

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Jack's Theatre School

Our health and safety policy is to:

Keep our students and staff safe whilst on site
Prevent accidents and cases of work related ill health
Manage health and safety risks in our workplace
Provide clear instructions, information and training to our teachers to ensure they can do their work safely
Provide relevant Personal Protective Equipment
Consult with teachers on health and safety matters
Provide and maintain safe equipment
Ensure safe handling of substances
Maintain safe and healthy working conditions
Implement emergency and evacuation procedures
Review and update this policy Regularly

Signed

Date

Print name

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Olivia Egan

2 Day-to-day responsibility for ensuring this policy is put into practice:

Olivia Egan

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

Olivia Egan - overall
Emelia Hollingshead, Charlotte Burgin and Sophie Stanbra on Saturday Mornings

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

We will complete relevant risk assessments
We will review risk assessments as circumstances change

Training

We will ensure all employees get an induction and relevant training
We will provide PPE where appropriate

Consultation

We will consult staff routinely on health and safety matters with an open door policy for any concerns to be raised.
We will formally include staff in health and safety reviews

Evacuation

We will ensure evacuation routes are well sign posted and understood by staff.
We will test evacuation plans regularly