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Section 1

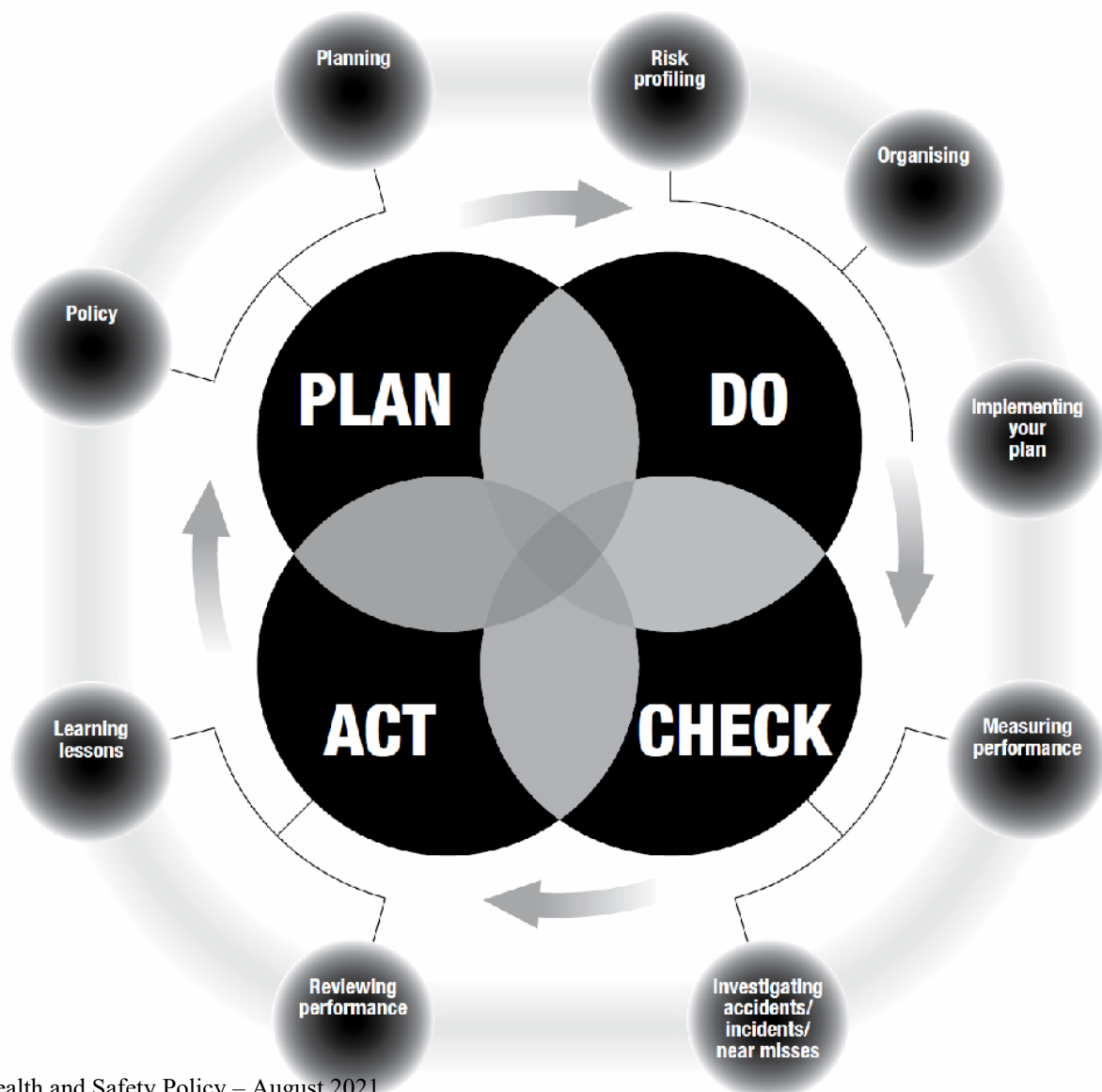
1.1 Introduction

The Management of Health and Safety is equally as important as the management of any other aspect of the Company’s operations.

Accidents and incidents can be prevented by effective management action. The cost benefits of successful Health and Safety Management will be substantial.

