



Susi Earnshaw Theatre School

HEALTH & SAFETY POLICY

Date: July 2026	Next review: July 2027
Ratified by: Susi Earnshaw (proprietor)	

This policy is read and referred to routinely, including at inset days and in regular staff meetings. It is also annually updated and reviewed by and signed off by the Proprietor and Head teacher.

Health and safety is the responsibility of the Proprietor, who delegates day-to-day management to the Headteacher and the appointed Health & Safety Officer. All staff share responsibility for maintaining a safe environment.

1. Purpose of this Policy

Susi Earnshaw Theatre School is committed to providing, so far as is reasonably practicable, a safe and healthy environment for all pupils, employees, visitors, contractors, volunteers and hirers.

As a specialist theatre school, the School recognises that its activities can involve hazards that may not ordinarily arise within a conventional educational environment. These include dance and movement activities, theatrical performances, staging, lighting, sound equipment, props, scenery, electrical equipment, manual handling, working at height and public performances.

The School therefore operates a proportionate and risk-based health and safety management system designed to:

- Prevent injury and ill health so far as reasonably practicable
- Identify hazards and assess significant risks
- Implement appropriate control measures
- Provide safe premises and equipment
- Provide appropriate information, instruction, training and supervision
- Maintain effective emergency arrangements
- Protect pupils, staff, visitors and other persons affected by the School's activities
- Monitor accidents, incidents and near misses
- Review and improve health and safety arrangements

Health and safety is regarded as a shared responsibility throughout the School.

2. Legislation and Regulatory Framework

This policy is informed by and will be implemented in accordance with applicable UK legislation, regulations and official guidance.

The principal legislation and regulations relevant to the School include:

Health and Safety

- [Health and Safety at Work etc. Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- [Electricity at Work Regulations 1989](#)
- [Personal Protective Equipment at Work Regulations 1992](#)
- [Manual Handling Operations Regulations 1992](#)
- [Work at Height Regulations 2005](#)
- [Control of Noise at Work Regulations 2005](#)

- [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#)
- [Health and Safety \(First-Aid\) Regulations 1981](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

Fire Safety

- [Regulatory Reform \(Fire Safety\) Order 2005](#)

Terrorism Protection

- **Martyn's Law — Terrorism (Protection of Premises) Act 2025**

Education and Premises

Where applicable, the School will also comply with relevant requirements arising from:

- **School Premises (England) Regulations 2012** — [Official legislation](#) • **Education (Independent School Standards) Regulations 2014** — [Official legislation](#)
- **Department for Education (DfE) health and safety guidance** — [Health and safety: advice for schools](#)
- **DfE guidance on school premises standards** — [Standards for school premises](#) • **Health and Safety Executive (HSE) guidance** relevant to the School's activities, premises and equipment — [HSE health and safety guidance for schools](#) • **Relevant fire safety legislation and guidance**, including guidance for educational premises — [Fire safety risk assessment: educational premises](#)
- **DfE guidance on fire safety in schools**, including Building Bulletin 100 where relevant to school buildings and fire safety design — [Design for fire safety in schools: BB 100](#)
- Other legislation, regulations and official guidance applicable to the School's premises, staff, pupils, visitors, contractors and activities.

The School will monitor changes to legislation, regulations and official guidance and will review and update this Health & Safety Policy and associated procedures where necessary. The School will ensure that changes which materially affect its health and safety arrangements are communicated to relevant staff and incorporated into risk assessments, procedures and training as appropriate.

3. Statement of Intent

Susi Earnshaw Theatre School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of everyone affected by its activities.

The School will:

- Provide and maintain safe premises

- Provide suitable and properly maintained equipment
- Establish safe systems of work
- Undertake suitable and sufficient risk assessments
- Implement appropriate control measures
- Provide appropriate supervision
- Provide information, instruction and training
- Maintain appropriate first-aid school
- Maintain effective fire and emergency arrangements
- Maintain appropriate security arrangements
- Prepare for the implementation of Martyn's Law
- Report and investigate accidents and incidents appropriately
- Monitor health and safety performance
- Review this policy and associated procedures regularly

The School recognises that effective health and safety management involves managing risk proportionately and does not require the elimination of every activity involving an element of risk.

4. School Context

Susi Earnshaw Theatre School is a specialist theatre education setting with approximately **30 pupils aged 9–16**.

