

HEALTH & SAFETY POLICY

Revised December 2017 (due for review December 2018, CC/AC)

- 1.1 INTRODUCTION - Our statement of general policy is:
- To provide adequate and appropriate control of the health and safety risks arising from our work activities
 - To consult with our staff on matters affecting their health and safety
 - To provide and maintain a safe working environment, safe equipment and safe working practices
 - To ensure safe handling and use of substances
 - To provide appropriate information, instruction, supervision for staff, students, sub-contractors and visitors.
- 1.2 Specific risk assessments will be undertaken in respect of works to be provided/carried out by subcontractors ensuring that competent method statements are obtained:
- To ensure all staff are competent to do their tasks, and to give them adequate training and support
 - To prevent, as far as practicable, accidents and cases of work-related ill-health
 - To maintain safe and healthy working conditions
 - To review and revise this policy as necessary at regular intervals (annually)
- 1.3 SCOPE & TRAINING CONTEXT - MPA is an organisation that provides Performing Arts training of the highest standard for young people. The nature of the organisation is such that physical activities form a great part of the activities taking place in the building.
- 1.3.1 All staff and students are made aware of safe dance and training practices as part of their work/studies. The students also receive advice on issues relating to training and body maintenance ensuring that they are fully aware of how to conduct themselves in such a way that risks of injury or strain to them is minimised.
- 1.3.2 Further to this the organisation provides on –site treatment by a qualified physiotherapist, osteopath and counsellor. There is also a daily injury clinic that all students with injuries are required to attend, also any students with injuries are monitored closely and given advice on appropriate treatment and remedial action.
- 1.3.3 When enrolling, all students are required to take out a full private medical insurance.
- 1.3.4 Members of staff also have access to the on-site treatment opportunities and the well-being of staff is of great importance to the organisation.
- 1.3.5 The risk of injury or strain is inherent in the nature of dance training and practice and although there are resources in place to mitigate risks as far as possible, it is not possible, due to the nature of physical training, to fully do so. However, all students and staff are made aware of the risks involved in dance training and practice.

- 1.4 RESPONSIBILITY - Overall and final responsibility for health and safety is that of Director, Frederik Maas. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Vice-Principal / Building Manager, Cedric Chapelin.
- 1.5 To ensure health and safety standards are maintained and improved, the following people have specific responsibilities:
- Donald McLennan, lead Designated Safeguarding Officer
 - Sarah Hanson, Head of Welfare; responsibility for student injury monitoring
 - Cedric Chapelin, responsibility for assisting in building maintenance and management
 - Karen Chetwynd, responsibility for policies and operational procedures.
- 1.6 All employees are required to:
- Co-operate with the Directors/ Senior Management Team and HOD's on health and safety matters
 - Not interfere with anything provided, be that working practices, equipment or guidelines and rules given, to safeguard their health and safety
 - Take reasonable care of their own health and safety and that of their students
 - Report all health and safety concerns to an appropriate person.
- 1.7 All students are expected to conduct themselves with due regard to the health and safety both of themselves and others and to report any issues of concern to the appropriate staff member.
- 1.8 HEALTH AND SAFETY RISKS & RISK ASSESSMENT - Risk assessment is regularly overseen by the Directors and Vice Principal. The findings of the risk assessment have been reported to Frederik Maas who will approve actions to remove/control risks.
- 1.8.1 It remains the responsibility of the Building Manager to implement any required actions. The responsibility to check that the implemented actions have removed/reduced the risks lies with Frederik Maas.
- 1.8.2 Staff are consulted on a regular basis, on matters regarding their health and safety. In case there is an issue which does not arise during direct consultations, staff can bring the matter up with their representative who will then take the matter further. The Staff representative is Milla Kauhanen.
- 1.9 The Building Manager will be responsible for identifying all equipment or premises issues needing maintenance. The Building Manager will be responsible for ensuring effective maintenance procedures are drawn up. Frederik Maas will be responsible for ensuring that all identified maintenance is implemented. Any problems found with facilities and/or equipment should be reported to the Building Manager. The Building Manager will check that new equipment meets health and safety standards before it is purchased.
- 1.10 SAFE HANDLING AND USE OF SUBSTANCES

- 1.10.1 The Building Manager is responsible for identifying substances which need a COSHH assessment, for ensuring that all relevant staff are informed about COSHH assessments and that new substances can be used safely before purchased.
- 1.10.2 Assessments will be reviewed every 12 months or when work activities change, whichever is soonest.
- 1.11 INFORMATION, INSTRUCTION AND SUPERVISION
 - 1.11.1 Health and safety poster/information is displayed by the main entrance outside reception. Health and safety advice is available in the staff room and from the Building and Events Manager.
 - 1.11.2 Supervision of young staff/ trainees will be arranged by Frederik Maas.
 - 1.11.3 Appropriate induction training will be provided for all staff by relevant Heads of Department or Senior staff.
 - 1.11.4 All students will receive a briefing on Health & Safety issues at the commencement of their studies as part of their induction process.
 - 1.11.5 Specific jobs requiring special training are cleaner, receptionist and Pilates instructors.
- 1.12 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH
 - 1.12.1 The first aid boxes are kept in reception on the ground floor and in the admin office on the first floor. The appointed persons/ first aiders are: Donald McLennan and Sarah Hanson. All accidents not relating to performing arts/ dance training are to be recorded in the accident book. The book is kept in reception.
- 1.13 MONITORING - To check our working conditions, and ensure our safe working practices are being followed, we will be continuously monitoring all activities taking place in the building, making sure that safe practices are met and at they are carried out according to health and safety regulations. We will also continuously monitor that the building and any equipment used meets health and safety regulations and does not cause any risk of injury or ill health to staff, students and visitors.
- 1.14 EMERGENCY PROCEDURES – FIRE AND EVACUATION
 - 1.14.1 Donald McLennan is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the Fire Marshals every day.
 - 1.14.2 Fire extinguishers are checked regularly, according to the Emergency Escape Plan, by the Fire Marshals and they are maintained by a qualified engineer regularly.
 - 1.14.3 Alarms are tested every Monday morning at 9.30am by the Island Business Centre management, Marinos Myrmidonis. Emergency evacuation procedures will be tested at regular intervals.