To be successful however it requires the total commitment of the Company as a whole, from Senior Management at the top who will drive health and safety down through the Managers to the Employees. There is no part of the Company that does not have a role to play in the Management of Health and Safety.

This document has been prepared in line with the Health and Safety Executive document “Successful Health and Safety Management – HS(G)65” (Third edition, published 2013)” and takes full account of current legislation and industry best practice.



1.2 Health and Safety Policy Statement

Backstage Academy is fully committed to the highest standards of Health and Safety Management and will continue to develop and further improve working practices and procedures that shall assist in ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, any contractual employees and members of the public as a result of its activities.

To achieve the highest possible standards of health and safety, the Company's objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- All employees are provided with the necessary information, instruction, training and supervision such that all perceived risks are adequately controlled.
- That the Company conducts its activities in such a manner as to ensure that persons not in its employment who could be affected by its acts or omissions are not exposed to undue risk.
- A safe and healthy working environment.
- Safe systems and methods of work.
- A safe work place including safe access and egress.
- Completion and regular revision of risk assessments.
- Adequate welfare facilities and arrangements.
- Access to a competent health and safety advisor at all times.
- Continued communication and consultation with the workforce on all aspects of health and safety.

The Health and Safety Policy is reviewed on an annual basis, or before if significant changes have meant that aspects of the policy are no longer applicable.

The Directors of the company are totally committed to continually improving the management of health and safety and are visibly committed to eliminating all injuries and occupational ill health problems caused by the company's activities. To enable them to succeed with this objective the company requires that employees co-operate with them at all times.

Rachel Nicholson
Director Responsible for Health and Safety

Dated:

Section 2

Organisation and Responsibilities

2.1 Responsibilities of the Director Responsible for Health and Safety

The Director Responsible for Health and Safety shall:

- Retain overall responsibility for the health, safety and welfare of all employees within the Company.
- Ensure that sufficient resources are allocated for the successful implementation of the health and safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.
- Lead by example with regards to health and safety matters within the workplace.

2.2 Responsibilities of the Senior Managers

The Senior Managers shall:

- Positively promote health and safety in all activities undertaken by the business.
- Liaise with the competent person with regards to all health and safety aspects that impact upon the company.
- Lead by example with regards to health and safety matters within the workplace.
- Ensure the relevant assessments (i.e. Risk, COSHH, Manual Handling, DSE and Fire) are carried out for the work activities under their control.
- Ensure that training needs are identified and implemented as required and all new starters to the company receive appropriate information through induction training.
- Ensure that relevant accidents and incidents are reported to the Enforcing Authorities and suitable first aid arrangements are in place.
- Ensure that that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- Ensure that all work equipment provided is safe to use.
- Ensure that all fire precautions and emergency procedures are implemented throughout the business.

- Ensure all surveys and inspections are carried out on plant, equipment and the premises as are required to ensure that safe system of works can be implemented.
- Ensure that all work activities are adequately supervised and access is available to suitable welfare facilities at all times.
- Ensure that adequate communication and consultation channels are in place at all times.
- Ensure that all contractors used by the company are adequately resourced and competent to carry out the works they are appointed to undertake.
- Ensure that adequate health surveillance procedures are in place and implemented throughout the business.

2.3 Responsibilities of Health & Safety Advisor

The Health & Safety Advisor shall:

- Provide competent health and safety advice to the company on all aspects of health and safety.
- Update the Managing Director on the potential impacts of all planned and new legislation where this is applicable to the business activities.
- Carry out audits on the company activities at the request of the Director.
- Liaise with the Enforcing Authorities on behalf of the company on all aspects of health and safety.
- Carry out accident / incident investigations in conjunction with the Director where required.

2.4 Responsibilities of Employees / Tutors

All Employees / Tutors:

- Observe safety rules at all times and report immediately any unsafe practices, conditions or defects in equipment.
- Where applicable, wear appropriate personal protective equipment and clothing.
- Conform to instructions in respect of safe methods of working at all times.
- Report to senior management all accidents and incidents whether persons are injured or not.
- Make any suggestions to management to improve health and safety within the company.
- Report any uncontrolled hazards to management.

- Co-operate with the company where necessary in order to enable the relevant statutory provisions to be fulfilled by the company.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Be aware of emergency procedures in the premises where work is being undertaken.
- Ensure that all students are provided with adequate health and safety information both at their induction and continuously throughout their education programme.

