affected by their acts or omissions.

Section 2 – Individual Responsibilities

This section of the policy outlines the organisation for health and safety and the responsibilities that individuals have within the centre.

The Principal (Head of Centre) and The Management Team

These persons will be responsible for the effective implementation of the Company's Health and Safety Policy. They will ensure the policy is brought to the attention of all employees. They will regularly inspect the premises to check that the health and safety measures are being maintained within departments. This extends to instituting as appropriate any additional safety measures, repairs or remedial measures deemed to be necessary from these inspections. They will ensure that all accidents and dangerous occurrences are reported and properly investigated. They will identify where improvements such as further training or revision of current working practices may be appropriate to prevent recurrence. They will be readily available to receive and discuss health and safety issues and to head a Health and Safety Committee. This committee will hold quarterly meetings to discuss and implement any matters arising from Health and Safety legislation and will keep a record of their meetings informing the Principal of their outcome. They will be available to receive safety delegates.

Heads of Departments

They will have full knowledge of and be responsible for the effective implementation of the Health and Safety Policy within their departments. They will investigate all accidents and potential hazard incidents in their department. These shall be reported to the Principal (Head of Centre) with suggestions of what action is required to make safe and/or prevent a reoccurrence of the incident. They will regularly inspect their areas to check that all health and safety measures are being maintained and that instructions and safe practices are being followed. They will inform employees and students of any hazards to health and safety which may be encountered in the course of their work and the precautions to be taken. They will make themselves readily available to receive and discuss health and safety inquiries raised by colleagues or students. They will ensure that all new equipment meets acceptable safety standards prior to and after purchase. They will control hazards from harmful substances in accordance with the COSHH regulations.

Teachers/Tutors

All teachers/tutors will inform and advise their students and teaching assistants of the need for safety awareness at all times. They will be responsible for the safe evacuation of their class if and when the fire alarm is activated.

It is the responsibility of all teachers to help maintain the safety and security of the students and the working and learning environment. This includes being aware of the risks, knowing the appropriate action to take and identifying and potential safety issues.

Each member of the teaching staff within the organisation has a duty to exercise care and attention with regard to their own safety and that of their students. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and any other personnel within the building.
- Observe all safety instructions and procedures incorporated in this document.
- Report all potential hazards affecting health & safety to the office, Management or Principal.
- Report all accidents in appropriate manner and record in the accident book.

Office/Reception Staff

All staff recognise their responsibility for safety within the building. Any safety problems or defects must be logged in the safety log book which is located in the main office. This will be checked by Sean Byron the safety advisor to the centre each time he is on site.

Section 3 – Main contents of the policy

This section deals with all activities and operations within or staged by New London Performing Arts Centre

ACCESS

In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

ACCIDENT INVESTIGATION

In all situations where an accident occurs the following system of Accident Investigation will take place.

The senior person on site at the time with the co-operation of the relevant member of staff will collate the following information.

1. An accurate and complete account of the occurrence.
2. A clear description of the sequence of events.
3. Identification of all the relevant facts, including the immediate and underlying causes of the incident.
4. Comprehensive notes of immediate corrective action to be taken.
5. Recommendations for additional corrective action at a later date which apply either to the practical situation or the management system.
6. Proper review and sign off procedures. In the event of a lost time accident - where someone is unable to return to work within 4 days - the HSE will need to be informed.

Note;- Section RIDDOR.. All injuries, however minor, must be reported and entered in the accident book.

ACCIDENT PREVENTION

It is the stated aim of the management of the centre and the prime function of this Safety Policy to lay down guidelines, instructions and procedures to enhance the prevention of accidents to all our employees, students and others on the premises. As such it is the duty of all concerned to work in such a manner as to prevent the likelihood of accidents occurring. If an incident does occur it is essential that the procedures laid down in the relevant section of this policy are adhered to.

ACCIDENT REPORTING PROCEDURE

All accidents involving injury to yourself, or others must be reported. The NLPAC management team or reception staff must be contacted as a matter of routine when an accident or near accident has occurred.

The appropriate person at reception will record details of the accident in the Accident Book, and take any necessary action. In addition the accident report form should be completed.

This must be done as soon after the incident as possible.

Some accidents and injuries are reportable under the;-

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

For details please turn to the relevant section of this policy. (RIDDOR)

BOMB PROCEDURE

We expect every member of staff to be particularly vigilant as to any kind of package, bag or parcel, however innocent looking, that may be left unattended.

