

# ANLABY

## STUDIOS

Reviewed - 1/10/2018

### Health and Safety Policy

Anlaby Studios believe that ensuring the health and safety of the public is essential to the success of the establishment

We are committed to:

- ✓ providing a safe and healthy working environment
- ✓ Preventing accidents
- ✓ Compliance with statutory requirements
- ✓ Assessing and controlling risks
- ✓ Ensuring safe working methods and equipments
- ✓ Providing effective information and instruction
- ✓ Monitoring and reviewing systems
- ✓ Setting targets

#### Accident Recording

All accidents resulting in personal injury must be recorded in the first aid book  
The book will be reviewed regularly by the principal to ascertain the nature of incident that have occurred in the establishment

Certain accidents causing injury, both fatal and non - fatal, certain occupational diseases and certain dangerous occurrences are reportable. All injury related accidents that are notified to the principle will be investigated. A risk assessment should then be carried out or existing risk assessment amended to avoid recurrence.

Investigation should be to:

Ensure that all necessary information in respect of the accident or incident is collated.

- To understand the sequence of events that led to the incident
- To identify the unsafe acts and conditions that contributed to the incident
- To identify the underlying causes that may have contributed to the incident
- To ensure that effective remedial action are taken to prevent any recurrence
- To enable a full and comprehensive report of the incident to be prepared and circulated to all interested parties
- Gain signed witness statements, photographs and drawings
- Behaviour Management
- All working staff must be familiar with the studio policies for safeguarding.
- Bomb Threat Procedure
- Action to be taken on receipt of a bomb threat or suspicious package

The caller should be asked the following questions,

- Where is it?
- In which part of the building? On which floor?
- What time will it go off?
- What does it look like? Size? Colour?

- What kind of bomb is it?
- Why are you doing this and do you have a code word?
- What are your name and address?
- Time of call
- Try to write down exactly what the person says immediately. The principal will decide whether to evacuate the building.

### First Aid Supporting Medical Needs

Only trained personnel should deal with the medical needs of the public.

- Mark Pearce
- Joe Davies

These persons will have completed a three day training course in first aid at work. This training must be refreshed every three years, refresher courses last two days.

Their main duties are:

- Give immediate help to casualties with common injuries and those arising from specific hazards.
- Ensure that an ambulance or other medical help is called when necessary.

The principal will be the appointed person to take charge of the situation when someone becomes ill or is injured and immediately summons medical assistance.

The principal looks after the first aid equipment and ensures that an ambulance or other medical help is called when appropriate.

A first aid bag and book is placed behind reception. The principal is responsible for keeping this up to date. All students should inform the principal of medical needs before taking a class or workshop or using the buildings services. An application form is distributed to identify the medical needs of the public within the establishment.

The principal is responsible for ensuring that there are adequate facilities and support to ensure health and safety and welfare of anyone with physical disabilities. All staff should be given any information about their needs. No student is allowed to take medication on site without a letter of consent from parents if under 16.

Staff will:

- Never move a casualty until they have been assessed by the qualified first aider unless the casualty is in immediate danger.
- Send for help to the reception or nearest known first aider as soon as possible by person or telephone.
- Reassure but never treat unless in possession of a first aid certificate.

First aider will record every case they treat as soon after the accident as is practicable. Each record will include at least the name, date and place and time and circumstances of the incident and details of the injury suffered as well as the treatment given.

Where a student under 16 years of age has been treated the studios should report the treatment to the child's parent/carer.

Injuries to the head need to be treated with particular care. Any evidence of the following may indicate serious injury and an ambulance must be called:

- unconsciousness

- confusion
- strange behaviour
- problems with memory
- headache
- double vision, slurred speech
- vomiting
- unequal pupil size
- pale yellow fluid from ears or nose
- bleeding from scalp that cannot be quickly stopped
- loss of balance
- loss of feeling
- weakness
- seizure.

There are a number of infectious diseases that can be transmitted by contact with blood and other fluid. Many such diseases do not necessarily present symptoms. It is important that responsible hygiene procedures are always followed whenever first aid is being given. Single use disposable gloves, aprons, hand washing after treatment. Spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease. Cordon of the area, clean with neutral detergent and hot water.

Following trauma to teeth or mouth it is important that the child is assessed by a dentist as soon as possible, even if there is no apparent damage. When teeth are knocked out immediate first aid is essential. Pick the tooth up carefully by the crown and wash under warm water or milk. Push the tooth gently back into the socket. Get the person to bite down on a clean handkerchief to hold the tooth in place.

#### Catering/Cleaning and Maintenance

The principal is responsible for ensuring the safe, routine maintenance and cleaning of the studios premises and grounds. All contractors should hold their own health and safety policies and insurance.

Risk assessments are employed for curriculum based activities within the studios.

