

## Health and safety policy

### **POLICY STATEMENT**

Audacity Performing Arts Academy considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Academy has appropriate insurance cover, including employer's liability insurance and public liability insurance.

### **RESPONSIBILITIES OF ALL STAFF MEMBERS:**

- Following the health and safety policy.
- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the academy.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to appropriate disciplinary actions.

### **RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER**

The Health and Safety Officer (Laura Wilson), for the setting, holds ultimate responsibility and liability for the safe operation of the Academy. The designated person will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Academy's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

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- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

## **RESPONSIBILITIES OF THE TEACHERS**

All teachers are responsible for ensuring that at each lesson:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the equipment and instruments are safely and securely stored
- Children are only allowed in the kitchen if properly supervised
- A working telephone is available on the premises at all times
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our Risk Assessments.

## **SECURITY FOR IN-PERSON LESSONS**

Children are not allowed to leave the lesson premises during the lesson unless prior permission has been given by the parents.

Once a student has arrived external doors will be locked until the end of the lessons when the child is collected. Only staff, authorised adults and students will enter the premises during lessons. If the lesson is a student's residence their parent/guardian takes full responsibility for the security of the premises.

Children will be supervised by a teacher or listed adult at all times during lessons.

## **INSTRUMENTS AND EQUIPMENT**

All furniture, instruments and equipment are kept clean, well maintained and in good repair. We select instruments, equipment and resources with care, and we carry out risk assessments before the students are allowed to use them. Broken instruments and equipment, that pose a threat to students, are disposed of promptly.

We ensure that any flammable equipment is stored safely.

## **PERSONAL HYGIENE**

Staff at Audacity Performing Arts Academy maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets at the Audacity Performing Arts Academy premises are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling the academy's instruments, equipment, and after using the toilet.
- Open cuts and abrasions (whether on children or staff) are kept covered.

## **DEALING WITH BODILY FLUIDS**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

## **STAFFING LEVELS**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

THIS POLICY WAS LAST REVIEWED AND UPDATED ON 09/08/2024 BY:

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