The School's activities include:

- Classroom teaching
- Drama
- Dance
- Movement
- Rehearsals
- Theatre production
- Technical theatre
- Lighting
- Sound
- Stage management
- Props
- Scenery
- Performances
- Public events
- Community lettings
- Visiting professionals
- Contractors

Normal School hours are approximately **8:30am–4:30pm**, although rehearsals, performances, lettings and other activities may take place outside these hours.

The School recognises that public performances and community use can result in significantly higher numbers of people being present than during normal school operations.

5. Organisation and Responsibilities

5.1 Proprietor

The Proprietor has overall responsibility for ensuring that appropriate arrangements and resources are available for managing health and safety.

The Proprietor will:

- Ensure suitable health and safety arrangements are established
- Provide adequate resources for health and safety
- Ensure statutory duties are addressed
- Ensure suitable risk assessments are undertaken
- Ensure the premises are appropriately maintained
- Ensure competent health and safety advice is available
- Review health and safety performance
- Ensure appropriate action is taken where significant risks are identified

Responsibilities may be delegated to competent persons, but the School will ensure that appropriate accountability remains clearly established.

5.2 Headteacher

The Headteacher / Principal is responsible for the day-to-day implementation of this policy.

Responsibilities include:

- Implementing School health and safety procedures
- Ensuring staff receive appropriate information and training
- Ensuring pupils are appropriately supervised
- Ensuring risk assessments are implemented
- Ensuring hazards and defects are reported
- Ensuring appropriate emergency procedures are maintained
- Ensuring accidents and incidents are appropriately managed
- Escalating significant health and safety matters to the Proprietor

5.3 Health & Safety Officer

The Health & Safety Officer supports the School's competent-person arrangements.

Responsibilities include:

- Maintaining health and safety records
- Maintaining the Risk Assessment Register
- Monitoring inspection and maintenance schedules
- Maintaining the COSHH register
- Supporting accident and incident investigations
- Monitoring fire safety records
- Supporting first-aid arrangements
- Monitoring staff training records
- Advising leadership on health and safety matters
- Monitoring legislative and guidance changes
- Supporting emergency preparedness
- Supporting the School's preparation for Martyn's Law
- Identifying matters requiring specialist external advice

Where specialist competence is required, the School will obtain advice from an appropriately qualified and competent external person or organisation.

5.4 Staff

All staff must:

- Take reasonable care of their own health and safety
- Take reasonable care of others who may be affected by their actions
- Follow School procedures and risk assessments
- Use equipment correctly
- Report hazards and defects promptly
- Report accidents, incidents and near misses
- Attend required training
- Maintain appropriate pupil supervision
- Follow emergency procedures
- Not undertake activities for which they are not appropriately trained or authorised

5.5 Pupils

Pupils are expected to:

- Follow reasonable safety instructions
- Use equipment appropriately
- Follow staff instructions during practical activities
- Report hazards, accidents and unsafe behaviour
- Not interfere with safety equipment
- Behave in a manner that does not unnecessarily place themselves or others at risk
- Follow fire evacuation, lockdown and other emergency instructions

6. Competence, Information, Instruction and Training

The School will ensure that persons undertaking health and safety-related duties are suitably competent.

Competence may be achieved through:

- Appropriate qualifications
- Training
- Experience
- Supervision
- Specialist external advice

Staff will receive appropriate health and safety information and training relevant to their

role. Particular training requirements may apply to staff involved in:

- Technical theatre
- Lighting
- Sound
- Electrical equipment
- Working at height
- Manual handling
- COSHH
- Fire safety
- First aid
- Emergency procedures
- Security
- Lockdown/evacuation
- Public performances

Training records will be maintained.

7. Risk Assessment

The School will undertake **suitable and sufficient risk assessments** for significant risks arising from its premises, activities and equipment.

Risk assessments may cover:

- General premises
- Classrooms
- Dance studios
- Theatre spaces

- Drama activities
- Practical activities
- Technical theatre
- Lighting
- Sound
- Electrical equipment
- Stage equipment
- Props and scenery
- Working at height
- Manual handling
- Noise
- Hazardous substances
- Fire
- Security
- Terrorism
- Performances
- Public events
- Community lettings
- Off-site activities
- Individual pupil needs where required

Risk assessments will identify:

1. Hazards
2. Persons at risk
3. Existing control measures
4. Further control measures required
5. Responsible persons
6. Review arrangements

Risk assessments will be reviewed:

- At appropriate intervals
- Following significant changes
- Following accidents or incidents where relevant
- When new hazards are identified
- When activities or equipment change
- When legislation or guidance changes

The School will not rely solely on an annual review where a risk requires more frequent monitoring.

