Health and Safety Policy

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At Athena Theatre Works & Productions Ltd (ATWP), the health, safety, and well-being of all staff and students is of paramount importance. This policy outlines the safety protocols we follow and the responsibilities of all individuals to ensure a safe learning environment.

\*\*Statement of Intent:\*\*
- ATWP aims to provide and maintain a safe and healthy working environment, equipment, and systems of work for all staff and students. This includes ensuring the use of safe equipment and providing appropriate training and supervision.

\*\*Responsibilities for All Staff:\*\*
- All staff are responsible for maintaining the safety of students and the working environment.
- Teachers must take reasonable care to avoid accidents, follow safety procedures, and report potential hazards to the Health and Safety Officer.
- Accidents and injuries must be recorded in the accident book and reported to the Health and Safety Officer.

\*\*Accidents and First Aid:\*\*
- Staff must be trained in emergency first aid. Treatment should only be administered with the consent of the parent or guardian unless the situation is an emergency.
- In case of serious injury, emergency services must be contacted immediately.

\*\*Fire Safety:\*\*
- Staff and students must be familiar with fire safety procedures, including fire exit locations and evacuation procedures.
- Fire drills will be conducted annually and records will be maintained.
- In the event of a fire alarm, students must immediately evacuate to the designated fire assembly point.

\*\*Safety Checks:\*\*
- All equipment must be checked regularly to ensure it is safe to use. Damaged equipment should be reported for repair or replacement.
- Studios must be inspected before use to ensure that the floors are clean, mirrors are intact, and there are no obstructions blocking exits.

\*\*Security:\*\*
- All visitors must be escorted by a staff member while on the premises.
- Any suspicious or unidentified individuals must be reported to the Principal or Health and Safety Officer immediately.

\*\*Personal Property:\*\*
- Students should not bring valuables to ATWP. The organization is not responsible for any lost or damaged items.