Section 3

Arrangements for Health and Safety

3.1 Accident Reporting

All accidents, however minor, shall be recorded in the company accident book which is located on the reception at our offices.

All accident book entries shall be removed from the book and stored in a secure location for Data Protection purposes.

Certain accidents that occur will require reporting to the enforcing authorities and these are summarised below:

1. A fatality
 - a. Where any person dies as a result of a work related accident
 - b. Where any person dies as a result of occupational exposure to a biological agent
 - c. Where an employee has suffered a specified injury listed below which is the cause of their death within one year of the date of the accident

2. A specified injury
 - a. Any bone fracture diagnosed by a registered medical practitioner, other than to fingers, thumbs or toes
 - b. Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - c. Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or a reduction in sight in one or both eyes
 - d. Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
 - e. Any burn injury (including scalding) which:
 - i. covers more than 10% of the whole body's total surface area; or
 - ii. causes significant damage to the eyes, respiratory system or other vital organs
 - f. Any degree of scalping requiring hospital treatment
 - g. Loss of consciousness caused by head injury or asphyxia
 - h. Any other injury arising from working in an enclosed space which:
 - i. leads to hypothermia or heat induced illness; or
 - ii. requires resuscitation or admittance to hospital for more than 24 hours

3. Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work

4. Where any person not at work, as a result of a work related accident, suffers:
 - a. An injury, and that person is taken from the site of the accident to a hospital for treatment in respect of that injury; or
 - b. A specified injury on hospital premises

It shall be the responsibility of the Director of Operations and Student Services to ensure that any of the above schedule of accidents are reported to the enforcing authorities.

The reporting of accidents shall be made as follows:

- Online: www.hse.gov.uk/riddor/report (all accidents)
- Telephone: 0845 300 9923 (out of hours fatal and specified injuries only)

The reporting of fatal and specified accidents shall be reported without delay via telephone or online. This must be undertaken within 10 days of the accident occurring

For accidents resulting in the over seven day incapacitation of a worker, the enforcing authority will be notified within 15 days of the incident, using the appropriate online form.

Once an accident has been reported, the company will be issued with a record of the accident on the form F2508. Copies of these forms shall be kept in a secure location along with the accident book entry.

3.2 Asbestos

Under no circumstances shall any operative from Backstage Academy work, handle, disturb or remove any known asbestos containing materials.

If employees encounter suspected asbestos containing materials during the work activities they shall stop work immediately, secure the area to the best of their ability and report the matter to a member of management.

Backstage Academy shall ensure that an asbestos survey is carried out and kept available at all times for their offices and workshop. The information used within the survey will be used to assist the company in ensuring that any asbestos or suspected asbestos materials present are adequately managed.

3.3 Audit and Review

Backstage Academy will co-operate with any health and safety audits that are undertaken at our premises. This will include implementing any recommendations identified in ensuring that legal compliance and current best practice is achieved and maintained.

General workplace inspections shall be undertaken periodically to ensure that high levels of health and safety standards are being maintained.

The health and safety policy, procedures and all associated documentation created e.g. risk assessments etc, shall be reviewed at least every twelve months or when there has been a significant change to the work process, people, environment, legal requirement or following an accident which means they are no longer valid.

3.4 Consultation and Communication

Backstage Academy shall take steps to ensure that all employees are consulted and communicated with in good time on matters relating to their health and safety; with particular regard shall be paid to the following:

- The introduction of any measure into the workplace that may substantially affect the health and safety of those employees.
- Any health and safety information that is required to be supplied to our employees under the relevant statutory provisions.
- The planning and organising of any health and safety training that is required under the relevant statutory provisions.
- The risks to the health and safety that employees are likely to be exposed to and the measures necessary to control such risks.

Backstage Academy shall operate an open door policy with regards to health and safety. All employees are encouraged to report all situations with the potential to cause injury or loss and where they feel improvements can be made in the management of health and safety.

3.5 Contractors

Contractors that are required to undertake works on behalf of the company will be required to submit the relevant health and safety documentation in advance of their work commencing to ensure that it can be vetted and approved.

Prior to new contractors being used they will be required to complete the relevant questionnaire and this will need to be successfully assessed.