8. Premises Safety

The School will maintain its premises so far as is reasonably practicable in a condition that enables activities to be undertaken safely.

The School will ensure appropriate arrangements for:

- Floors and walking surfaces
- Lighting
- Ventilation
- Temperature
- Welfare facilities
- Access and egress
- Emergency escape routes
- Storage
- Security
- Cleaning
- Maintenance
- Defect reporting

Emergency escape routes and exits must remain unobstructed.

Significant defects presenting an immediate or substantial risk will be addressed promptly and, where necessary, affected areas or equipment will be taken out of use.

9. Work Equipment and Theatre Equipment

The School will manage work equipment in accordance with applicable requirements, including the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**.

Equipment will be:

- Suitable for its intended purpose
- Maintained in a safe condition
- Inspected where appropriate
- Used in accordance with manufacturers' instructions
- Used only by appropriately trained or authorised persons where required

This includes, where applicable:

- Stage equipment
- Lighting equipment
- Sound equipment
- Staging
- Ladders
- Access equipment
- Electrical equipment
- Props and scenery
- Production equipment

Pupils will only use equipment where the activity has been risk assessed as suitable and

appropriate supervision and instruction are provided.

10. Electrical Safety

The School will maintain electrical installations and equipment so far as is reasonably practicable to prevent danger.

The School will:

- Arrange appropriate inspection and maintenance of electrical installations
 - Ensure electrical work is undertaken by suitably competent persons •
- Remove defective equipment from use
- Prevent unauthorised electrical modifications
 - Maintain appropriate inspection and maintenance records
 - Ensure cables are managed safely
 - Ensure theatre cabling is appropriately secured
 - Minimise electrical and trip hazards

Portable electrical equipment will be inspected and tested according to a **risk-based programme**.

The School recognises that there is no blanket legal requirement for every portable electrical appliance to undergo annual PAT testing. The inspection and testing regime will be determined according to the equipment, environment, frequency of use and level of risk.

11. Working at Height

Where work at height is undertaken, the School will comply with the **Work at Height Regulations 2005**.

The School will:

- Avoid work at height where reasonably practicable
- Assess unavoidable work at height
- Use suitable access equipment
- Ensure equipment is properly maintained
- Ensure persons undertaking work at height are appropriately trained and competent
- Prevent unauthorised access to hazardous areas
- Prevent pupils from climbing lighting rigs, stage structures, scenery or other unsuitable structures

Technical theatre rigging and work at height will only be undertaken by appropriately competent persons.

12. Manual Handling

The School will assess manual handling risks in accordance with the **Manual Handling Operations Regulations 1992**, where applicable.

Particular consideration will be given to:

- Scenery
- Props
- Stage equipment
- Lighting equipment
- Sound equipment
- Furniture
- Storage boxes

Where appropriate, the School will use:

- Mechanical aids
- Reduced loads
- Team lifting
- Appropriate storage arrangements
- Training and instruction

Pupils will not be required to undertake manual handling activities presenting an inappropriate level of risk.

13. Noise

The School recognises that theatrical and musical activities can involve amplified sound and potentially elevated noise exposure.

Where employees may be exposed to hazardous levels of workplace noise, the School will assess and control the risk in accordance with the **Control of Noise at Work Regulations 2005**.

Controls may include:

- Reducing volume where reasonably practicable
- Limiting exposure time
- Increasing distance from sound sources
- Using quieter equipment where reasonably practicable
- Providing hearing protection where required
- Establishing hearing protection zones where appropriate
- Providing information and training
- Undertaking health surveillance where required by the risk assessment

14. Theatre and Technical Safety

The specialist nature of the School requires additional controls for technical theatre.

The School will ensure:

- Specialist equipment is operated by authorised persons
- Pupils are appropriately supervised
- Rigging is undertaken by competent persons
- Stage structures are appropriately maintained
- Cables are safely routed and secured
- Props and scenery are safely stored
- Lighting equipment is appropriately installed and maintained
- Electrical equipment is appropriately controlled
- Technical areas are controlled where necessary
- Productions and performances are subject to appropriate risk assessment

No defective or unsafe technical equipment may be used.

15. Fire Safety

The School will comply with the **Regulatory Reform (Fire Safety) Order 2005** and other applicable fire safety requirements.

