

Health and Safety Policy

UK Office

14 Gloucester Gate
London NW1 4HG
+44 (0)20 7487 0730

US Office

900 West End Avenue, 15F
New York, NY 10025
+1 212 203 6956

BRITISH AMERICAN DRAMA ACADEMY

Registered charity: 291796.
Company limited by guarantee registered
in England & Wales. Reg No. 1828640.

www.bada.org.uk
info@bada.org.uk

Introduction

The health and safety of staff, students and visitors is of great importance to BADA and we are committed to embedding safe practices into the culture of the Academy's community and organisational processes. BADA accepts the fact that this implies a corresponding duty of ensuring that the necessary organisation, equipment, and training is provided to fulfil this obligation.

Our Health and Safety Policy sets out how it manages safety across the Academy, to ensure that we have effective managerial control of the significant risks. BADA also aims to actively pursue increasingly higher standards of health and safety management, and not only meet but exceed legislative standards.

The Health and Safety Policy represents a top-level commitment ultimately from BADA's Board of Trustees. It also sets out the responsibilities for safety management at senior levels within the organisation and outlines the arrangements that are in place for consultation and engagement with all on Health, Safety and Workplace Wellbeing.

We recognise the importance that our staff, faculty, students, and occasional contractors appreciate the extent of their individual responsibilities and co-operate fully in ensuring that the Health and Safety Policy and procedures are carefully considered and strictly observed.

We ALL have an important part to play around health and safety at BADA.

Health and Safety Policy Statement

The British American Drama Academy is committed to providing a safe and healthy working environment for all its staff, faculty, students and contractors and for others who may work at or visit the Academy.

It will do so within the framework of the duties laid upon it as an employer by the Health and Safety at Work Act 1974 and all other relevant regulations.

These responsibilities will be exercised on behalf of the Board of Trustees via the Managing Director who accepts ultimate responsibility for health and safety within the Academy as a whole. The Facilities and Compliance Manager (FCM) is responsible for co-ordinating and reviewing health and safety policies and procedures within the Academy and scrutinizing working conditions, so they are safe. This extends to all the approved off-site venues, accommodation as well as extracurricular activities. The aims of the Managing Director and Board of Trustees are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect the Academy's desire to seek excellence in all its activities.
- to encourage the full participation of all members (staff, faculty and students, suppliers and contractors) of the Academy in matters concerning health and safety at BADA;
- the identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries, and ill health to all users of the Academy.
- the continuous improvement in standards of occupational health and safety.

This policy and its implementation will be subject to review using a standard auditing process.

The policy will be brought to the attention of all staff, faculty, and students of the Academy.

Signed



Managing Director

Implementing the Health and Safety Policy

Managing Health and Safety

The Managing Director is responsible for ensuring, as far as is reasonably practicable, that the health and safety standards laid down by the Board of Trustees are met. In order to discharge this responsibility, the Managing Director delegates duties and authority on a day-to-day basis to those managers responsible for various levels of health and safety at the Academy.

These are: FCM, the Dean, Programme Support and Student Welfare Officer, Senior Staff and Faculty.

The FCM has a duty to ensure that systems are in place to meet relevant hazards and legislation applicable to the work in which staff, faculty and students may be involved. That all risks to staff, students, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded and mitigated. In addition the FCM is responsible for the provision of:

- adequate First Aid assistance at all sites.
- Fire Procedures, including regular fire drills, adequately trained Fire Marshalls, regularly serviced fire equipment, signage, emergency lighting etc.
- Risk Assessments such as General Risk, Fire Risk and Workstations etc.

Liaising with the Dean appropriate local arrangements should be made to review and ensure the effectiveness of such safety measures in relation to student accommodation relating to **LTP** (London Theatre Program), **MIO** (Midsummer in Oxford) **MIO** (Midsummer Conservatory Program), the **GTP** (Greek Theatre Program) The **BBTaP** (Black British Theatre and Performance Program) and any additional programmes and offsite activities such as theatre visits and other occasional offsite events.

The FCM will also obtain such documentation of any additional teaching space, such as Cecil Sharpe House, indicating the health and safety responsibilities of local managers, supervisors and staff.

All the above documentation is to be reviewed and updated at least annually, and a copy provided to the Managing Director following each such revision.

An annual report relating to health and safety must be produced by the FCM for the Managing Director's review for submission to the Board of Trustees.

Whilst the duty to ensure compliance ultimately remains with the Managing Director with the co-ordination of the FCM, other senior staff are expected to take care of the health and safety of students and visitors (which include contractors) under their immediate supervision, according to the normal line management structure.

Members of faculty are specifically responsible for ensuring the immediate health and safety of students while under their supervision.

The success of the Academy's Health and Safety Policy depends on all staff, faculty and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions, whilst working or studying at the Academy.

Therefore, all staff, faculty and students of the Academy are required to co-operate with those engaged in carrying out the duties necessary to comply with the law and with the Academy's health and safety policies. Failure to follow the requirements of this policy can lead to disciplinary action being taken in accordance with agreed procedures.

Health and Safety Awareness

The Academy will ensure that health and safety advice and awareness of policies and procedures is maintained and available through suitable up-to-date schoolwide information and signage. This includes the staff, student and faculty handbooks and induction processes.

Other key areas include:

- implementation of suitable processes as advised by the HSE,
- liaising with suitable enforcing authorities as applicable.
- health and safety training,
- advice may also be given via the Program Support and Student Welfare Officer to students on specific health and safety issues involving the provision of confidential advice on Occupational Health issues.

Monitoring and Auditing

The FCM will review the monitoring of all accidents and incidents and any action that may necessitate action to mitigate against such risk.

A general risk assessment will be conducted of health and safety in the Academy on an annual basis. The outcome of such audits and any recommendations arising will be presented to the Managing Director.

The aim of the audits will be:

- to monitor risk and compliance to Health and Safety legislation and adherence to best practice.
- to monitor accidents, incidents, and cases of ill health and analyse the underlying causes, trends and common features.
- to review risk control management especially in areas where standards are absent or inadequate.
- to monitor the overall effectiveness of the Academy's policies set against national standards by HSE (Health and Safety Executive).

Reporting and investigating accidents

All accidents, whether they be to staff, faculty, students, or visitors to the Academy, must be reported as soon as practicable to the Facilities and Compliance Manager. In addition, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, both the Managing Director and Facilities and Compliance Manager MUST be informed of any accident or injury which is expected to prevent a member of staff from doing his/her normal work for more than 3 working days.

Action in Emergency

In the event of an emergency, callers should call 999 or 112 or if the emergency does not necessitate the need for the emergency services, the Academy's emergency numbers are provided to identify the help that may be required.