The performance of contractors shall be constantly monitored to ensure that they are working in line with their own standards or those as stipulated by Backstage Academy.

3.6 Control of Substances Hazardous to Health

Backstage Academy shall complete COSHH assessments for all hazardous substances that are used during the work activities.

The COSHH assessment shall identify the following:

- Substance characteristics
- Effects on the body
- Persons affected
- Control measures
- First aid procedures
- Emergency procedures
- Fire procedures
- Safe use, handling, storage and disposal

All persons who are required to work with hazardous substances shall be briefed on the contents of the relevant COSHH assessments to ensure that they are aware of and understand the adverse health effects that can occur when working with the hazardous substance and also the control

measures that are to be taken to ensure the health and safety of individuals during the work activity.

3.7 Display Screen Equipment

An assessment shall be carried out for all workstations where DSE equipment is being used for significant times of the day.

All employees that use DSE equipment shall be entitled to an eyesight test at the expense of the company if they request one. The employee shall arrange a suitable time and date with the optician when the eye test will take place. Where relevant the company may stipulate which opticians are to be used in order to ensure that value for money is maintained.

Once the eyesight test has been carried out the employee shall provide a copy of the report to the company to enable any recommendations to be made as required.

Where the eyesight test recommends the use of corrective lenses for use with DSE equipment the cost of a basic pair of lenses shall be at the expense of the company. Where relevant the company may stipulate which opticians are to be used for purchasing the corrective lenses in order to ensure that value for money is maintained.

3.8 Drugs and Alcohol

Backstage Academy accepts that alcohol, illegal and prescribed drugs can all affect the performance of employees whilst at work. The consumption of alcohol and illegal drugs whilst at work is strictly prohibited and shall be looked upon as a disciplinary offence.

If an employee is suspected of being under the influence of alcohol or illegal drugs, the management will remove the person from work duties with immediate effect to safe guard that particular employee and also others who may be affected by their acts or omissions. This requirement will also apply to any of our students whilst at our premises.

Any employee who is prescribed drugs for medical reasons, and where it is advised that these may affect the person whilst they are taking the medication, shall report this to the management team at the very earliest reasonable opportunity before commencing any work activities. The management team may alter the employees work pattern or temporarily suspend them from work if there is thought to be a risk to their own or other persons health and safety.

3.9 Electricity

Backstage Academy shall ensure that any electrical appliances used by employees and students are free from the risk of electrocution.

Some of the hard wired appliances within the workshops will run on higher voltages but will be generally lower risk as they will not be exposed to the same extreme working conditions.

All electrical appliances shall be subject to both formal and informal inspections. All operatives shall carry out a visual inspection of their electrical appliances on a daily basis prior to them being used.

All electrical appliances used on site shall be subject to a Portable Appliance Test (PAT) every twelve months. A log of all PAT tests shall be maintained and all appliances that have successfully passed the PAT test shall be provided with a green sticker to indicate that they are electrically safe to use.

Where an electrical tool or equipment is found to be faulty during any of the inspections it shall be removed from service until it has been repaired or replaced by a competent person.

The fixed electrical system within the premises shall be subjected to a periodic test every five years.

3.10 Fire

Backstage Academy employees and students shall be briefed on the emergency procedures during the induction and shall adhere to the emergency procedures at all times.

Smoking will not be permitted on the site.

Waste materials shall be cleared from the work area at regular intervals to ensure that the risk of fire occurring is kept to a minimum.

Employees and students shall not interfere with any equipment provided to detect or fight fires. Likewise the blocking of emergency escape routes is strictly prohibited.

A fire risk assessment shall be carried out for all premises under the control of Backstage Academy and the requirements and control measures shall be fully implemented.

An emergency assembly point shall be established and the building will be fully evacuated twice a year to test that the evacuation procedure is adequate.

3.11 First Aid

Backstage Academy shall ensure that an adequate number of personnel have received first aid training ensuring that adequate cover is maintained at all times taking into account holidays and sickness.

First aid facilities shall be provided at our premises including both a first aid kit and also eye wash provision.

The details of all company first aiders shall be displayed in a prominent location and the contents of all first aid boxes shall be inspected to ensure that there is an adequate supply at all times.

Persons who are not first aid trained shall not attempt to administer any first aid treatment on themselves or any other person.

