

# Health and Safety Policy

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Chapter in OU Operations Manual	10
Mapping to Quality Code	B3/6

# 10 Health and Safety Policy

## 10.1 Statement

- 10.1.1 Ballet West recognises the importance of providing and maintaining a safe and healthy environment in which to work, teach, study and dance. Nothing that we do is so important that it cannot be done safely.
- 10.1.2 It is our intention to meet our obligations under the Health and Safety at Work etc. Act 1974, which requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all employees, and to conduct our business so that students, employees and visitors are not exposed to risks to their health and safety.
- 10.1.3 To achieve this, we aim to promote a culture where health and safety is integrated into the management of Ballet West, including the allocation of resources appropriate to the risk as necessary.
- 10.1.4 This Health and Safety Policy describes how Ballet West, overseen by its Board of Trustees, manages the risks to health and safety and explains:
- The strategic aims of the Board and senior management;
  - The health and safety roles and responsibilities of staff at all levels.

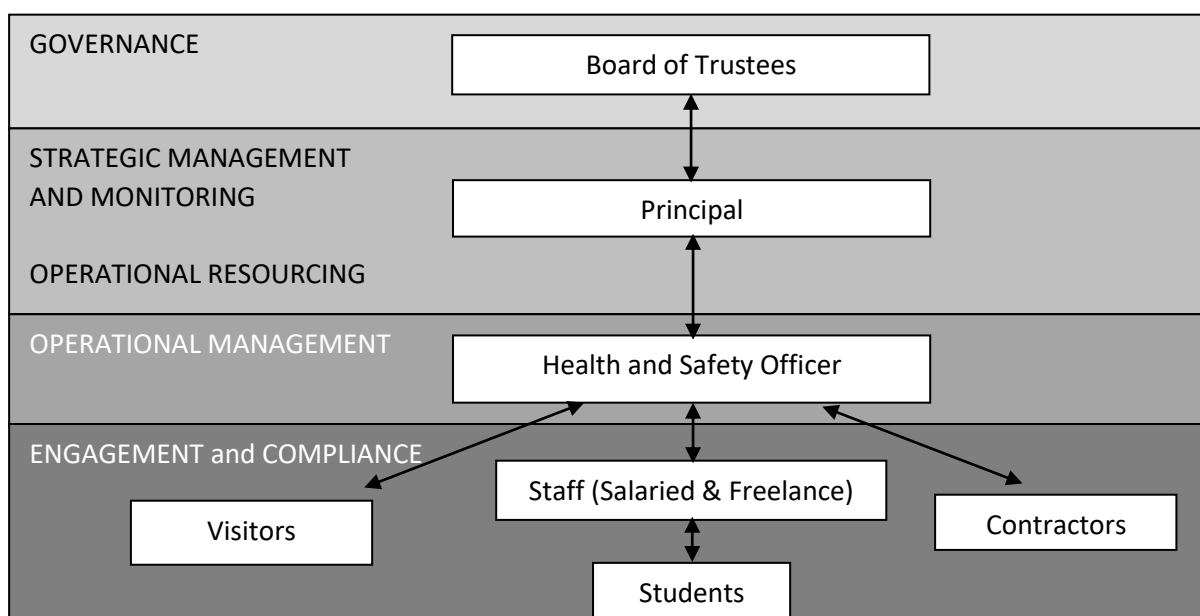
## 10.2 Aims

- 10.2.1 The principal aims of this Policy are to reduce risk to people and property and to ensure:
- legal compliance as a minimum;
  - that health and safety responsibilities are clearly defined;
  - that effective communication and consultation systems for health and safety are in place;
  - that risk management systems are in place to prevent injury and ill health.
- 10.2.2 In order to have a robust health and safety management system, Ballet West seeks to implement a clear risk assessment strategy which carefully examines the elements in work or study that could cause harm, and requires the implementation of effective control measures to minimise these risks.
- 10.2.3 One of the key aims of this Policy is to ensure that health and safety is culturally embedded in all Ballet West's activities.
- 10.2.4 This policy will be reviewed annually.
- 10.2.5 This policy applies to all staff (salaried and freelance), students, contractors and visitors at Ballet West

