



INTRODUCTION - Our statement of general policy is:

- To provide adequate and appropriate control of the health and safety risks arising from our work activities
- To consult with our staff on matters affecting their health and safety
- To provide and maintain a safe working environment, safe equipment, and safe working practices
- To ensure safe handling and use of substances
- To provide appropriate information, instruction, supervision for staff, students, sub- contractors, and visitors.

Specific risk assessments will be undertaken in respect of works to be provided/carried out by subcontractors ensuring that competent method statements are obtained:

- To ensure all staff are competent to do their tasks, and to give them adequate training and support
- To prevent, as far as practicable, accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals (annually)

SCOPE & TRAINING CONTEXT

ASOPA is an organization that provides Performing Arts training of the highest standard for young people. The nature of the organization is such that physical activities form a great part of the activities taking place in the building.

All staff and students are made aware of safe dance and training practices as part of their work/studies. The students also receive advice on issues relating to training and body maintenance ensuring that they are fully aware of how to conduct themselves in such a way that risks of injury or strain to them is minimized.

Further to this the organization provides treatment by a qualified physiotherapist, osteopath, and counsellor. There is also a daily injury clinic that all students with

injuries are required to attend, also any students with injuries are monitored closely and given advice on appropriate treatment and remedial action.

When enrolling, all students are required to take out a full private medical insurance.

Members of staff also have access to the treatment opportunities and the well-being of staff is of great importance to the organization.

The risk of injury or strain is inherent in dance training and practice and although there are resources in place to mitigate risks as far as possible, it is not possible, due to the nature of physical training, to fully do so. However, all students and staff are made aware of the risks involved in dance training and practice.

All employees are required to:

- Co-operate with the Principal on health and safety matters
- Not interfere with anything provided, be that working practices, equipment or guidelines and rules given, to safeguard their health and safety
- Take reasonable care of their own health and safety and that of their students
- Report all health and safety concerns to an appropriate person.

All students are expected to conduct themselves with due regard to the health and safety both of themselves and others and to report any issues of concern to the appropriate staff member.

HEALTH AND SAFETY RISKS & RISK ASSESSMENT

Risk assessment is regularly overseen by the principal.

Staff are consulted on a regular basis, on matters regarding their health and safety. In case there is an issue, which does not arise during direct consultations, staff can bring the matter up to the principal to discuss the matter further.

INFORMATION, INSTRUCTION AND SUPERVISION

Health and safety poster/information is displayed by the main entrance outside reception. Health and safety advice is available in the staff room.

Appropriate induction training will be provided for all staff.

All students will receive a briefing on Health & Safety issues at the commencement of their studies as part of their induction process.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

The first aid boxes are kept in reception on the ground floor. All accidents not relating to performing arts/ dance training are to be recorded in the accident book. The book is kept in reception.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will be continuously monitoring all activities taking place in the building, making sure that safe practices are met and at they are carried out according to health and safety regulations. We will also continuously monitor that the building and any equipment used meets health and safety regulations and does not cause any risk of injury or ill health to staff, students, and visitors.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Fire extinguishers are checked regularly, according to the Emergency Escape Plan, by the Fire Marshals and are maintained by a qualified engineer regularly.

Emergency evacuation procedures will be tested at regular intervals.

ILLNESS PROCEDURE

ASOPA allow students with minor coughs and colds onto the premises, but they will be encouraged to use tissues and dispose of them in correct manner and to maintain good hand hygiene by regularly washing their hands with soap and water or using hand sanitizers provided by the college. However, if a student has a fever they will be sent home and asked to remain off college until their fever has gone.

If a student has Diarrhea and Vomiting, they will be sent home from College and ASOPA will clean all areas thoroughly. All students will be asked to stay at home until 48hours after their last symptom has gone.

In the event of an epidemic such as 'Coronavirus' we will keep students and staff up to date with all the current advice being given by the government and NHS.