PARCEL BOMBS;-

If a suspect package is received be aware of the following;-

Parcel bombs, take many forms. They may come in any shape or size, envelopes, jiffy bags or some other ordinary package. Some telltale signs are ;-

1. The package is heavily taped
2. There are too many stamps on it
3. It is for a named individual who is not expecting such a parcel
4. It may smell of almonds
5. It may be incorrectly titled or addressed
6. It may be heavy for its size
7. It may be greasy
8. It may have a postmark which raises doubts
9. It may have the feel of wires or wiring through the wrapping

ACTION;-

Put it down on a flat surface and walk away from it

Evacuate the immediate area

Raise the alarm

Do not put it in water

Do not shake or tip it

Leave all doors and windows open

CHILDREN ON THE PREMISES

In situations where children are brought on to the premises for classes or workshops they will at all times be accompanied by a teacher, teaching assistant or member of staff when they have left their parent/carer. New London Performing Arts Centre will ensure that the necessary Police checks have been carried out for all staff working at the centre. An accurate register must be kept so that all can be accounted for in the event of an evacuation.

CONTRACT CLEANERS

The cleaning company will be required to and is responsible for producing documentation on products used together with their safe working practices. They will also be required to produce the necessary Risk Assessments for the products they use on the premises. They will also be reminded of the need to maintain exit routes clear at all times.

CONSULTATION OF EMPLOYEES

The Centre will comply with the Health and Safety (Consultation with Employees) Regulations 1996 and involve all staff fully on matters relating to the effective implementation of the company safety policy. Management will discuss with staff members matters relating to health and safety and meetings will be arranged at appropriate intervals.

CONTRACTORS

NLPAC recognises the importance of controlling activities of contractors who may from time to time be required to undertake specialist work at the centre's premises.

In general terms, those responsible for engaging contractors are expected to engage contractors who, from previous experience at the site, have demonstrated good health and safety performance.

Code of Practice for Contractors

1. All work carried out by Contractors must comply with the Health and Safety at Work Act 1974 and all current legislation.
2. All Contractors are to be made aware of and comply with the Health and Safety Policy at NLPAC and observe all warning signs and notices.
3. All Contractors must secure the health and safety of their own employees including sub-contractors, and both students and employees of the Centre.
4. NLPAC reserves the right at any time to inspect any plant and equipment being used by the Contractor or their employees. If this plant and equipment is found to be unsafe or does not comply with current legislation (including PAT regulations), the Contractor will immediately cease to use it and replace it with plant or equipment which is safe and complies with current relevant legislation.
5. All Contractors and their employees should familiarise themselves with the premises evacuation procedures. Before starting work in any area, contractors should take note of the nearest fire exit and the location of the fire extinguishers.
6. Any access equipment brought into the premises must be in good condition and used in a safe manner. All contractors working at height should ensure that others in the area are aware of this work.
7. All Contractors should make contact with the administration manager, and /or reception manager on arrival.

20 Point Plan

Depending upon the size and complexity of the work to be done, the contractor will be required to complete the following.

1. Description of work
2. Risk Assessment of each operation
3. Control measures, i.e. PPE
4. When the activity is to take place
5. Duration of each activity including timings
6. Where the work will take place.
7. Access systems

8. Sequence of work. (will it be done in stages)
9. Statement of work to be undertaken. (Method statement of how contractors will minimise hazard.)
10. Statement of who will carry out work. (Number of people, trades etc.)
11. Special considerations. (Permits to work, hot work situations.)
12. Protection of people in the area. (Barriers, signs, etc.)
13. Confirmation of safe equipment to be used. (Electrically tested etc.)
14. Security (where applicable)
15. Resources. (Delivery and storage of materials etc.)
16. Waste disposal. (The arrangements for removal of waste material from the activity)
17. Any temporary changes to the Fire Alarm system or evacuation routes.
18. Any requirements to interface with power supplies. (Gas or electricity - more than just using)
19. Clarify the procedure for reporting accidents and incidents.
20. To whom has this information been submitted for approval?

The area of operations should be monitored at regular intervals. This should be agreed between both parties and conducted jointly.

Responsibilities of Contractors.

