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**Health and Safety Policy**

This policy will be reviewed on an ongoing basis, at least once a year. NAPA will amend this policy, following consultation, where appropriate.

Date of last review: 20/09/2022

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**Introduction**The law says that every business/charity must have a policy for managing health and safety. A health and safety policy sets out your general approach to health and safety. It explains how organisations manage health and safety in their business. It should clearly say who does what, when and how.  
  
The aims of this policy are to:

* prevent accidents and cases of work-related ill health
* manage health and safety risks in our workplace
* provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
* provide personal protective equipment where needed
* consult with our employees on matters affecting their health and safety
* provide and maintain safe equipment for use by employees
* ensure safe handling and use of substances
* maintain safe and healthy working conditions
* ensure the safety of all students, parents, audiences and visitors
* implement emergency procedures, including evacuation in case of fire or another significant incident
* to provide a safe, secure and healthy working environment for staff and children
* to encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment
* review and revise this policy regularly

**Overall responsibility**  
It is the responsibility of the Chief Executive and senior management team to make sure that an environment is established where children and adults can work together with confidence.

New members of staff receive health and safety information as part of the induction policy.

The Health and Safety at Work Act 1974 requires employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

**Staff Responsibilities**

Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied  
Observe standards of dress consistent with safety and/ or hygiene  
Keep good standards of hygiene and cleanliness  
Know and apply the procedures in respect of emergencies  
Co-operate with other employees and the Chief Executive in promoting health and safety measures  
Report any hazard or breakage  
Follow health and safety instructions and use appropriate safety equipment and protective clothing  
Maintain safely tools and equipment  
Report any incidents, assaults or ‘near misses’  
Set a good example to the young people in the academy  
Supervise pupils and ensure that they know about emergency procedures and safety measures  
Ensure that pupils’ bags, coats and belongings are safely stowed away  
Make parents/visitors aware of safety procedures in the studios and communal areas  
Give clear instruction and warning as often as necessary  
Ensure that relevant risk assessments are completed and followed  
Ensure that students are made aware of existing and new health and safety information

**Head of Department Responsibilities**

Make sure that members of their team are complying with health and safety regulations  
Draw the attention of the Chief Executive to any breach of procedure amongst their team which cannot be dealt with  
Ensure that temporary staff and new members of permanent staff are made familiar with health and safety procedures  
Ensure that the Chief Executive is informed of any difficulties that occur and that near misses and accidents are reported and recorded  
Set a good example to members of their team and children  
Keep an overview of the parts of the premises for which they are responsible  
Keep an overview of equipment and substances kept in their areas  
They implement existing policies and follow advice and instructions  
They ensure up-to date training to comply with current health and safety standards

**Responsibilities of the Board of Trustees**

Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training  
Ensure that policies relating to health and safety are in place and updated regularly

**Responsibilities of the Chief Executive**  
  
To ensure that NAPA meets, as far as is reasonably practicable, the requirements of the health and safety legislation  
To regularly review the safety and security of the building  
To undertake risk assessments as and when required and review regularly  
To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects  
To act upon referrals from employees and members of the public  
To ensure staff and pupils comply with agreed procedures  
To record and inform relevant external agencies as and when appropriate  
To ensure access to this policy and other health and safety information as legally required  
Advise and inform the board of trustees as to health and safety practice, legislation and compliance  
To ensure that appropriate logs and records of incidents are completed and acted upon  
To ensure policies and employees are updated as to new legislation and guidance  
To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations  
To ensure that temporary staff are informed of health and safety practice  
To report matters of health and safety to the board of trustees   
To report on any audits/inspections to the board of trustees and follow-up any necessary actions  
To ensure that procedures are in place to ensure the safety of contractors and hirers  
To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, and evacuation at different times of day  
To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site  
Ensure adequate first aid cover is provided

**Responsibilities of visitors**Regular visitors and other users of the school will be required to observe the safety rules of the school. The Chief Executive will ensure that visitors are informed of health and safety matters which may affect them during their visit**Accident reporting**

All serious accidents that occur on the site should be recorded in the NAPA accident book which is kept at the main reception on the ground floor. Where necessary, parents/ guardians or other persons should be notified of the accident.  
  
If the accident is serious, the Chief Executive should be informed immediately, and action taken to ensure the location of the accident is still safe to use.

**Electricity**

All electrical items undergo regular PAT testing. This should happen every four years for static equipment, and every 12 months for equipment which is portable.  
  
Staff should be vigilant for: Damage to plugs and switches, damage to leads, correctly fitted connectors, coloured insulation of the internal wires not showing at plug or appliance, damage to outer case of equipment, signs of overheating, signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.

No students are allowed to connect/disconnect electrical equipment.

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

NAPA is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All cleaning materials are kept in the cleaning cupboard away from students and visitors.

**Access**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. All possible risks assessed.

**Risk assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of NAPA’s activities. A list of risk assessments are kept in the Chief Executive’s office. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered.

**Manual handling**

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the moving of tables and larger props, the carrying of books, the movement of audio/ visual equipment and musical equipment.   
  
Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.

**Educational visits**

Off-site educational visits are an important part of NAPA life, especially for our GCSE drama students and full-time Performing and Production Arts students. Students benefit enormously from the opportunity to experience visits to the theatre or to work on site specific projects. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed, and that parents, Heads of Departments and the Chief Executive are involved in the preparation.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or students involved.