### 10.3 Statement of Responsibilities for Health and Safety

- 10.3.1 This may be simply the core legal duty as an employee to co-operate with Ballet West. However, any employee acting in a managerial, professional or supervisory capacity bears additional management responsibilities. The more senior the appointment, the more onerous the responsibility. The level of that responsibility is directly linked to the level of control.
- 10.3.2 In health and safety terms, an individual member of staff will be responsible for those people and activities they are expected to control. This responsibility applies to all activities (work, study, dance classes, performances, etc.) wherever they take place (for example on campus, during school trips, in theatres etc).
- 10.3.3 To enable everyone to understand what is expected of them, this Policy formally translates Ballet West’s duties laid upon it by legislation, civil law and its own expectations in two ways:
  - as the Policy Statement which sets out Ballet West’s commitment to health and safety.
  - a statement of responsibilities for each role. These responsibilities cannot be delegated. However, for staff, the actions needed to fulfil them can be passed on-to other role holders.

### 10.4 Health and Safety Roles and Responsibilities



## **The Board of Trustees**

10.4.1 The Board of Trustees is ultimately responsible for the health and safety of everyone who could be harmed by Ballet West activities, both on and off Ballet West premises.

The Board of Trustees must:

- satisfy itself that Ballet West has an appropriate written Policy Statement on Health and Safety, along with effective arrangements to implement it;
- consider the health and safety implications of strategic decisions such as large projects or new working arrangements;
- provide an effective mechanism by which staff are consulted on health and safety;
- receive regular reports from Principal; and
- be notified of any incidents carrying a major risk to health and safety, any enforcement action taken against Ballet West and any response taken in relation to these.

10.4.2 To discharge these responsibilities, the Board of Trustees is advised, in particular, by the Principal who sits on the board.

## **The Principal**

10.4.3 The Board of Trustees delegates the day-to-day executive responsibility for ensuring that Ballet West complies with relevant health and safety legislation to the Principal. The Principal provides the link between the broad strategic responsibility of the Board for health and safety and executive oversight leading to implementation and management of Ballet West's health and safety plan.

10.4.4 The Principal must:

- ensure that Ballet West successfully manages health and safety and that appropriate measures are taken to promote an effective health and safety culture within Ballet West;
- ensure that this Policy is reviewed on a regular basis and communicated to all staff;
- ensure that structures, systems, funds and procedures are in place to secure implementation of this Policy and associated codes of practice and protocols;
- agree with the senior management team how the Policy will be measured, monitored and reported
- ensure consultation with staff and students on matters relating to Health and safety

10.4.5 The Principal also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to Ballet West. In exceptional circumstances, this may include summarily closing down buildings or activities.

10.4.6 On a day-to-day basis, the Principal delegates this executive action to the Health and Safety Officer.

10.4.7 The Principal is responsible for ensuring that the Board of Trustees receives regular reports on health and safety.

## **Health and Safety officer**

10.4.8 On a day-to-day basis the Health and Safety officer ensures compliance, implementation and monitoring of Ballet West's health and safety management.

10.4.9 In particular, the Health and Safety officer must:

- ensure Health and Safety policies and procedures are in place and disseminate to all members of staff, students and visitors
- ensure that risk assessment processes are in place in line with Ballet West Risk Assessment Code of Practice;
- ensure that all staff and students are involved by promoting two-way communication relating to health and safety;
- Ensure that all accidents are logged in the Accident Report Book
- promote the importance of reporting accidents, incidents, near misses and cases of work-related ill-health and be involved with investigations;
- ensure processes are in place to address breaches of this Policy,
- fulfil the legal requirements of the nominated Responsible Person for fire safety where appropriate.
- ensure that all staff and students have the appropriate level of induction, training and supervision, are deemed competent, and that this is recorded;
- ensure statutory compliance testing and associated remedial actions are implemented and resolved
- organise fire drills and emergency procedures;
- ensure that systems are in place to quickly rectify hazards associated with the buildings or equipment.
- carry out periodic inspections of standards of health and safety, general housekeeping, and maintenance and repair;
- Report to the Principal any health and safety performance issues, policy breaches, incidents or near misses.