The School will maintain:

- A suitable and sufficient fire risk assessment
- Fire detection and alarm arrangements
- Emergency lighting where required
- Suitable fire-fighting equipment
- Clearly identified escape routes
- Emergency evacuation procedures
- Assembly arrangements
- Appropriate fire safety signage
- Inspection and maintenance arrangements
- Staff fire safety training
- Regular fire drills

The fire risk assessment will be reviewed following significant changes to:

- Premises
- Occupancy
- Activities
- Layout

- Fire precautions
- Significant incidents

Public performances and events will be considered within the fire risk assessment and relevant event risk assessments.

16. Emergency Preparedness

The School will maintain emergency arrangements proportionate to the risks associated with its activities.

Emergency procedures will address, where appropriate:

- Fire
- Serious injury
- Medical emergencies
- Security incidents
- Intruders
- Violence or threats
- Terrorist incidents
- Lockdown
- Invacuation
- Evacuation
- Severe weather
- Utility failures
- Hazardous substance incidents
- Significant building or structural incidents

Staff will receive appropriate information and training on emergency procedures. Emergency arrangements will be tested and reviewed periodically.

17. Martyn's Law

Terrorism (Protection of Premises) Act 2025 — Martyn's Law

Martyn's Law, formally the **Terrorism (Protection of Premises) Act 2025**, establishes a legal framework requiring certain premises and events to improve preparedness for and protection against terrorist attacks.

The Act received Royal Assent on **3 April 2025**.

At the date of this policy, the substantive statutory requirements of Martyn's Law have not yet

come into force. The School will therefore use the implementation period to understand its obligations and prepare for commencement.

Susi Earnshaw Theatre School recognises that its specialist theatre environment, performances, visitors, contractors and community lettings require appropriate consideration of terrorism and protective security.

The School will:

- Monitor the implementation and commencement of Martyn's Law
- Monitor official Government guidance
- Determine whether the School's premises fall within the scope of the legislation
- Consider occupancy during normal School operations
- Consider occupancy during performances and public events
- Consider community lettings and other activities involving members of the public
- Review emergency evacuation arrangements
- Maintain appropriate lockdown and invacuation arrangements
- Review visitor and access-control arrangements
- Consider appropriate communication procedures
- Provide appropriate staff awareness and training
- Include terrorism considerations within relevant risk assessments
- Coordinate terrorism preparedness with fire and emergency arrangements
- Cooperate with emergency services where appropriate
- Implement statutory requirements applicable to the School when Martyn's Law comes into force

The School will not represent itself as being subject to substantive statutory duties under Martyn's Law until those duties have commenced.

Martyn's Law and Events

The School recognises that an event may have a different risk profile from normal School operations.

Accordingly, significant performances, public events and community lettings will be considered separately where appropriate, including:

- Expected attendance
- Access and entry arrangements
- Visitor management
- Emergency communication
- Evacuation arrangements
- Lockdown/invacuation arrangements
- Staff responsibilities
- Interaction with emergency services

Martyn's Law arrangements will be integrated with the School's:

- Fire Risk Assessment
- Emergency Plan
- Lockdown / Invacuation Procedure
- Security Procedures
- Visitor Management Procedures
- Event Risk Assessments
- Performance Risk Assessments
- Lettings Procedures
- Business Continuity arrangements

18. Risky Areas and Specific Site Controls

The School has identified a number of areas of the premises that require specific controls to minimise the risk of injury to pupils, staff, visitors and contractors. These areas are subject to the following arrangements.

18.1 The Pond / Sustainable Drainage System

The pond is part of the School's sustainable drainage system and is located in the far corner of the car park. It may occasionally be used as part of supervised science lessons.

Pupils are not permitted to approach or enter the pond area unless this forms part of a planned lesson and appropriate adult supervision is in place.

The following controls apply:

- Pupils are informed that the pond area is out of bounds unless they are accompanied by a member of staff.
- Staff supervising pupils at the pond must maintain appropriate supervision at all times.
- The pond is very shallow and contains substantial plant growth; however, the potential for slips, trips or falling into the water remains a recognised hazard. ● The pond area is monitored by staff on duty during break, lunchtime and after-school periods.
- Staff must intervene immediately if pupils attempt to enter or approach the pond without authorisation.
- Any science lesson involving the pond must be appropriately planned and supervised, with the activity-specific risks considered in advance.
- The pond and surrounding area should be kept reasonably clear of unnecessary trip hazards and maintained in a condition appropriate for supervised educational use.

