

## Health & Safety

*At First Act Arts, we know that Health and Safety can take many forms. We aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all members of our community and to provide such information, training, and supervision as is required for this purpose. This policy will be kept up to date to ensure responsibilities are met in relation to Health & Safety at Work Act (1974), Management Regulations (1999) and other relevant current legislation.*

### Staff

All tutors engaged by First Act must take reasonable responsibility to ensure the health and safety of all members of our community. This includes ensuring all facilities and equipment are safe and in good working order before each class commences, that all equipment is stored in order to minimise risk and all damage or poor conditions reported.

Staff must undertake regular first aid training, have access to a first aid box, seek further medical support if they need it and keep accurate records which must be communicated to the SLT and any other relevant parties.

### Supporting Students with Medical Conditions

It is important that all pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school and be able to achieve their full potential.

All parents and guardians are required to give information regarding any medical conditions that their child has when they enrol. They must also update the school if the health of their child changes in any way that may affect their participation in lessons or the ability of staff to care for their child.

Arrangements relating to the accessibility and administration of medications will be agreed in writing between the SLT and the parents or guardians before the pupil starts lessons. Parents and guardians must ensure that any medication that their child takes to help them with a particular condition it is available to them during lessons. The SLT will share appropriate information with other members of staff and ensure training is up to date.

### Fire Safety

It is the responsibility of the SLT to ensure that the First Act studios meet the requirements of fire safety law and documentation which supports their compliance is available. All pupils and staff must be familiar with the fire action procedure, location of fire alarms and fire exits.

First Act's evacuation procedure should be regularly reinforced with students and tutors at First Act. In the event of discovery of a fire, activate the fire alarm. The fire marshal (which would be the SLT member in charge) should evacuate all pupils via the closest fire exit to the designated assembly point and conduct the register. Any missing pupils, parents/guardians or staff must be reported to the fire brigade. All belongings should be left behind. No one should re-enter the building until informed to do so by fire officers.

## Hazardous Liquids

Any hazardous liquids must be stored away safely to ensure that students do not come in contact with them. No staff are to use cleaning products without clearance from SLT and appropriate hazardous liquids training. Any cleaning products used should be diluted appropriately and used within a suitable timeframe of students being in the studio to avoid any potentially dangerous contact.

## Risk Assessments

Every studio will contain hazards that carry the risk of injury to the members or staff. At First Act, Risk Assessments are conducted to look at each hazard in detail, identify who is at risk, and explain exactly how that risk will be reduced.

SLT will undertake a formal risk assessment for each venue and its facilities on an annual basis and provided to staff at the venues. Risk assessment will be conducted by the SLT throughout the course of the year for the following additional events:

- Trips which take pupils to an external venue.
- Performances which take pupils to an external venue.
- Workshops which involve external companies or individuals.
- Events involving members of the public.

## Recording of Incidents

First Act takes seriously their responsibility to ensure the safety of their pupils. All incidents of accident, behaviour or safeguarding should be documented on First Act's proformas and handed in to an SLT member. Reviews on the forms will be conducted and appropriate amendments made to policy and procedure.

Details recorded must be succinct, accurate, and only provide information relevant to the incident in question. If tutors are in doubt or feel that the information, they include on the form may be in conflict with GDPR, they should contact a member of the SLT.

It is vital that parents are informed either during or at the end of a session if an incident has occurred. Parents are required to sign off the record sheet to show that they are aware of the incident and actions taken.

## First Aiders

There should always be a trained First Aider on site during classes. All members of SLT should be First Aid qualified, and any additional tutors who wish to, should also be qualified. In severe situations, where the injury is beyond the training of the first aiders on site, the emergency services should be called immediately.

SLT members on site will also have access to student's medical records which can be used to inform required First Aid treatment.

## Teaching Safely

Staff at First Act should always ensure that their teaching methods are safe, both physically and mentally.

Any class which requires physical risk or has the potential to cause injury, should be suitably risk assessed and approved by the SLT team. Through these risk assessments, staff will need to demonstrate that they are aware of the dangers involved in the activity and how best to reduce them.

All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

## Venue Safety

When using external venues, First Act will collaborate with venue management to ensure compliance with their health and safety policies.

A liaison person will be designated to communicate and coordinate health and safety measures between the drama group and external venues.

## Day to Day Health and Safety

Parents understand that drama and theatre is an active club and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence. It is First Act's responsibility to keep a fully equipped First Aid Box within the building

Pupils will be supervised during class time only and parents/carers must ensure the safety of their children in the car park, waiting area, and toilet areas (unless it is an in-class visit). For students not being collected from the waiting room, parents must inform First Act of this fact and take responsibility for their children's actions in their absence.

Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).

No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles.

We are committed to reviewing our policies and procedures annually.