LONDON VOCATIONAL
BALLET SCHOOL

Health and Safety Policy

Policy Statement

LVBS recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and KCSIE 2026.

It is the policy of LVBS that:

- Adequate arrangements are made for the health and safety of employees, students, and members of the public, by providing a working environment, appropriate controls and suitable training for all employees and students.
- All legal requirements are satisfied.
- Appropriate resources are made available to implement the policy effectively.
- All employees and students are made aware of their school and personal responsibilities through training and consultation.
- Health and Safety audit is carried out by outside professional auditors during the Autumn term.
- All inspections and audits are logged, and certificates kept on record.

So far as is reasonably practicable, London Vocational Ballet School will:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety'
- Provide and maintain safe equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals, at least once every year.
- Carry out an annual audit of its Health and Safety arrangements.

The school will;

- Bring health and safety policies to the notice of all employees.
- Monitor health and safety performance within their area of responsibility.
- Ensure risk assessments are in place for all activities / situations occurring locally.

Employees must;

- Ensure they have read and understood the Health and Safety Policy.
- Take reasonable care of the health and safety of themselves and of their colleagues.

- Inform the school of any accidents or near misses.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any defects in equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay.

Health and Safety Arrangements

Consultation and Communication

- The management of the school see communication between staff at all levels as an essential part of effective health and safety management.

Risk Assessments

- The school along with a member of TDBDF (Landlords) will complete a full H & S check of the premises on a weekly basis. Daily morning sweeps will be undertaken there after. Any concerns will be logged and swiftly dealt with.
- Risk assessments will be carried out for all activities and locations that are undertaken. Any resulting actions will be implemented, and staff informed and where necessary receive appropriate training.
- Risk assessments will be reviewed annually or following any changes to the activity or location.
- A whole school building working risk assessment document is available from the Senior Management Team.
- Compliance certificates are shared with all organisations and recorded accordingly.

Accident, injury and dangerous occurrence reporting

- It is the policy of the school to comply with RIDDOR 95 (amended 2013)
- All accidents or near misses must be reported and recorded via the schools digital system
- Accident and near miss records will be kept by the school.
- First aid boxes will be checked and replenished at least annually.

Accident Procedure

- First aid should be administered by a qualified first aider only. A list of qualified first aiders are by the first aid boxes.
- Where doubt exists as to the severity of an incident, the emergency services should be called.
- Emergency telephone numbers will be held by the school.
- A list of first aiders, information and responsibilities is located by the first aid boxes.

Contractors / Workmen

- All Contractors / workmen must sign in and will receive a fire/safety induction including emergency procedures on their first visit.

- All contractors / workmen will be supervised during their visit.

Control of substances hazardous to Health (COSHH)

- It is the policy of the school to comply with COSHH regulations 1989(amended 2002)
- A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance. Hazard cards for products will be kept close to their place of use.

Display Screen Equipment

- It is the policy of the school to comply with the Health and Safety (Display Screen Equipment Regulations 1992 (amended 2002)

Electrical equipment

- All electrical equipment must only be used for its intended purpose.
- The school will carry out PAT testing and record the results annually.

Fire Safety

- The school will carry a fire risk assessment for premises and review it annually as required by the
  Regulatory Reform (Fire Safety) Order 2005. London City Fire and our landlords through their own fire professionals advise the school on all fire related safeguarding risk assessments, procedures and upkeep of fire systems.

Evacuation Procedure

- In the event of a fire alarm being activated or in any other emergency, all persons must leave the building by the nearest available exit and assemble at the designated assembly point. Teachers are responsible for the safe evacuation of young people in their group and must carry out a roll call at the assembly point to ensure all students are accounted for.
- All employees must ensure they have read and understood the organisation's fire procedure.
- The school is also responsible for ensuring the maintenance and testing of fire alarms and fire fighting equipment. The actual maintenance of the equipment will be the subject of an annual contract with a specialist firm.
- All persons on the premises have a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.
- All employees have the duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Smoking is not permitted in any of the school buildings.
- Teachers are responsible for keeping their areas safe from fire and ensuring their staff are trained in proper fire prevention practices and emergency procedures.

Emergency evacuation procedure.

LVBS is a small school with under 200 people on its premises at any one time. It recognises the importance of Martyn's Law, as such the school has a 'Lockdown' system. At the start of the

academic year students will be notified of what the alarm will sound like.Parents will be informed before this takes place. LVBS is aware that such sounds can cause undue stress and anxiety in children and as such no drills other than the sound reminder will take place.

Fire Detection Equipment

- Manually operated fire alarms are located at strategic points throughout the buildings. Smoke detectors are also fitted.

Firefighting Equipment

- Fire extinguishers are located at strategic points throughout the buildings to aid evacuation. Employees are not expected to tackle a fire themselves. If the situation is potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

- Fire Doors are designed to slow the spread of fire and smoke throughout the building. Fire doors are designed to close automatically and must never be blocked, jammed, or tied open.

Fire Exits

- Fire exits are located at strategic points. Exit doors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding, employees and students must exit the building by the nearest exterior door.
- Where buildings have no natural light or are used after dark, emergency lighting will have been installed in exit corridors and above emergency exit doors.

Fire Drills

• Practice fire drills will be carried out by the headteacher out every term and recorded to ensure familiarity with emergency evacuation procedures.

Lone Working

- If any employee is required to work on their own at the school premises outside of normal working hours, they must ensure that they inform someone (not necessarily another employee) when they arrive and when they leave.
- If in the duration of your role at school, you are required to work on your own with a young person or vulnerable adult you must follow the safe working practice.

Work Equipment

- It is the policy of the school to comply with the Provision and Use of work equipment regulations (PUWER) 1929, amended 1998.
- The school will endeavour to ensure that all equipment used in the buildings is safe and

suitable for the purpose for which it is used.
- All staff will be provided with adequate information and training to enable them to use work equipment safely. All work equipment will be clearly marked with health and safety warnings where appropriate.

Manual handling Operations

- It is the policy of the school to comply with the Manual Handling Operations Regulations 1992. Appropriate training will be given where this is required.

- **PAT –** testing is completed at least once a year.

Trips, Visits and Events

- Trips, Visits and Events involving students and employees hold potential health and safety hazards. All such activities have a completed risk assessment before the activity can then be approved by the school. Please see the Educational Visits Policy.

Outdoor Activities

- Any adventurous activities such as caving, climbing, canoeing, sailing etc must be organised and led by qualified instructors who will carry out a risk assessment.
- Other less adventurous outdoor activities such as walking, field trips etc should have a relevant risk assessment carried out prior to the activity taking place and the activity be approved by the lead teacher.

Snow and Ice Clearance

- In the event of snowfall or icy conditions, the school will arrange for someone to clear a path from the main road to the doors into the premises and treat it with a mixture of sand and salt. Paths into all buildings should be cleared and treated as above. Once recognised paths have been created, every effort must be made to maintain them in a safe condition.

Visitors

- Visitors to the school will report to the main door. They will be asked to sign in, given a lanyard and will be assigned to a member of staff who will escort them whilst on the premises. Visitors will be asked to sign out on their departure.
- All visitors must be made aware of the procedure to take in case of the fire alarm sounding. The person responsible for the visitor should ensure their safety in the case of the alarm sounding.
- All Visitors and Guests will be made aware either by being sent before they visit or when signing in to the school's Safeguarding policy and procedures.

Next review date: September 2027