Risk assessment: The residual risk of a pupil falling into the pond is considered **Low**, provided the above controls remain in place.

18.2 The Theatre

The theatre is a specialist teaching and performance space and may be used for assemblies, drama lessons, rehearsals and other supervised School activities.

The theatre is otherwise **out of bounds to pupils**.

The following controls apply:

- Pupils may only enter the theatre when it is being used for a supervised School activity.
- No pupil is permitted to use the theatre without appropriate adult supervision. ● Staff must ensure that pupils understand the layout and potential hazards of the space before participating in activities.
- The stage edge is clearly identified using white tape.
- During drama and theatre skills lessons, pupils are taught the dynamics and boundaries of the performance space.
- Activities involving movement, staging, performance or physical theatre must be appropriately supervised.
- Staff must ensure that the stage and surrounding areas are kept clear of unnecessary obstructions.
- Any changes to staging, furniture, technical equipment or the theatre layout must be considered before pupils use the space.

Risk assessment: The residual risk of a pupil falling from the stage is considered **Low**, provided the stage boundary is clearly marked, pupils understand the space and appropriate supervision is maintained.

18.3 The Cellar

The cellar is a restricted area and is **not required for pupil use**.

The following controls apply:

- The cellar is kept locked at all times.
- Pupils are not permitted to enter the cellar.
- Access is restricted to authorised staff or contractors where there is a legitimate operational requirement.
- Where access is required, staff must take reasonable precautions appropriate to the activity being undertaken.
- The cellar must not be used for the storage of materials that could create an additional hazard or obstruct access.

Risk assessment: The residual risk to pupils is considered **Low** because pupil access is prohibited and the area remains locked.

18.4 The Kitchen

The kitchen is a staff-only area used for the preparation of hot drinks, snacks and lunches.

Pupils are **not permitted to enter the kitchen**.

The following controls apply:

- Kitchen access is restricted to authorised staff.
- Pupils must not operate kitchen equipment, including the microwave.
- Where a pupil requires food to be heated, this must be undertaken by a member of duty staff.
- Appropriate care must be taken when handling hot food, drinks and kitchen equipment.
- Pupils have access to a designated fridge located outside the kitchen for the storage of their lunches.
- Staff must ensure that hot drinks and food are kept away from areas where they could be knocked over by pupils.
- The kitchen must be kept clean, hygienic and free from unnecessary obstructions.
- Electrical appliances and other kitchen equipment must be maintained in accordance with the School's relevant inspection and maintenance arrangements.

Risk assessment: The residual risk to pupils from hot surfaces, liquids and kitchen equipment is considered **Low**, provided access restrictions and staff controls are maintained.

18.5 The Car Park

The School car park presents a potential risk from moving vehicles, particularly during deliveries, collections and other occasions when vehicles may need to enter or leave the premises.

The following controls apply:

- Staff are instructed to park as far down the car park as practicable.
- This arrangement leaves a designated area at the top of the car park, adjacent to the School building, for pupil use.
- There is normally no routine flow of vehicle traffic through the car park during the School day.
- Pupils must remain within the designated area for play and must not enter vehicle parking or access areas unnecessarily.
- Where a delivery or other vehicle movement is required during the School day, staff must ensure that pupils are moved away from the area before the gates are opened and the vehicle enters or leaves.
- Staff must supervise pupils appropriately whenever vehicle movements could present a risk.
- Deliveries should, where reasonably practicable, be scheduled to minimise interaction between pupils and moving vehicles.
- Drivers entering the premises must be directed appropriately and should proceed at a safe speed.
- Gates must only be opened when it is safe to do so.
- Staff should remain alert to pedestrians, particularly younger pupils, visitors and contractors.

Risk assessment: The residual risk from vehicle movement is considered **Low** during normal School operations, provided the car park controls and supervision arrangements are maintained. The risk increases during deliveries or other vehicle movements and must

therefore be actively managed at those times.

18.6 General Requirement for Restricted or Higher-Risk Areas

The School operates a general principle that pupils should not have unsupervised access to areas presenting a foreseeable risk of injury.

