



***“Train for a life in the theatre by working in the theatre”***

# Health and Safety Policy

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## Health and Safety Policy statement

The Senior Management Team of Court Theatre Training Company believes that the health, safety and welfare of its employees, students and visitors are its highest priorities.

The College commits itself to allocating the resources necessary to meet this policy objective.

Employees and students are encouraged to familiarise themselves with the policy. The policy helps all employees and students to understand the College's health and safety responsibilities towards them and what these mean to the work they undertake.

The effective delivery of the policy will also require all employees and students accepting a personal responsibility.

To ensure delivery of the policy, the organisation and arrangements for its implementation will be monitored by the Senior Management Team and may be amended as necessary.

To achieve the level of health and safety required to deliver this policy, the College will ensure the effective management of risk through the development of clear management systems which define the roles and responsibilities of Senior Managers, Employees, Students and Visitors.

The College will ensure the provision of professional and competent support and advice to all members of our community. The College will ensure that appropriate levels of support are available.

The College's aim is to achieve good practice in health and safety through continual improvement and the control of risk whilst ensuring the continued delivery of teaching.

The College has a commitment to the health and safety of its employees and students, including the safeguarding of vulnerable groups.

Signed:

**Tim Gill**  
**Principal / Director**  
**Court Theatre Training Company**

*Note: The original signed copy of this document is retained Court Theatre Training Company and hard copies are available on request to the Senior Management Team.*

## **General outlines of organisation and responsibilities of health and safety**

- What the College will do for you
- What you will need to do

## **Statements of responsibilities of health and safety – the chain of delegation**

### **The Senior Management Team**

- 1 The Senior Management Team (SMT) carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on the institution's premises and in other places where they might be affected by the College's operations. The SMT itself is required:
  - a to satisfy itself that the College has an appropriate written statement of policy on health and safety, and effective arrangements for the implementation of that policy;
  - b to provide an effective mechanism by which employees are consulted on health and safety;
- 2 In discharging these responsibilities, SMT has fully delegated to the Principal the delivery of the policy. In any event SMT will:
  - a receive regular reports on health and safety from the Health & Safety committee;
  - b be notified of any untoward incidents carrying a major risk to health and safety, of any enforcement action taken against the College by the Health & Safety Executive, the Environment Agency, the Fire Authority or the Environmental Health, Health & Safety Section and of the action taken in respect of such incidents or enforcement action.

### **Principal**

- 3 As the principal academic and administrative officer of the College, the Principal has a legal responsibility, alongside SMT, for ensuring that the College complies with relevant health and safety legislation and, in particular, for:
  - a ensuring that the College has a general policy on the management of health and safety and that this policy is communicated to all employees;
  - b ensuring that appropriate structures, systems and procedures are in place to secure effective implementation of that policy.
- 4 The Principal also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the College; in exceptional circumstances, this may include summarily closing down (in whole or in part) particular College buildings, sites, operations or activities.

## **Senior Management Accountability**

- 5 On a day to day basis, the Resources Manager acts on behalf of the Principal in discharging their responsibilities for the management of health and safety. The Resources Manager also has Senior Management responsibility.
- 6 The Resources Manager also chairs the College Health & Safety Sub Committee to ensure effective consultation with employees via their representatives.

## **Resources Manager**

- 7 The Resources Manager reports to the SMT and is responsible for the work of the health and safety programme, and in particular for ensuring:
  - a that other individual colleagues understand their responsibilities;
  - b that appropriate measures are taken to promote an effective health and safety culture within the College as a professional specialist expertise;
  - c that the College's health and safety policies are reviewed regularly, that they remain appropriate and fit for purpose, and that they comply with legislative requirements;
  - d that effective communications, implementation, inspection and audit systems are in place, and that good practice is disseminated;
  - e that implementation of the College's health and safety policies is appropriately and regularly monitored and evaluated;
  - f that employee representatives are appropriately involved as equal partners in delivering and implementing the College's health and safety objectives;
  - g that appropriate training is provided to members of the College who have significant responsibilities in the management of health and safety.
- 8 In the absence of the Resources Manager, the Director of Studies – in consultation with the SMT – is to take appropriate executive action to prevent serious harm to individuals or to the College.