3.12 Health Surveillance

All Backstage Academy employees shall be required to complete a pre-employment medical questionnaire when they join the company to establish any health issues that they may already have and that will require monitoring during their employment.

Backstage Academy employees will be required to complete an annual declaration that there has not been any deterioration in their health over the previous twelve months. Where any deterioration is identified that may be attributed to the work activities then further health screening may be necessary.

Where necessary employees shall be sent for occupational health screening where it is felt that a professional opinion is required by an occupational physician.

3.13 High Risk Personnel

High risk personnel are classed as those that have disabilities or are prescribed medication that may have an effect on them whilst in the workplace.

Where any high risk personnel are identified as being present within the workplace then a specific risk assessment shall be undertaken. This will be carried out in conjunction with the relevant person to ensure that any specific requirements are identified and documented within the risk assessment.

The risk assessment shall be reviewed periodically dependant upon the individual circumstances and risk of harm being caused.

3.14 Housekeeping

Good standards of housekeeping will be maintained at all times. Waste products shall be placed in the relevant skips and bins and these shall be emptied at regular intervals or otherwise when necessary.

3.15 Liability Insurance

Backstage Academy shall have valid Employer's Liability and third party insurances at all times and a copy of the insurance certificate shall be on display.

3.16 Lifting Activities

All lifting activities shall be planned. The level of planning will be dependent upon the size and scale of the lift. Where the activity is repeated on a regular basis as part of a routine operation the completion of one lifting plan will suffice but this shall be reviewed if there are significant changes to the lifting activity. Consideration will be made to the load that is to be lifted at the planning stage and this will define the strength and stability of the equipment and accessories that are to be used.

All lifting accessories and lifting equipment used for lifting persons shall be subject to a thorough examination every 6 months. All other lifting equipment shall be subjected to an annual thorough

examination. An external competent person / organisation shall be used for undertaking all thorough examinations. Certificates of thorough examinations shall be kept on file for inspection as and when required.

In addition to the thorough examinations all lifting equipment and accessories will be visually inspected prior to them being used. All lifting equipment and accessories shall also be visually inspected periodically and a record of these inspections shall be maintained.

Where any exceptional circumstance occurs that is likely to affect the safety of the lifting equipment or accessory or if there is reason to believe that it has become damaged, the item shall be sent for a thorough examination regardless of whether it is due for a statutory test or not.

3.17 Lone Working

There will be occasions where lone working is unavoidable due to the types of works that are undertaken and the small management team that is in place.

Backstage will ensure that each activity where lone working is required is risk assessed on an individual basis. This will enable specific control measures to be identified based on the level of risk that the activity presents. Where activities are identified as being high risk then lone working will be avoided in these scenarios.

3.18 Manual Handling

Making use of any mechanical equipment that is available shall avoid or reduce the amount of manual handling necessary.

Where the manual handling activity cannot be avoided but there is still a foreseeable risk of injury, a suitable and sufficient manual handling assessment shall be carried out. The principle aim of the assessment is to analyse the manual handling activity in greater detail and assess the overall level of risk. Once the analysis is complete, suitable control measures can be implemented to reduce the risk of harm being caused.

All persons that are required to carry out manual handling activities shall receive adequate training.

3.19 New and Expectant Mothers

When the company has been notified that a member of staff is pregnant they will carry out a risk assessment for the expectant mother. The risk assessment will then be reviewed at periodic times throughout the pregnancy.

Once the mother has given birth and prior to her returning to work the risk assessment will be reviewed to ensure that adequate facilities are in place to meet any specific needs that she may have.

3.20 Noise

Where required noise surveys shall be carried out taking into account the various tools and equipment that are used during the work activities.

The results of the noise surveys will be implemented and where required noise zones shall be established.

Where the noise survey indicates noise levels of 80db(A) then suitable hearing protection shall be made available to the relevant employees. Where the noise survey indicates noise levels of 85db(A) then the wearing of hearing protection in that particular work area shall be mandatory and the area shall also be defined as a hearing protection zone.

Where persons are exposed to significant noise levels then they will be required to undergo periodic audiometry tests as part of the health surveillance carried out by the company.

3.21 Personal Protective Equipment

Backstage Academy accepts that personal protective equipment (PPE) is a recognised control measure, but it is only acceptable as the last measure once all other available controls reasonable have been implemented.