Where an area is designated as restricted, out of bounds or staff-only:

- Pupils must not enter unless specifically authorised and appropriately supervised.
- Staff are responsible for challenging unsafe or unauthorised access.
- Doors, gates or other access controls must be kept secured where appropriate.
- Staff must report any defect, damage or change in circumstances that could increase the risk associated with the area.
- Risk assessments must be reviewed where there is a significant change to the use, layout or condition of an area.
- Any accident, near miss or dangerous occurrence must be reported in accordance with the School's accident and incident reporting procedures.

The School recognises that risk cannot always be eliminated entirely. The objective is therefore to identify foreseeable hazards, implement proportionate control measures and maintain appropriate supervision so that risks are reduced to an acceptable level.

19. First Aid and Medical Provision

The School will comply with the **Health and Safety (First-Aid) Regulations 1981**. The

School will undertake a first-aid needs assessment to determine appropriate school.

School will take account of:

Number of pupils and staff

2 Pupils to 1 Member of Staff

Age of pupils

9-16 Years Old

Nature of School activities

Performing Arts

Theatre and dance activities

Drama acting for screen lamda. Ballet, jazz, contemporary street, gcse

dance. **Premises**

They have access to a classroom, dance / drama studios and a theatre/

Performances

Annual Christmas shows and Annual Summer shows

Off-site activities

Performances in the local area* (During these, an off-site risk assessment will be conducted) The School will provide:

- Appropriate first-aid equipment (ie First aid Kits)
- Suitable trained first-aid personnel:

Sean Kelly

Louis Costa

Clementine Griffiths

Melissa Gillespie

- Appropriate first-aid information (Allergies and Medical History)
- Arrangements for summoning emergency assistance
- Suitable first-aid arrangements that at least one first aider will be present at all times during School activities.

First-aid equipment will be checked and replenished as necessary.

Appropriate records will be maintained.

20. COSHH

The School recognises its duties under the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**.

The Health & Safety Officer will maintain the School's COSHH register.

Where hazardous substances are used, the School will maintain appropriate:

- COSHH assessments
- Safety Data Sheets
- Storage arrangements
- Exposure controls
- PPE requirements
- Spill procedures
- Disposal arrangements
- Training records

Hazardous substances will be appropriately labelled and stored securely.

Pupils will not use hazardous substances unless the activity has been specifically assessed and suitable supervision and control measures are in place.

21. Personal Protective Equipment

Where risks cannot be adequately controlled by other means, appropriate personal protective equipment will be provided in accordance with the **Personal Protective Equipment at Work Regulations 1992**, as applicable.

PPE may include:

- Safety footwear
- Gloves
- Eye protection
- Hearing protection
- Protective clothing
- Respiratory protection where required

PPE will be suitable for the task and users will receive appropriate information and instruction.

22. Accident, Incident and Near-Miss Reporting

All accidents, injuries and significant near misses must be reported promptly. The

School will:

- Record accidents and incidents appropriately
- Investigate significant incidents
- Identify underlying causes
- Implement corrective action
- Review relevant risk assessments
- Notify parents/carers where appropriate
- Escalate significant incidents to senior leadership
- Determine whether an incident is reportable under RIDDOR

The School recognises that **not every accident occurring within a school is reportable under RIDDOR**.

Where an incident meets the statutory reporting criteria, the School will make the appropriate report to the Health and Safety Executive within the applicable statutory timescale.

RIDDOR records will be retained for the required statutory period.

23. Supervision

The School will maintain appropriate supervision arrangements for pupils.

Particular consideration will be given to:

- Dance
- Drama
- Practical activities
- Technical theatre
- Stage activities
- Equipment use
- Arrival
- Dismissal
- Performances
- Rehearsals
- Off-site activities
- Community events

Supervision arrangements will be informed by risk assessment.

24. Visitors, Contractors and Hirers

The School will maintain appropriate arrangements for visitors, contractors and hirers.

Where appropriate:

- Visitors will sign in
- Visitors will be appropriately supervised
- Contractors will demonstrate appropriate competence
- Contractors will comply with site safety requirements
- Hirers will receive relevant emergency information
- Hirers will be responsible for appropriate supervision of their activities
- Equipment use by hirers will be controlled
- Areas will be inspected following use

Where a contractor or hirer's activities create additional risks, suitable risk assessments and control measures will be established.

25. Staff Induction

All new staff will receive an appropriate health and safety induction.

Induction will cover, as relevant:

- General health and safety responsibilities
- Fire procedures
- Emergency procedures

- First-aid arrangements
- Accident reporting
- Risk assessments
- COSHH
- Electrical safety
- Technical theatre safety
- Working at height
- Manual handling
- Noise
- Security
- Visitor management
- Lockdown/invacuation
- Martyn's Law awareness
- Relevant specialist equipment

Staff will confirm completion of induction through appropriate records.