## **Other employees with line management responsibilities**

- 9 All employees with line management responsibilities have an important role in setting performance standards for their specific area of responsibility and monitoring for standards in these on an on-going basis. They must ensure that risk assessments in their area are completed, that employees are aware of them and that employees are aware of and adhere to all relevant safety policies and arrangements.
- 10 To enable the line managers to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the College will provide essential training and development which line managers must attend. This will be supported by the production of appropriate guidance.

## **Safety Representatives**

- 11 For particular activities at high risk, safety representatives will be appointed (i.e. relevant Tutor) by the SMT who will have the authority to act on their behalf and where necessary they will identify hazards and implement risk assessments.

## All Employees

- 12 All employees are responsible for their own health and safety, and the health and safety of others who may be affected by their acts and omissions. All employees must ensure that they conduct their duties in a safe manner and in accordance with the College Health & Safety Policy; any School / Service Safety Policy or Guidance Notes; any specific codes of practice relating to particular activities; and any relevant safety legislation and guidance.
- 13 Employees must ensure that they:
- a take reasonable care of themselves and have due regard for others;
  - b where necessary help the College meet the duties imposed on it;
  - c don't interfere with or misuse anything provided for health and safety;
  - d bring any breaches of the safety policy to the employer's attention via their Line Manager or Health & Safety Manager;
  - e report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the online 'Accident and Dangerous Occurrence' reporting form (available from the College Office)
  - f report "near miss" incidents which have the potential to cause injury or ill health, using the above online 'Accident and Dangerous Occurrences' reporting form;
  - g notify the Resources Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
  - h not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
  - i complete health and safety modules on fire, health and safety, manual handling and display screen equipment;
  - j report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, to the Principal, safety representative or Resources Manager, without delay;
  - k assist any visitors who may not be familiar with College procedures, to the best of their abilities.

## Students

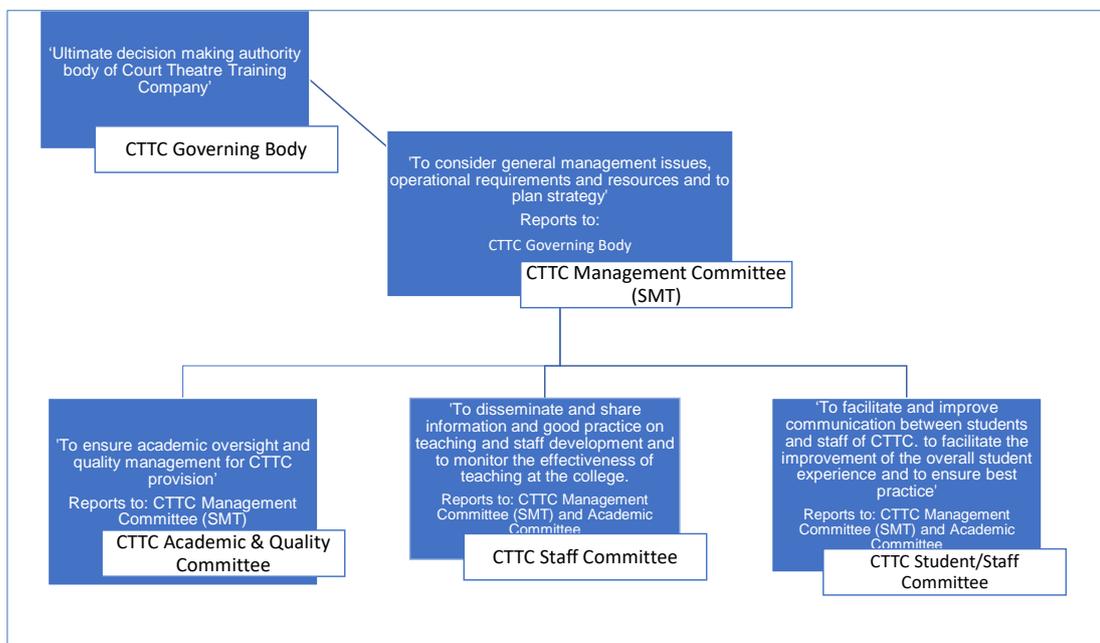
- 14 The attention of all students of Court Theatre Training Company is drawn to their legal responsibility, under section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything, any objects, structures or systems of study, provided by Court Theatre Training Company in the interests of health and safety. Students should:
- a report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the 'Accident and Dangerous Occurrence' Reporting' form (Available at Main Reception);
  - b report "near miss" incidents which have the potential to cause injury or ill health, using the above 'Accident and Dangerous Occurrence Reporting' form;
  - c notify the College Resource Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);

