



HEALTH AND SAFETY POLICY

Owner:	Kevin Archbold (Principal)
Version:	3
Last Review:	August 2020
Next Review:	August 2021

Health and Safety Policy

KA Arts aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the School, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the School subscribes;
- setting and monitoring of health and safety objectives for the School;
- effective communication of and consultation on health and safety matters throughout the School;
- assessing the risks to the safety and health of our students/subcontractors and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work/dance-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our students/subcontractors and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for students/subcontractors;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the School;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

General Responsibilities

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- Kevin Archbold, Principal

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- Kevin Archbold, Principal

Tutors/Subcontractors Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the School's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Pupils Shall:

- Comply with the Schools' rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed and trained.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Tutor/Principal



Do

- Observe the safe system of work for the task.
- Report any accidents, incidents and near misses.
- Make sure you know where the accident book is.
- Make sure you know the arrangements for emergencies and first aid.
- Use equipment according to manufacturers' instructions.



Don't

- Remove guards when using equipment.
- Leave actions for another person to carry out.
- Make unauthorised modifications to equipment or use equipment with unauthorised modifications.
- Deviate from approved safe system of work.