**Contractors and visitors**

All contractors and visitors entering the premises are required to sign in and wear a visitors’ badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

**Fire**

Fire drills are held termly and will on occasion include:

- the blocking of an exit  
- the removal of a child to test effectiveness of register checks  
- drills at various times and days

**Roles and responsibilities during the sounding of the fire alarm**

**CFW – Chief Fire Warden  
The key holder on duty for that shift**Jamie Wilks / Carl Wheatley / Barbara Dawson / Patrick Start / Katie Wright / Marcus Heald  
On hearing the Warning Signal

* Attend the alarm panel in main reception with EC.
* Silence the warning signal.
* Asses which zone the alarm has been activated in.
* Investigate what has caused the activation.
* In the case of a false alarm or a contained event reset the alarm. Log Event.
* If in doubt or if it is apparent that there is a fire on the premises sound the General Alarm immediately and begin evacuation.
* Alert the fire brigade.

On hearing the General Alarm Non-Show Day

* Put on the yellow high-visibility surcoat (Located Main Reception & Staff Room).
* Attend the highest point of the building accessible, closing doors in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person to leave sweeping all persons in front of them.
* Checking all accessible rooms including toilets and offices to make sure people are leaving.
* Checking any refuge in their area in case someone is waiting for assistance to evacuate.
* Report to the EC at the assembly area or just outside the building, to advise that the building is clear (or to report anyone who cannot or will not leave the building).
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.
* Log Event

On hearing the General Alarm Show Day

* Enter the auditorium and stand on stage, ask the stage manager to bring up house lights. Clearly and calmly state the following:

“Ladies and Gentlemen, due to the activation of our fire alarm it is necessary to begin the evacuation of the building. Please calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’. Thank you”

* Put on the yellow high-visibility surcoat (Located Main Reception & Staff Room).
* Attend the highest point of the building accessible, closing doors in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person to leave sweeping all persons in front of them.
* Checking all accessible rooms including toilets and offices to make sure people are leaving.
* Checking any refuge in their area in case someone is waiting for assistance to evacuate.
* Report to the EC at the assembly area or just outside the building, to advise that the building is clear (or to report anyone who cannot or will not leave the building).
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.
* Log Event

**EC – Evacuation Controller  
Member of staff situated at the main reception**Barbara Dawson / Leianna Masson / receptionist or front of house staff during a performance

On hearing the Warning Signal

* Attend the alarm panel in main reception with CFW.
* Silence the warning signal
* asses which zone the alarm has been activated in
* investigate what has caused the activation
* In the case of a false alarm or a contained event reset the alarm.
* If in doubt or if it is apparent that there is a fire on the premises sound the general alarm immediately and begin evacuation.

On hearing the General Alarm Non-Show Day

* Put on the yellow high-visibility surcoat (Located at Reception & Staff Room).
* Collect emergency evacuation folder from reception.
* Turn off magnetic locks on main doors (Key located at Reception)
* Evacuate any persons located in the reception area.
* Coordinate roll call at assembly area
* Take note from each fire warden if their room was clear and if all persons in their care are accounted for.
* Liaise with CFW after their sweep of the building reporting if building is ‘clear’ or ‘not clear’.
* Ensure no persons re-enter the building until told it is safe to do so.

On hearing the General Alarm Show Day

* Enter the auditorium and stand on stage, ask the stage manager to bring up house lights. Clearly and calmly state the following:

“Ladies and Gentlemen, due to the activation of our fire alarm it is necessary to begin the evacuation of the building. Please Calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’. Thank you”

* Put on the yellow high-visibility surcoat (Located at reception & staff room).
* Collect emergency evacuation folder from reception.
* Turn off magnetic locks on main doors (Key located at reception)
* Evacuate any persons located in the reception area.
* Coordinate roll call at assembly area
* Take note from each fire warden if their room was clear and if all persons in their care are accounted for.
* Liaise with CFW after their sweep of the building reporting if building is ‘clear’ or ‘not clear’.
* Ensure no persons re-enter the building until told it is safe to do so.

**Fire Marshals  
All other staff. Teachers/bar staff/admin/etc**

* On hearing the General Alarm
* Collect register as this will be needed for roll call at assembly point. (Teachers)
* Instruct people in the room you oversee that due to the activation of our fire alarm it is necessary to begin the evacuation of the building. And to Calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’.
* Commence evacuation of your room through one of the approved escape routes.
* Once at the assembly point commence roll call from your registers. (Teachers)
* Report to the EC at the assembly area or just outside the building, to advise that your room is clear (or to report anyone who cannot or will not leave the building) and if all students are accounted for.
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.

**Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

* Tell somebody where you are and what time you will be home
* Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
* If you are the last member of staff to leave ensure that the basement door is locked behind you and set the intruder alarm
* If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police
* Always be alert when leaving the building

**In the event of an abusive parent/adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the board of trustees for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

**Reporting Incidents**

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.  
  
**Zero tolerance approach**

A notice has been placed in reception with the following wording:

“Verbal or physical abuse and threats towards our staff will not be tolerated under ANY circumstances If you display such behaviour, you will be asked to leave immediately and reported to the police.”