



Health and Safety Policy

Effective Date: 01 January 2022

1. Introduction

Platinum Academy of Performing Arts (“Platinum Academy”, “we”, “us” or “our”) recognises our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our students, Academy personnel and visitors to the Academy.

We recognise the maintenance of a healthy and safe Academy is the shared responsibility of our entire community. We believe it is essential that this policy identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

2. Aims

Our Aims in terms of Health and Safety are to;

- Provide and maintain safe and healthy working conditions, equipment and systems of work for all students, Academy personnel and visitors;
- Provide a safe and healthy working and learning environment;
- Identify and outline the responsibilities of the whole Academy community;
- Ensure compliance with all relevant legislation connected to this policy;
- Work with the local authority to share good practice in order to improve this policy.

3. Roles and Responsibilities

- **Principal**
 - Be responsible for the implementation of the Academy’s Health and Safety Policy and to develop a culture of safety throughout the Academy;
 - Be responsible for the day to day management of health and safety;
 - Establish high standards of health and safety throughout the Academy;
 - Ensure that all Academy personnel fulfill their duties to cooperate with this policy;
 - Provide leadership and vision in respect of equality;
 - Undertake Risk Assessments annually;
 - Report any accidents or dangerous occurrences;
 - Investigate the causes of any accident, dangerous occurrence or near misses;

- Put into place a safe system to prevent any accident, dangerous occurrence or near miss;
 - Ensure that the emergency evacuation procedure is carried out every term;
 - Monitor the effectiveness of this policy.
- **Staff**
 - Carry out their duties in accordance with this policy;
 - Take reasonable care of themselves and others whilst at work;
 - Cooperate with the Principal and others in college to comply with legislation;
 - Attend appropriate training;
 - Report accidents, incidents, defects, damage to equipment and safety hazards;
 - Follow safe work procedures;
 - Ensure work areas and studios are safe before they are used;
 - Ensure all equipment is safe to use;
 - Be familiar with the Fire Emergency Evacuation procedures of the building.
 - **Students**
 - Follow the safety rules of the Academy and in particular to the instructions of staff given in an emergency;
 - Use and not willfully misuse, neglect or interfere with items provided for safety;
 - Exercise personal responsibility for the safety of themselves and others;
 - Observe standards of dress consistent with safety and/or hygiene;
 - Treat others, their work and equipment with respect;
 - Support the Academy's Code of Conduct and guidance necessary to ensure the smooth running of the Academy.
 - **Parents/Carers**
 - Support the Academy in any health and safety matters reported;
 - Discuss with students the importance of health and safety;
 - Be aware of and comply with this policy;
 - Support the Academy's Code of Conduct and guidance necessary to ensure the smooth running of the Academy.
 - **Visitors and Contractors**
 - Take reasonable care of themselves and others whilst on our premises;
 - Cooperate with the safety rules and procedures of the Academy;
 - Ensure compliance with risk management when working on our premises;
 - Report defects or damage to equipment;
 - Report all accidents and incidents.

4. Risk Assessment

Platinum Academy has a responsibility to assess the risks to staff and others affected by the Academy's activities in order to identify and introduce health and safety measures necessary to manage the risks.

Staff, Students, Parents/Carers and Visitors are all responsible for following the Academy's advice in relation to risks and report any potential hazards to a member of staff.

5. Updates to this Policy

We may update this Health and Safety Policy from time to time. When we make changes, we'll update the 'Effective Date' at the top of the Policy. We encourage you to check back periodically to review this Policy for any changes since your last visit.

Appendix 1: Individuals with specific responsibilities in the policy and access to information on Health and Safety

RESPONSIBILITY	NAME
Principal	Nina Lewis-Hart
Senior Leadership Team	Erina Lewis (Vice Principal) Roy Hart (Business + Finance Manager) Chris Joannou (Administrator / Stage Manager) Alex Forryan (Course Leader) Tania Chrysanthou (Head of Dance)
First Aiders	Benjamin Wisker Deren Halil Kyle Blackwood Nina Lewis-Hart Roy Hart Sara Hamilton Thomas Keeling
Designated Safeguarding Lead	Roy Hart
Safeguarding Officer	Sara Hamilton
Location of First Aid Boxes	Reception, Offices, Box Office, Kitchen, Theatre Backstage
Name and Address of nearest hospital	North Middlesex Hospital Sterling Way, London N18 1QX 0208 887 2000
Fire Safety Officers	Benjamin Wisker Deren Halil Kyle Blackwood Roy Hart
Location of Fire Log	Reception
Fire Assembly Point	Millfield House: Rear and far side of Field, directly opposite Main Entrance Millfield Theatre: Rear and far side of grass, directly opposite Car Park at the rear of Theatre.