

Bristol Old Vic Theatre School

An Affiliate of the Conservatoire for Dance & Drama

Bristol Old Vic Theatre School

Health and Safety Policy Statement

Our statement of general policy is:

- to secure the health and safety of students, staff and others using the School's premises or participating in our activities.
- to consult with our employees and students on matters affecting their health and safety;
- to provide and maintain safe buildings, plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and students;
- to ensure all employees and students are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the School's Council of Management (Governing body).

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Principal.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Downside Road site	Jon Sherwood
Christchurch Studios site	Ian Humphreys
Sheene Road site	Sam Raine

All employees and students have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by each department and checked by the Head of Department

Action required to remove/control risks will be approved by the Head of Department who will be responsible for ensuring the action required is implemented, and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees is provided by the School's Health and Safety Committee, which is made up of representatives from the core School departments:

Chairman - Health and Safety Advisor – Pete Goodwin
Senior Management - Paul Rummer
Downside Road site - Jon Sherwood
Christchurch Studios site - Ian Humphreys
Sheene Road site - Sam Raine
Estates Manager – Joe Watt
Acting – Paul Clarkson
TV/Film Production – Richard Maxwell

The committee meets normally at least once every School term.

Consultation with students is through the School's student representatives who meet termly with senior staff and the School's governors.

Safe plant and equipment

Each Head of Department will be responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to the Department Head who will also check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Heads of Department will be responsible for identifying all substances that need a COSHH Assessment and will be responsible for undertaking COSHH assessments.

They will be responsible for ensuring that all actions identified in the assessments are implemented and will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. They will also check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually, when the work activity changes or when new relevant information comes to light.

Information, instruction and supervision

The Health and Safety Law poster is displayed at each site and staff and students are provided with a H&S information booklet relating to the School's activities.

Health and safety advice is available from members of the Health and Safety committee or in the first instance through Heads of Department.

The relevant Heads of Department are responsible for ensuring that our employees and students working at locations under the control of other employers or organizations are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees and students by the relevant Heads of Department. Job-specific training may also be provided by visiting specialist tutors.

Where appropriate training records are kept by Heads of Department who will also identify, arrange and monitor training requirements.

Accidents, first aid and work-related ill health

There are currently no jobs identified where health surveillance is required; this situation is reviewed by the Health and Safety committee at regular intervals.

First-aid boxes are kept at each site and within key departments.

The appointed persons are those staff identified as responsible for each of the School's three sites: in addition to other first aid trained staff there are normally at least twenty first aid trained final year stage management students at the School.

All accidents, near-misses and cases of work-related ill health are to be recorded in the accident books kept at each site.

Staff identified as responsible for each of the School's three sites are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, the Health and Safety Advisor will normally visit each site termly and report findings to the Health and Safety Committee.

The relevant Head of Department, and where appropriate, the Health and Safety Advisor are responsible for investigating accident and work-related causes of sickness absences.

The relevant Head of Department is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Health and Safety Advisor is responsible for ensuring the fire risk assessment is undertaken and implemented, along with the member of staff responsible for the particular site.

Fire extinguishers, alarms and escape routes are regularly checked (normally weekly) by the Caretaker at Downside Rd; the staff responsible for Christchurch Studios and Sheene Rd undertake these duties for their site on the same basis.

Emergency evacuation will be tested at least every term.

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
Pete Goodwin	27/11/2016	Paul Rummer, Principal	27/11/2017