Prior to commencement of any works all responsibilities will be agreed with the relevant parties and this will duly be recorded in writing. In most cases this will be incorporated into their contract for the work to be undertaken. They may be required to provide documentary evidence of their Safety Policy, Risk Assessments, Training Records, Method Statements, Equipment Service Records and Portable Appliance Test Records.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

All chemicals are subject to the Control of Substances Hazardous to Health Regulations 1999 and as such the Centre will ensure that the necessary instructions and information are provided where it is necessary to use products of a hazardous or potentially hazardous nature. Wherever possible alternative, less harmful substances will be used.

No chemicals or substances which may be subject to the above regulations are to be brought on to or used on the premises without express permission.

The following basic rules must always be followed.

1. Never use something if the label is missing and only use chemicals if you have been trained.
2. Never take any substance for granted. Just because it is familiar does not mean it is not dangerous.
3. Look for the hazard symbols:
 - Skull / Cross Bones - Very Toxic. This symbol gives warning that if it gets into your body by whatever route it is potentially fatal or possesses very serious health risks either immediately or in the longer term.

- **Skull / Cross Bones - Toxic.** This symbol signifies a substance that will have serious effects whenever and however it gets into your system. The effects may lead to death or serious ill health.
- **Diagonal Cross - Harmful/Irritant.** This symbol indicates a substance which will have an adverse effect on your health when it gets into your system.
- **Dripping Test Tube - Corrosive.** This symbol indicates a substance which if coming into contact with your skin or is somehow ingested will destroy living matter.

ENTRY POINTS

Inhalation - The most frequent route of dangerous substance into the body is by inhalation.

Ingestion - Contaminated hands, food or drink is the obvious route here. Good hygiene should take care of many of these problems.

Injection - Among common problems that can occur here is a possible wound, usually a hand injury, in the course of work. Always seek first aid treatment, even if the cut is slight. Better still wear protective gloves.

Absorption.

DISABILITY DISCRIMINATION

It is the policy of the executive of NLPAC that none shall be refused admission on the grounds of any disability. Every possible effort will be made to ensure that if a person who is disabled in any way is on site they will have access to all necessary areas and facilities. In the event of an evacuation being required in this situation steps will be taken to ensure that they are safely led from the premises. All full time staff at time of induction will be provided with Equality and Diversity Training and a copy of the policy.

Please see Equality and Diversity Policy which can be found on the centre's website.

ELECTRICITY AT WORK REGULATIONS 1989

NLPAC will ensure that the Electricity at Work Regulations 1989 is complied with in respect of the electrical system installed and portable electrical apparatus. Particular attention should be paid to any electrical equipment brought on to the premises by contractors.

In particular, inspections and tests will be carried out by a qualified electrician at suitable intervals to ensure the safety and integrity of the installation.

Additionally, all portable electrical apparatus, plant, tools, extension leads, etc. will be labelled with a unique identification number and periodically examined and tested by a competent person in accordance with Portable Appliance Testing (PAT).

Each operating location will keep a register of all examinations, tests and any necessary repairs carried out on both the installation and portable apparatus. Management will ensure that the register is properly maintained and available for inspection by any enforcement officer.

Independent electrical certification and inspection or emergency lighting circuits form part of the license by the Licensing Authority.

Regular checks will be carried out as follows:-

DAILY

Emergency lighting

ANNUALLY

PAT testing of equipment

Electrical Inspection of the building

Local Council Inspection

Bi-annual battery test inspection

EMPLOYEES DUTIES

All employees, whether full time, part time, temporary or casual, must make themselves fully aware of the centre's Health and Safety Policy and to this end:

1. Shall observe and promote all safety rules at all times
2. Familiarise themselves with the evacuation procedure and their nearest emergency exits
3. Familiarise themselves with the safety operation, procedures and instructions applying to their jobs
4. Report any defect of health hazard to their Head of Department or the office/reception
5. Report any accident and equipment damage to their Head of Department or office/reception and assist in any further action
6. Follow any health and safety instruction given to them by their Head of Department or management including the use of equipment, protective clothing, COSHH regulation etc.
7. Shall not enter any part of the premises which is unfamiliar to them without finding out the risks involved
8. Shall not make any repairs or carry out maintenance work of any description unless authorised to do so
9. Shall comply with all hazard warning signs and notices displayed on the premises
10. Must not obstruct any fire escape route, fire equipment or fire doors
11. Must report to their Head of Department or office/reception any medical condition that could affect the safety of themselves or others
12. Employees responsible for supervision are expected to promote and encourage safety awareness in employees and contractors under their control
13. Cooperate fully with any Enforcement Officer who may visit the premises
14. Ensure that good standards of housekeeping and hygiene are maintained

FIRE AND EVACUATION

The threat of fire must be one of the most serious occurrences that could happen. It is therefore essential that the following procedures be adhered to.