#### Electrical Equipment

All reasonable steps will be taken to secure the health and safety of the public who use the electrical equipment

The principal will

- ✓ Ensure all electrical installations and equipment are installed professionally by a trained and qualified electrician.
- ✓ Maintain the wiring installation in a safe condition by carrying out routinely tests.
- ✓ Inspect and test portable equipment as often as required
- ✓ Require hirers to ensure electrical equipment is safe to use. Visually check for damage before use. Report any defects found to principal. Label of our use until tested. Do not use defective equipment. Do not carry out any repairs. Switch off non-essential equipment. Do not leave cables in such a position that wiring will

causing a trip hazard. Don't run extension leads under carpets or through doorways. Do not use adaptor sockets

- ✓ Forbid live working
- ✓ Maintain detailed records
- ✓ Have electrical installation tested every 5 years, retain copies of electrical test certificates. Arrange inspection of portable electrical equipment
- ✓ Keep a record of electrical equipment
- ✓ Risk assess working practices after a serious incident involving the use of electricity.
- ✓ Electrical equipment is obtained from an approved supplier and that it carries the relevant British Standard marks where appropriate.
- ✓ Any electrical equipment that appears to be faulty or could present a risk of injury to visitors is removed from use immediately.
- ✓ Portable electrical equipment is plugged into a separate switch socket when possible.
- ✓ Electrical equipment is replaced when damaged.
- ✓ Read manuals
- ✓ Do not overload electrical systems by putting too much equipment on the same circuit.

### Fire

Fire drills are held every term. All staff and students and visitors must participate in the fire drill and follow the correct procedures. In the event of evacuation no member of the public should re-enter the building without permission of the principal. On the alarm sounding - the status of the fire alarm panel will be checked and alarm point identified the alarm should not be silenced. Evacuate on the alarm sounding. This is priority. The principal will decide whether to call the fire brigade. All members of the public should go to fire assembly point in Red Lion Pub car park to check attendance. Everyone should remain there until the all clear instruction is given. The principal will decide this.

The principal is responsible for:

- ✓ the formal maintenance and regular testing of the fire alarm.
- ✓ The maintenance and inspection of the fire fighting equipment
- ✓ The maintenance of exit/escape routes and signage
- ✓ Supervision of contractor undertaking work

### Evacuation

Inform all staff, radios and phones not to be used. Leave doors and windows open - except for area that conceals the bomb. Ask all members of the public to take all personal belongings with them ask staff and students to make their way to the assembly point

### Lone Working

Lone workers should not undertake any activities which present a significant risk of injury. If they can, avoid working alone in isolated parts of the building especially outside normal working hours.

Give prior notice to principal, take a walkie talkie into the room with you and a working mobile phone. Report the departure.

### Manual Handling

Significant manual handling are risk assessed and eliminated if possible. No one should attempt to lift or move any heavy furniture or equipment themselves but must ask the site manager for assistance.

Staff should:

- ✓ Take reasonable care of their own health.
- ✓ Make full and proper use of equipment, systems or work and training for their safety.
- ✓ Report any accidents or near misses.
- ✓ Report any faults or defects, or any potential dangers e.g. unsafe floor, inadequate lighting, Any concerns about any aspect of Manual Handling report to the principal
- ✓ Inform the principal of any physical condition that might affect their ability to undertake moving and handling tasks safely.
- ✓ Wear suitable clothing and footwear.

### Risk Assessment

Our policy to complete a risk assessment of all know and reasonably foreseeable health and safety hazards covering the premises, people and equipment in order to control risks and to plan and prioritise the implementation of the identifies control measures.

It is the reasonability of the principal to ensure risk assessments are conducted. Model risk assessments are accepted as long as the assessor satisfy themselves that the model risk assessment is appropriate and is adapted to the individual activity.

- ✓ Assessments are carried out and records are kept
- ✓ Control measure introduced as a result of assessments are implemented and followed
- ✓ Employees are informed of the relevant results and training suggested
- ✓ Injuries and incidents lead to a review of relevant assessments
- ✓ Assessments' regularly monitored and reviewed
- ✓ Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

### Security

CCTV systems are installed throughout the building and will be used to monitor incidents and also as evidence when investigating reports of inappropriate behaviour.

Cash is kept in a safe and banked regular. Counting of cash must occur in an appropriate location. All staff are responsible for their own personal belongings and should not leave valuable items unattended. It is the responsibility of the staff to maintain security of the establishments equipment.

In the event of severe weather conditions it is the responsibility of the principal to make a decision on closure on the grounds of health and safety.

#### Visitors Health and Safety

Under the provisions of health and safety at work act 1974, The studios has duty of care to all visitors. Visitors to be made aware of any potential hazards, they must obey all warning signs and verbal instructions. They should be made aware of the emergency procedures. There is a high level of visitors within the building. The students names are taken in reception. The visitors with use the changing area, cafe area or studios to take part in their activity. Visitors should be aware of the policies and procedures document in relation of changing areas.

All staff are asked to take careful note of welcoming all visitors if you see anyone that shouldn't be in the building do not approach them directly but inform reception who will inform the principal. They will be asked their reason for visit and they should be escorted to the front door or to the appropriate area of the building.

Never touch an intruder. If the police are called they have the power to arrest. Take notes of description of visitors and any intruders and any conversation

#### Trouble makers

Guidance "Academy Security: Dealing with Trouble Makers", was issued by the DCSF on 16th December 1997. This guidance spells out the powers of the police and the criminal justice system to deal with trouble makers.

The guidance also covers section 4 of the offensive weapons act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon.

#### Working at Height

The studios will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The studios will ensure that:

All work activities that involve height are identified and assessed.

The need to undertake work at height will be eliminated whenever it is reasonable practice to do so.

All work at height is properly planned and organised

All employees require to use stepladders or ladders are competent

Regular inspection of all stepladders and ladders are undertaken

Any Contractors on property comply with this policy

Standing on desks, chairs or other furniture is not permitted.

Risk assessments for all activities involving work at height conducted and the findings recorded to achieve a safe system.