## **Student supervisors**

10.4.10 The term "Student supervisor" refers to anyone who is in charge of a student or group of students on behalf of Ballet West at any given time. This term is not location-specific and includes all elements of teaching, rehearsal and performance. The term includes, but is not restricted to, those in any of the following roles -

- Academic tutor
- Lecturer
- Dance Teacher
- Choreographer
- Dance Captain
- Stage Director
- Stage Manager

10.4.11 Student supervisors must:

- Report any accident to the Health and Safety Officer and assist in completing an entry in the Accident Report Book.
- apply and implement Ballet West's Health and Safety Policy and procedures;

- ensure that risk assessments in their area are carried out
- ensure identified control measures are implemented and continue to be effective;
- ensure that risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately;
- carry out a risk assessment using appropriate confidentiality if a staff member or student approaches them regarding a disability or condition affecting health;
- ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent;
- ensure that all statutory requirements as identified in relevant codes of practice are implemented in their work area;
- raise any issues of non-compliance through the Health & Safety Officer.

10.4.12 In addition, student supervisors must also:

- in conjunction with the student, produce and authorise a risk assessment for student projects and agree and write down control measures with the student before work begins;
- employ all best efforts to assist students who have a disability or condition affecting health which may be caused by or made worse by activities relating to study; and
- offer an adequate level of supervision, training and induction based on the risks involved in the work, and the individual experience and competency of the student.

### **All Staff**

10.4.13 The Health & Safety at Work Act 1974 states that everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with the Health & Safety officer.

10.4.14 Staff must:

- take reasonable care of themselves and co-operate with Ballet West on health and safety matters;
- carry out their work safely and in accordance with this Policy, procedures, or any relevant legislation;
- complete and follow the requirements of the risk assessment and implement any identified control measures;
- report an accident, incident, near miss or work-related illness to the Health and Safety Officer and assist in the completion of an entry in the Accident Report Book;
- notify their line manager if they have a disability or condition affecting health which may be caused by or made worse by work activities;
- undertake health and safety training and induction as directed
- report any faults, damage, unsafe or unhealthy working conditions, practices or equipment to the Health and Safety Officer
- use equipment only for its intended purpose;
- not interfere with or misuse any equipment provided for health and safety;
- on discovering a fire, raise the alarm;

- if emergency alarms sound, leave by the nearest emergency exit;
- not damage or instruct works on the fabric of the building, or connect directly to the services - other than through a standard electrical socket - without prior agreement from the Health and Safety Officer;
- bring any breaches of this Policy and procedures to the attention of the Health and Safety Officer.

10.4.15 Any breach of this policy, may result in disciplinary action by the board of trustees, or legal action under the Health & Safety at Work Act 1974.

### **All Students**

10.4.16 All Students must:

- take reasonable care of themselves and co-operate with Ballet West on health and safety matters;
- report an accident, incident, near miss or work-related illness to the student supervisor for the activity, and assist in the completion of an entry in the Accident Report Book, if asked to do so;
- notify the student supervisor for the activity if they have a disability or condition affecting health which may be caused by or made worse by any activities;
- report any faults, damage, unsafe or unhealthy working conditions, practices or equipment to the student supervisor for the activity, or the Health and Safety officer for generic concerns;
- use equipment only for its intended purpose;
- not interfere with or misuse anything provided for health and safety;
- on discovering a fire, raise the alarm;
- if emergency alarms sound, leave by the nearest emergency exit;
- notify their student supervisor, in advance, to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate;
- be aware of Ballet West regulations policies and procedures as provided in the student handbook.

10.4.17 Any breach of this policy will be considered as misconduct and may result in disciplinary action under the Student Disciplinary Policy and Procedures.

### **Contractors and Service Partners**

10.4.18 All contractors should be made aware of and agree to abide by the content of this Policy and associated codes of practice by the Health and Safety Officer.

10.4.19 All reasonable steps should be taken by Ballet West representative to monitor that this Policy is being implemented.