The following PPE shall be made available to all employees:

- Safety Footwear
- High Visibility Vests
- Safety Helmet
- Safety Glasses / Goggles
- Gloves
- Dust Masks

Students will be briefed on what are the specific PPE requirements and will be expected to provide their own in line with these requirements and the risk assessment.

Where an employee or student has been issued with a piece of PPE they shall ensure that it is worn correctly when required. If an employee does not have the correct piece of PPE, they must obtain it before carrying out any work that requires its use.

A visual inspection of the PPE shall take place by the employee prior to them using it to ensure that it is in a good condition. All defects shall be reported to the management team and a replacement obtained.

All persons receiving PPE will sign the relevant register to confirm that they are in receipt of the equipment.

3.22 Risk Assessment

Risk assessments shall be used to identify all the hazards in a particular activity and evaluate the risk of harm or loss being caused to an individual or group of people.

Backstage Academy shall complete risk assessments for all activities where there is a risk of significant harm being caused and shall maintain a written copy of all risk assessments completed.

The risk assessment process will consist of identifying the following:

- Activity
- Persons who could be affected
- Hazards
- Hazard effects
- Severity of harm
- Likelihood of harm being caused
- Risk
- Control measures
- Residual risk

The overall aim of carrying out a risk assessment shall be to identify control measures that when implemented will reduce the risk to as low as is reasonably practicable.

Once a risk assessment has been completed it shall be brought to the attention of all the persons who may be affected by the work to which it relates. This shall be done during the induction, through toolbox talks and also informal briefings.

All risk assessments shall be reviewed at least every twelve months or earlier if there is a significant change meaning that the assessment is no longer valid. Once a risk assessment has been reviewed any changes made shall be brought to the attention of all personnel who may be affected by the change.

3.23 Safe Systems of Work

Suitable safe systems of work shall be developed for work activities to ensure that the tasks can be undertaken in a manner without increased risk to personnel.

The details of safe systems of work shall be documented and communicated to the relevant personnel prior to the activity commencing.

Where necessary the safe system of work shall be reviewed if there are changes necessary which mean it is no longer valid.

3.24 Smoking

Smoking shall not be permitted at any part of the company premises.

The statutory A5 no smoking sticker shall be on display at the entrance to the office and workshop buildings.

3.25 Statutory Notices

The company will ensure that the approved health and safety law ‘what you need to know’ poster is displayed within a prominent location in the premises at all times.

3.26 Training

All new employees and students will receive a health and safety induction the first time they attend our premises.

Adequate training and refresher training shall also be provided as and when required and a record of such training shall be maintained.

3.27 Welfare

Suitable welfare facilities shall be provided for all employees and students. This will include toilets, washing and rest facilities, hot and cold running water, drinking water and a means of heating food and water.

3.28 Work at Height

A risk assessment shall be carried out for all work at height activities. Wherever possible all work at height shall be avoided if the activity can be carried out at ground level.

All persons that are required to work at height shall receive suitable training.

The use of steps or ladders will be closely managed by way of them only being issued by the company, keeping a register of equipment and carrying out recorded inspections before using the ladder or steps, or after something has changed (such as the ladder has been dropped).

All persons that are required to erect or dismantle a tower scaffold system shall be suitably trained. Tower scaffolds shall be visually inspected once erected and a record made either on the work equipment register or scaff tag system. Further inspections shall be undertaken at the start of each day.

Those who suffer from medical conditions or that are taking medication that may affect them whilst working at height shall be prohibited from such activities.

3.29 Work Equipment

A visual inspection of work equipment shall take place before its use and any fault or defect identified must be reported immediately to senior management so that a competent person can carry out a repair. Employees shall not attempt to repair work equipment if they are not competent to do so.

Formal inspections of all work equipment shall be undertaken and a record shall be maintained. The frequency of inspections shall be determined by the relevant piece of equipment taking into account its frequency of use and the risk that using the equipment poses to the relevant operative or other persons that may be affected.

3.30 Young Persons

Risk assessments shall be carried out for young persons i.e. under the age of 18 years.

Due to the nature of our works this will involve a specific risk assessment being undertaken for each student. This will be completed when the student first arrives for their induction.

A copy of the risk assessment shall be provided to the parent or guardian for their information.