Health and Safety Policy

Health and Safety Policy  
  
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.