- d not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- e report any unsafe or unhealthy working conditions, or suspected faults in buildings; building fabric, or in any equipment, to the Principal, safety representative or Resource Manager without delay;
- f assist any visitors who may not be familiar with College procedures, to the best of their abilities.

15 Any employee or any student may contact the Resource Manager for advice and guidance.

## Appendices

### Appendix 1: Court Theatre Training Company Management Structure



**CTTC COMMITTEE STRUCTURE & LINES OF REPORTING**

CTTC Committee Structure– v2 – Jul 2019 – TG/MK

### Appendix 2: Model role descriptions of Safety Representatives

The Health & Safety Representative (HSR) will be a suitable employee who may be appointed full time or part time, to look after a particular building or facility. The HSR is appointed by, and is responsible to, the Principal. The primary tasks will be to liaise between the SMT and the Resources Manager and other safety co-ordinators and to advise the PVCs on site-related safety matters.

The SMT should make suitable arrangements to ensure that the HSRs are provided with sufficient time, resource and support to carry out the work effectively, and for a deputy should the HSR be absent.

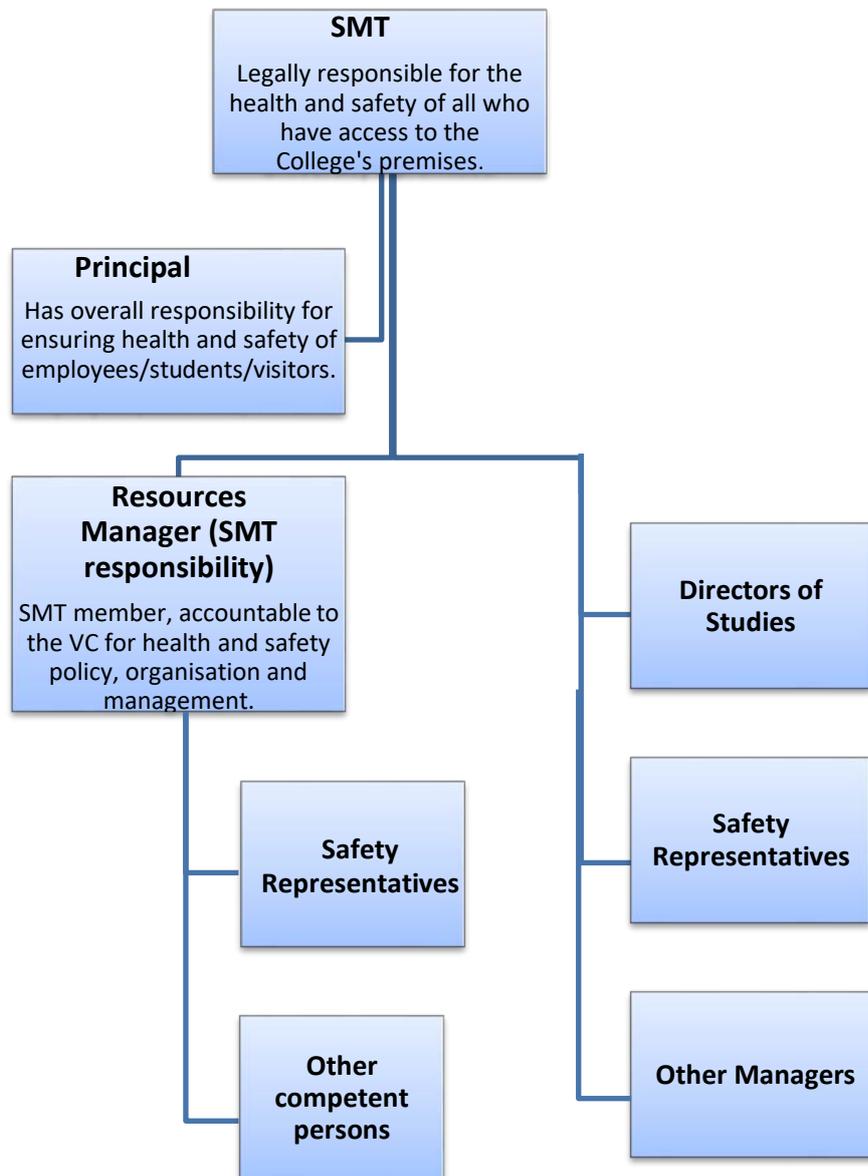
The role does not carry line management responsibilities for health and safety and is primarily an advisory, information giving and supporting role to managers.