The FIRST staff member on the premises MUST ensure that any internal fire doors are unlocked and all fire exits are clear and available for use.

In the event of a problem it is vital that all staff act calmly and efficiently.

All employees must be made aware of the procedures to follow.

See separate Fire Procedure Document.

A Fire Log Book is maintained.

This details;-

Fire Drills
Fire Training
Fire Alarm Tests
Fire Extinguisher Service Records.

Staff will receive fire training instructions during regular health and safety training sessions.

FIRST AID

NLPAC will ensure that First Aid cover is maintained when any member of staff or any member of the public is on the premises. First aid boxes will be provided and positioned for easy access - and clearly identifiable. They should contain no medication of any kind.

The responsibilities of a First Aider are to;-

- PRESERVE LIFE - INCLUDING YOUR OWN.
- LIMIT THE EFFECTS OF THE CONDITION ON THE CASUALTY
- PROMOTE THE CASUALTY'S RECOVERY - IF POSSIBLE
- FOLLOW THE GUIDELINES AS LAID DOWN IN YOUR TRAINING
- MAINTAIN THE EMERGENCY AND FIRST AID BOXES
- RECEIVE RE-TRAINING AND REFRESHER COURSE AS LAID DOWN IN THE FIRST AID REGULATIONS 1981

HOUSEKEEPING

Centre staff and Department Heads must ensure that standards of housekeeping are maintained at all times in their respective areas. In particular nothing is to be stored or placed in front of fire exits. Corridors will be kept clear at all times. Correct rubbish disposal should be established as a daily routine.

LADDERS AND STEP LADDERS

Working at height always presents the possibility of falling and therefore the following must always be considered if it is deemed necessary to use ladders or step ladders.

1. Only use equipment that is in good condition, free of defects and suitable for the task
2. Painted wooden ladders must never be used
3. Ladders should be set on a firm base - do not use props to gain height
4. Do not place a ladder where it can be struck or dislodged

5. Always place barriers or warning signs before use
6. Whenever possible a ladder should be secured at the top resting point.
7. If it is not possible to secure ladder at the top, then a second person must 'foot' the ladder while in use
8. Do not rest the ladder against any fragile surface
9. The ladder should always be erected at an angle of 75 degrees
10. The ladder should extend 1 metre above the stepping off point
11. Ensure that tools being used at height are secure from falling
12. Do not lean or stretch from the top of the ladder

LONE WORKING

NLPAC will ensure, so far as is reasonably practical, that employees and others who may be required to carry out work alone, unsupervised or late at night are given guidance or safe systems that will protect their health safety and welfare. Consideration of the following is essential.

1. Can the risk of the job be adequately controlled by one person
2. Does the work situation present a special risk
3. Is there a safe way out for one person
4. Is there a risk of violence
5. Are those with a disability at risk if working alone
6. Are young workers especially at risk if alone

Procedures will be put in place to monitor lone working requirements and possible problems.

MANUAL HANDLING

Where possible the manual handling of materials of a size or weight likely to cause injury should not be undertaken. The Managers and Heads of Department are expected to identify whether there is a risk of injury and if there is, all practicable steps should be taken to eliminate the risk by either avoiding the operation altogether or providing mechanical alternatives. If it is not possible to eliminate the risk then arrangements should be made for an assessment of the manual handling operations to be carried out by the Management or Heads of Department or their delegated representative, so that measures to reduce the risk of injury to the lowest level reasonably practicable can be implemented.

NOISE AND VIBRATION

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage. It is the policy of NLPAC to reduce the risk of hearing damage to the lowest level reasonably practicable and comply with the provisions of the Regulations by following principles of good practices detailed in "Noise Guides 1 to 8" published by the Health and Safety Executive.

The centre expects each Head of Department to identify locations where employees or students are likely to be exposed to high noise levels, i.e. above 80dB(A) and, if necessary, make arrangements for a noise assessment to be carried out by a professional consultant. As a general guide, if people have to shout or have difficulty being understood by someone about 2 metres away, it is likely that noise levels are in excess of 80dB(A). If the assessment indicates that any employee or student is liable to receive a daily personal noise exposure in excess of 80 dBs(A)Lep,d. then a

hearing protection programme should be initiated, details of which will depend upon the severity of the noise problem.

