

# HEALTH AND SAFETY POLICY



**Bristol Academy of Drama**

## **Company Details**

Bristol Academy of Drama ("the Company")

Registered Office: 55 Wellington Walk, Bristol BS10 5EU

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## **1. Statement of Intent**

Bristol Academy of Drama is committed to providing and maintaining a safe and healthy environment for all students, staff, freelancers, volunteers, parents, guardians, and visitors.

The Company will, so far as is reasonably practicable:

- Provide safe premises, equipment, and systems of work
- Ensure risks are identified, assessed, and controlled
- Provide adequate information, instruction, training, and supervision
- Comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant current legislation

This policy will be **reviewed annually** or sooner if there are significant changes to activities, venues, or legislation.

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## **2. Responsibilities**

### **2.1 Company Responsibilities**

The Artistic Director is responsible for:

- Implementing this policy
- Ensuring risk assessments are completed on time
- Ensuring staff receive appropriate training
- Monitoring compliance and taking corrective action

#### **Deadline:**

- Policy review: **Annually (every 12 months)**
  - Immediate review following any serious incident or near miss
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### **2.2 Staff Responsibilities**

All staff engaged by the Company must take reasonable care for their own health and safety and that of others.

## Facilities and Equipment

### Procedure:

1. All teaching spaces must be visually inspected **before each class begins**.
2. Any hazards, damage, or unsafe conditions must be reported to the Company immediately.
3. Unsafe equipment must be removed from use until repaired or replaced.
4. Equipment must be stored safely at the end of each session to minimise risk.

### Deadlines:

- Visual safety checks: **Before every class/session**
  - Reporting hazards: **Immediately or within 24 hours if no class the following day**
  - Temporary control measures: **Same day as hazard identified**
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## Accidents and First Aid

### Procedure:

1. A first aid box must be available at every session.
2. A trained first aider must administer emergency first aid where required.
3. Parents/guardians must be informed as soon as reasonably practicable.
4. Emergency services must be contacted if required.
5. All accidents, incidents, and near misses must be recorded.

### Deadlines:

- First aid training: **Renewed every 3 years** (or as required by certification)
  - Accident record completed: **Immediately following the end of the class**
  - Serious incidents reported to the Company: **Immediately at the point of incident**
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## 3. Supporting Students with Medical Conditions

The Company is committed to ensuring students with medical conditions can access activities safely and equally.

### Procedure:

1. Medical information must be provided at enrolment.
2. Any changes to a student's medical condition must be reported in writing by parents/guardians.
3. Parents/guardians must supply all required medication, clearly labelled.
4. Relevant staff will be informed and trained as required.

**Deadlines:**

- Medical information provided: **At enrolment**
  - Updates to medical information: **Immediately upon change**
  - Staff training updates: **Reviewed annually or when needs change**
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**4. Fire Safety**

The Company will ensure that all premises used meet fire safety legislation requirements.

**Fire Safety Procedures:**

1. Fire risk assessments will be in place for all venues.
2. Fire exits, alarms, and escape routes must remain unobstructed.
3. Staff and students must be familiar with fire procedures.

**Deadlines:**

- Fire risk assessment review: **Annually**
  - Fire safety briefing for staff: **At induction and annually thereafter**
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**Evacuation Procedure**

In the event of a fire:

1. Activate the fire alarm immediately.
  2. The Fire Marshal (facilitator in charge) will:
    - Evacuate students via the nearest safe exit as outlined in evacuation procedure
    - Escort them to the designated assembly point
    - Conduct a register
  3. The Fire Marshal (facilitator) will:
    - Contact the fire service if necessary
  4. All belongings must be left behind.
  5. No one may re-enter the building until authorised by venue management or fire brigade.
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**5. Risk Assessments**

Risk assessments are used to identify hazards, assess risks, and put control measures in place.

**General Risk Assessments****Procedure:**

1. Each venue and its facilities will be assessed.
2. Hazards will be identified and control measures documented.
3. Staff will be informed of findings.

**Deadlines:**

- Venue risk assessments: **Completed annually**
  - Distribution to staff: **Before use of the venue**
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**Activity-Specific Risk Assessments**

Risk assessments will be completed for:


- Performances at external venues
- Workshops at external venues
- Events involving the public

**Deadlines:**

- Risk assessment completion: **At least 7 days before the event**
  - Staff briefing: **Before the event takes place**
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**6. Monitoring and Review**

- Compliance with this policy will be monitored continuously.
  - Accidents, incidents, and near misses will be reviewed to prevent recurrence.
  - This policy will be formally reviewed **every 12 months**.
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**Signed:**  \_\_\_\_\_  
**Date:** August 2025

**Position:** Artistic Director