

The Joyce Marshall Academy of Performing Arts

inspirational education for children aged 4-18

HEALTH AND SAFETY POLICY.

1. POLICY STATEMENT.

The Joyce Marshall Academy of Performing Arts is fully committed to providing, and maintaining, a safe and healthy environment for its staff and members of the public, in which to provide a high standard of education to its pupils. The Academy will endeavour to ensure that all activities are properly assessed (prior to commencement) and managed by its staff to reduce, control or avoid all foreseeable risks to anyone involved in the aforementioned activities. This policy will be reviewed every six months.

2. RESPONSIBILITIES.

In accordance with the above, The Joyce Marshall Academy of Performing Arts will:

- Provide and maintain at all times safe systems of work.
- Ensure all materials used are properly stored, handled and transported by members of staff only.
- Ensure that all staff are given the necessary instruction in lifting heavy apparatus.
- Assess the potential risks to any persons involved in activities provided by the Academy.
- Ensure that a Health and Safety Policy and Risk Assessment is available upon request by any person.
- Provide a safe and healthy workplace.
- Consult with employees and clients with regards to their health and safety and ensure that all employees are aware of any potential risks to their wellbeing. All employees are responsible for taking care of their own health and safety and that of the people they work with.
- Ensure that at no time will clients attempt to carry or operate electrical equipment, scenery or staging.
- Ensure that a Risk Assessment is completed each week prior to the commencement of the session and again at the end (see attached).

3. ACCIDENTS AND FIRST AID.

The Academy will:

- Ensure that all necessary first aid supplies are available at the Premises.
- Provide an accident book to record all accidents and injuries.
- Nominate a competent person in the absence of any qualified first aider to administer basic treatment following an accident or injury.
- Seek professional medical help promptly and efficiently in the event of any serious accident or emergency.
- Provide health surveillance for any necessary technical tasks, such as configuring lighting rigs, hanging scenery or building staging.

4. EMERGENCY PROCEDURE

The Academy will develop an emergency evacuation procedure to be implemented in the event of a fire, flood or other extreme event (terrorism). This will be explained to the clients and practised termly. Notices will be displayed indicating the emergency exits and escape routes will be checked prior to the commencement of every session.

Testing of fire alarms and fire extinguishers is the responsibility of the Premises providers from which we operate.