The programme may include the following elements: engineering controls to reduce noise at source enclosure, delineation of ear protection zones and provision of hearing protectors.

Employees and students at risk will receive information, instruction and training about risks to hearing and the measures necessary to minimise the risk. All noise control measures and personal protective equipment will be properly maintained, repaired or replaced as necessary.

OFFICE SAFETY

In line with general housekeeping arrangements offices are to be kept as clean and as clear as is practical. Under no circumstance are escape routes to be obstructed. Adequate space around desks will be maintained.

A comfortable environment taking into consideration heat, light, ventilation and other relevant matters will be maintained in accordance with the Welfare regulations 1992. To ensure safe access and egress, floors and stairs must be kept clear of tripping hazards. Corridors and doorways must also be kept free of obstructions.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires the reporting of work - related accidents, disease and other occurrences of a dangerous nature.

It applies to all work activities. If there is an accident involving an employee, a self-employed person or contractors which results in absence for more than three days it must be reported to the Health and Safety Executive by a member of the NLPAC management within ten days of the date of the accident.

If a member of the public is taken to hospital for any reason it will be reported to the Health and Safety Executive.

RISK ASSESSMENTS

In accordance with the Management of Health and Safety at Work Regs. 1992 (as revised) in 1999, management will ensure Risk Assessments are carried out in all areas of its activities which may pose a threat to the health, safety or welfare of its employees, students, members of the public or any other lawful visitor.

Steps will be taken to identify, and then eliminate or control any hazard which is noted or brought to the attention of management by any member of the staff or public.

The following notes will be of help concerning the process of carrying out risk assessments.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992 (amended 1999) introduced the concept of **RISK ASSESSMENT** and requires every employer to carry out Risk Assessments in the workplace.

Risk assessments must be readily available for inspection by the enforcing authorities. They may also be required to demonstrate compliance with legal and injury compensation requirements, therefore managers must ensure that all documentation is completed in a clear and legible manner. In all cases staff will be included in the process of carrying out these assessments.

SMOKING

In accordance with current legislation it is the Policy of the centre that smoking is not allowed anywhere on the premises.

Any member of staff who requires smoking breaks must do so at least 10 meters away from the building.

STUDENTS

On arrival and commencement of their course all students will be briefed as to their responsibilities relating to health and safety both to the public and themselves, fellow students and the Centre staff.

During their first week on site they will receive health and safety training covering all relevant aspects.

See student handbook for BTEC courses and teacher training.

TRAINING

It is essential that all at NLPAC are fully aware of obligations placed on them by the Health and Safety at Work etc. Act 1974, and other relevant statutory requirements.

In order to maintain standards of health and safety awareness throughout the Company, training courses will be arranged, on an annual basis.

All staff including full time, part time, temporary and casual will receive induction briefing on matters relating to fire/health/safety.

VIOLENCE

Under no circumstance will violence be tolerated at any time within the premises.

Anyone involved in an incident may be subject to immediate dismissal or removal from classes.

VISITORS

It is the policy of NLPAC that when visitors are on the premises they will be informed of certain basic safety rules and procedures by their host.

Non regular or first time visitors will be escorted until they are familiar with the premises.

WORK EXPERIENCE AND YOUNG PEOPLE

Anyone in charge of young people (*legally defined as between 16 and 18 years old*) and children (*legally defined as under 16 years old*) on work experience must explain to them the importance of health/safety on the premises.

In particular the management or office/reception staff should:

1. make them aware of hazards involved in their activity
2. give them the necessary information, instruction and training
3. ensure that the young person is aware who has day to day responsibility for supervising them
4. ensure that welfare needs are catered for

WORKPLACE WELFARE

Adequate standards of heating, ventilation and lighting shall be maintained. Particular attention should be paid to lighting and ergonomic arrangements in situations where visual display units are frequently used.

To ensure safe access, office layout should be planned in such a way as to provide suitably dimensioned gangways and obstructions such as trailing cables should be avoided by sensible location and/or protection so as to prevent possible tripping hazards.

Office electrical equipment and dance studio equipment will be subject to periodic examination and tested by a qualified electrician to ensure its safety and integrity.

Floors and stairs should be constructed and maintained so as to minimise tripping and slipping hazards.

Designated fire escapes must always be kept free from obstructions.