26. Monitoring and Inspection

The School will maintain an appropriate programme of health and safety monitoring.

This may include:

- Premises inspections
- Fire safety checks
- Fire alarm testing
- Emergency lighting checks
- Fire equipment inspections
- Electrical inspections
- Equipment inspections
- Technical theatre inspections
- First-aid equipment checks
- COSHH storage inspections
- Risk assessment reviews
- Accident and near-miss analysis
- Training record checks
- Security reviews
- Emergency exercises
- Martyn's Law preparedness reviews

Findings will be recorded and corrective action implemented where required.

27. Health & Safety Management Review

The Proprietor and Headteacher / Principal will undertake an annual review of the School's health and safety management arrangements.

The review will consider:

- Accidents
- Incidents
- Near misses
- Risk assessments
- Fire safety
- First aid
- COSHH
- Equipment safety
- Electrical safety
- Staff training
- Emergency preparedness
- Security
- Martyn's Law developments
- Changes to legislation
- Inspection findings
- Recommendations from competent advisers

The review will identify areas for improvement and establish appropriate actions.

28. Risk Assessment Register

The School will maintain a central **Risk Assessment Register**.

The register will contain, where applicable:

- General premises risk assessment
- Fire risk assessment
- Classroom risk assessments
- Dance studio risk assessments
- Theatre risk assessment
- Technical theatre risk assessments
- COSHH assessments
- Electrical safety assessments
- Working-at-height assessments
- Manual handling assessments
- Noise assessments
- Performance risk assessments
- Event risk assessments
- Lettings risk assessments
- Off-site activity risk assessments
- Individual risk assessments where required
- Security risk assessment
- Emergency preparedness assessment

- Martyn's Law/terrorism preparedness assessment

The Health & Safety Officer will maintain the register and ensure appropriate reviews are undertaken.

29. Health & Safety Records

The School will maintain appropriate health and safety records, including:

- Risk assessments
- COSHH assessments
- Safety Data Sheets
- Fire risk assessment
- Fire drill records
- Fire alarm records
- Emergency lighting records
- Equipment inspection records
- Electrical inspection records
- First-aid records
- Accident and incident records
- RIDDOR reports
- Staff training records
- Staff induction records
- Maintenance records
- Emergency exercise records
- Security records where appropriate
- Martyn's Law preparedness records
- Contractor records where relevant

Records will be retained in accordance with applicable statutory requirements and the School's record-retention arrangements.

30. Consultation and Communication

The School recognises the importance of communicating health and safety information effectively.

Health and safety information will be communicated through appropriate means, including:

- Staff induction
- Staff meetings
- Training
- Risk assessment briefings
- Notices and signage
- Emergency briefings

- School procedures
- Relevant pupil instruction

Staff will be encouraged to report hazards, unsafe conditions and concerns. Where appropriate, staff will be consulted on health and safety matters affecting their work.

31. Policy Accessibility

This policy will be accessible to:

- Permanent staff
- Temporary staff
- Supply staff
- Volunteers
- Contractors where relevant

Staff induction will include information on how to access this policy and associated health and safety procedures.

32. Non-Compliance

Failure by an employee to follow reasonable health and safety requirements may result in appropriate management action.

Serious or deliberate breaches may be dealt with under the School's disciplinary procedures.

Pupils who repeatedly disregard reasonable health and safety instructions may be subject to appropriate behaviour or disciplinary procedures.

The School will distinguish between genuine mistakes, inadequate training and deliberate or reckless disregard of safety requirements.

33. Policy Review

This policy will be reviewed at least annually and sooner where required.

An earlier review will take place following:

- Significant legislative change
- Changes to the School's premises
- Changes to activities
- Introduction of new equipment
- Significant accidents or incidents
- Changes in staffing or responsibilities
- Changes in occupancy

- Significant performances or events
- Changes to terrorism-protection requirements
- Publication of new statutory guidance
- Findings from inspections or audits
- Advice from competent external persons

34. Staff Declaration

All staff are required to confirm that they have:

- Read this Health & Safety Policy
- Understood their responsibilities
- Understood the emergency procedures relevant to their role
- Understood the requirements applicable to their activities
- Agreed to follow the School's health and safety arrangements