### **Guidelines as to functions and duties**

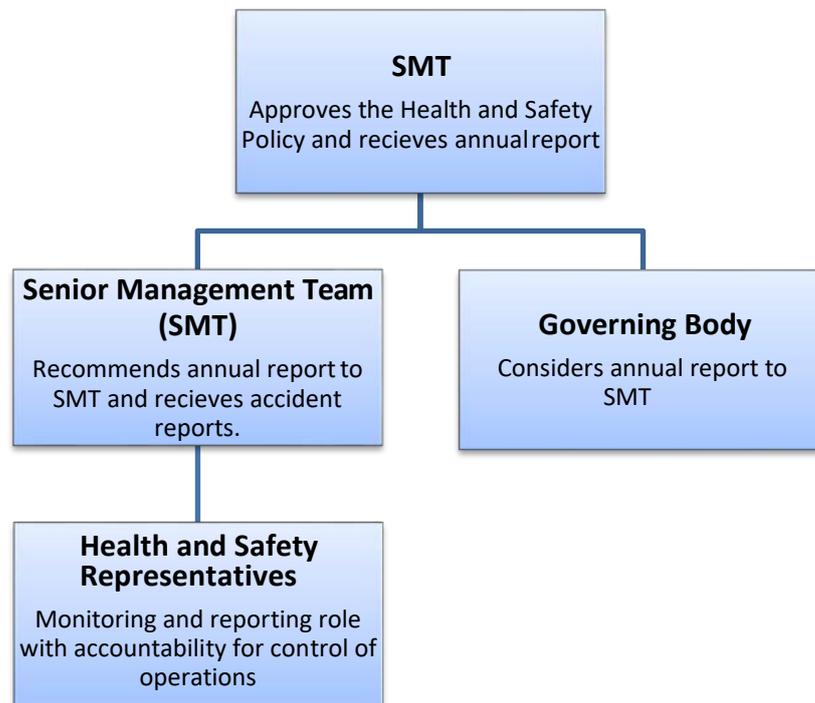
- To disseminate information on safety matters within the building / facility.
- To advise on procedures to ensure the safety of operations.
- In conjunction with other employees, the SMT or Health & Safety Manager, to take part in workplace inspections and other monitoring work (for example, checking that risk assessments are available and are kept up to date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current College guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency.
- To inform the SMT of any special hazards in, or new hazards about to be introduced into the school.
- To use best endeavours to ensure that accidents are reported promptly in accordance with College procedures and to report any case of non-compliance to the SMT.
- To co-ordinate arrangements for emergency evacuation, in co-operation with the SMT.
- To take an active role in the site health and safety committees.

Employees and Students

**Appendix 3: Outline chain of delegation of responsibilities within the Health and Safety Policy**



## Appendix 4: Outline chain of delegation - Committee responsibilities in relation to health and safety



**Notes/Other Information**

In accordance with Section 2(7) of the Health and Safety at Work Act 1974, the role of the Health & Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees. A prime objective of the SMT is the promotion of co-operation between the College and its employees and students in instigating, developing and carrying out measures to ensure the health and safety at work of the employees.

