

# FINE ARTS COLLEGE

## Health and Safety Policy Part 2

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The full Health and Safety Policy is available on request

**First Aid**

See also: First Aid Policy and SA3-1

**Accident Reporting and Recording**

See also: SA1-3

Whilst not wishing to alarm parents, it is possible for a student to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will make every endeavour to contact the parent(s), a named relation or friend, for that person to take the responsibility for any subsequent treatment.

In the unlikely event that no one can be contacted, the parent will need to have given prior permission for the staff to act appropriately for the good of the student. It is therefore necessary for the College to have such a form for every student, signed by the parent.

An Accident Reporting Book will be kept of all accidents and incidents no matter how minor.

**Accident Report Book**

All reportable accidents (including notifiable accidents) as described must be entered in the Accident Report Book, which is kept in the Office at Centre Studios. A First Aid form should also be filled in.

A record must be kept in the Personnel file for staff and in the case of a student in their personal file.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious, or that the injured person is taken to hospital.

**Clear Passageway**

See also: SA3-9

All access and egress into, out of and through the buildings must be safely maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings.

This is the responsibility of all staff, particularly within teaching and teaching related areas. The College Administrator will be responsible for the common areas of the College.

### **Storage - Safe System of Work**

- Anyone having to lift and carry as an integral part of their job has to receive Manual Handling training
- Anyone having to use ladders or step ladders in the process of storing has to receive Working at Height training
- Storerooms, stock cupboards, etc., should be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated
- Heavy items should be placed at a height consistent with a person's physical capacity to lift them up and down without risking injury i.e. not too high, or indeed, too low
- Storage should be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places unless it is long term storage where different arrangements may be made
- There should be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders
- Large or heavy packets can be split up to make carrying easier and safer
- Stored items should be steady and firm, not precariously balanced or easily knocked over
- Heavy items should not be stacked on top of each other unless they are very secure and not too high
- There should be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of
- Stepladders and ladders used for storing should be inspected before being used, by the user, to ensure that they are in good condition (especially wooden ones)
- Care should be taken, when lifting, not to strain or run the risk of injury. Anyone who lifts regularly should ask for an assessment to be made if it is thought that there is a potential for injury and should have training on correct methods of lifting
- All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of students when not in use
- Inflammable substances should be kept in metal containers and locked when not in use. A record of their whereabouts should be held centrally

## **Risk Assessments**

**See also: SA1-6**

Under the Management of Health and Safety Regulations 1999, any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other participants/users (students, contractors, parents, visitors), has to be assessed and control measures devised, documented and implemented – if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is minimal (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to significant).

A Risk Assessment will be completed, for any potentially harmful machinery, equipment, activity, substance, product, material, etc by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

The Health and Safety Manager and the Principal are responsible for ensuring that the Risk Assessments are carried out and reviewed as appropriate and when required.

## **Theatre Visits and Drama**

**See also SA6-15**

Theatre visits are organized on a regular basis, at least 4 visits per term and occasionally in collaboration with the English and Classics departments. Standard letters are sent to parents and students well in advance of the proposed theatre visits which are generally arranged to take place out of College hours.

Parental consent must be obtained for each student, in advance of any proposed trip.

Arrangements for individuals students travel to and from the theatre must be arranged before the proposed trip.

In the event of a GCSE student not attending or arriving late at the venue, the member of staff in charge will contact the student or parent/guardian on a given mobile number.

In the event of a student not being collected at an agreed time, the member of staff responsible will remain with the student until a parent/guardian arrives or verbal consent to continue the journey home unaccompanied is received.

In the event of a student being taken ill during a theatre trip, the member of staff responsible will contact the parent/guardian and a) arrange immediate transport

home or collection from the venue b) obtain verbal consent from the parent/guardian to receive emergency medical treatment.

### **Practical performance work**

During preparation for practical performances students must adhere to the following:

- Stage blocks/scenery/furnishings must be moved safely and by more than one student
- Lifting and re-positioning of stage blocks must only be carried out when enough students are present to lift.
- All students must be trained to lift from the knees to standing position and not with a bent back.
- Rehearsal breaks must be planned into after College and weekend rehearsals. Students should be reminded to bring food, drinks, warm clothing (during winter months). The tutor must ensure that heating is available.

### **Technical resources**

- Under no circumstances may students operate the lighting, projection, or sound equipment without adult supervision.
- All lighting equipment is to be serviced annually by an approved technician.
- Ladders must be locked and supported by another student/member of staff.
- Heat-proof cloths must be used when adjusting/focusing lamps.
- Care must be taken not to overload the electrical circuit with extra lamps (maximum 500 watts x 12 channels).
- Projector, lap-top lighting and sound system must be switched off after every lesson or rehearsal.
- Velux windows must be closed after each lesson/rehearsal for security purposes and bad weather conditions.
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### **Public Performances**

- College fire regulations/procedures must be printed on programs for audience members.
- There are to be no more than sixty audience members seated in the hall.
- Access to both fire exits must be kept free at all times.
- All stage furnishings, drapes and set materials must be fire-proofed before public performances.
- Use of strobe lighting or sudden sound effects must carry a warning in the programme.
- Public notices must be placed in front-of-house to warn audience members of such effects.

- Sound, lighting and audio cables must be gaffer-tapped securely to the floor and walls to avoid tripping.
- Any food or drink used during performances must be fresh and replenished before each performance.
- Stage make-up must not be used if more than three months old.

## **Smoking**

Under the Smoke-Free Premises, Places and Vehicles legislation contained in the Health Act 2006 Fine Arts College is a smoke free site, following a ban on smoking in enclosed public spaces in England on 1st July 2007. It is against the law to smoke within the grounds or in any building belonging to the College. The policy applies to all employees, students, parents, visitors and contractors.

Overall, responsibility for the implementation and review of this policy rests with the Principal. However, all staff are obliged to adhere to and support the implementation of the policy. Appropriate 'no-smoking' signs will be displayed at the entrance to the premises.

## **Security**

The Appointed Cleaning Company is responsible for ensuring that the College is securely shut up at the end of the day.

Staff are responsible for their own classrooms and areas, ensuring that all windows are shut and doors are locked and electrical appliances are switched off before leaving at the end of the day and during breaks etc.

### **The Designated Keyholder will be contacted in the case of emergency.**

- It is every member of staffs responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care
- Keys, bags, passes etc., should not be left unattended
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the College office
- The College Administrator or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way or an unidentified stranger is on the premises

## **Intruders**

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the College, (s)he should politely and unthreateningly ask that person to leave the premises or come to the College Office where the Principal will be called.

If the intruder is not co-operative help should be sought from the Senior Staff. In the last resort the Police should be called.

No effort should ever be made to touch or forcibly remove an intruder from the College.

It is important that a record of these incidents is kept, and if necessary other local Colleges warned.

## **Control of Substances Hazardous to Health (COSHH) 2002**

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a significant risk, a non-hazardous or less hazardous substance should be substituted, if one is available. If not, then a safe system of work (an assessment) should be drawn up and documented.

This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and:

- how to store, handle, use it
- what it cannot be used or mixed with
- what protective clothing to wear
- what to do in case of accident, spillage, etc

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required. Where hazardous substances are used, the above-mentioned safe system of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the employer and/or responsible person may be held liable.

Contractors are responsible for providing COSHH information and training for their employees. However, it is the duty of the College to bring it to the Contractor's

notice if the COSHH arrangements are not being adhered to (e.g. cupboards containing harmful substances not being locked) as others are being put at risk.

Inflammable substances must be safely and correctly stored and used.