



HEALTH AND SAFETY POLICY

Royal Academy of Dance

36 Battersea Square
London
SW11 3RA

2009

HEALTH AND SAFETY POLICY SUMMARY

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PART 1 – STATEMENT OF INTENT

STATEMENT OF POLICY ON HEALTH AND SAFETY AT WORK

ROYAL ACADEMY OF DANCE has a responsibility to ensure the Health and Safety of all its employees while at work. ROYAL ACADEMY OF DANCE, through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to employees, students, visitors and members of the public. The Royal Academy of Dance will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Code of Practice and good working practices. This will be achieved by:

Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.

Ensuring that employees know of the potential hazards associated with the various activities undertaken by the Royal Academy of Dance and are aware of how to avoid associated risks.

Providing training and instruction to enable employees to perform their work safely and efficiently.

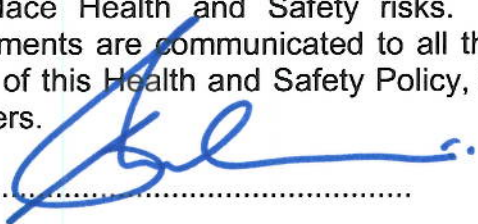
Promoting the maximum individual attention and effort on behalf of employees at all levels to avoid and prevent accidents.

While the overall responsibility for Health and Safety rests with the Trustees, all employees at every level have a duty to fulfil their legal obligations and responsibilities. A list of the Health and Safety responsibilities of employees is set out in this Health and Safety Policy.

The detailed Safety Policy provides further information on responsibilities in relation to Health and Safety at Work. Also, the various administration systems and procedures that are in force are described in the Safety Policy.

ROYAL ACADEMY OF DANCE is required to undertake statutory Risk Assessments of all work place Health and Safety risks. The significant findings of these statutory Risk Assessments are communicated to all those at risk, and are reflected in this Safety Policy. Copies of this Health and Safety Policy, including the Risk Assessments, are available from managers.

Signed.....



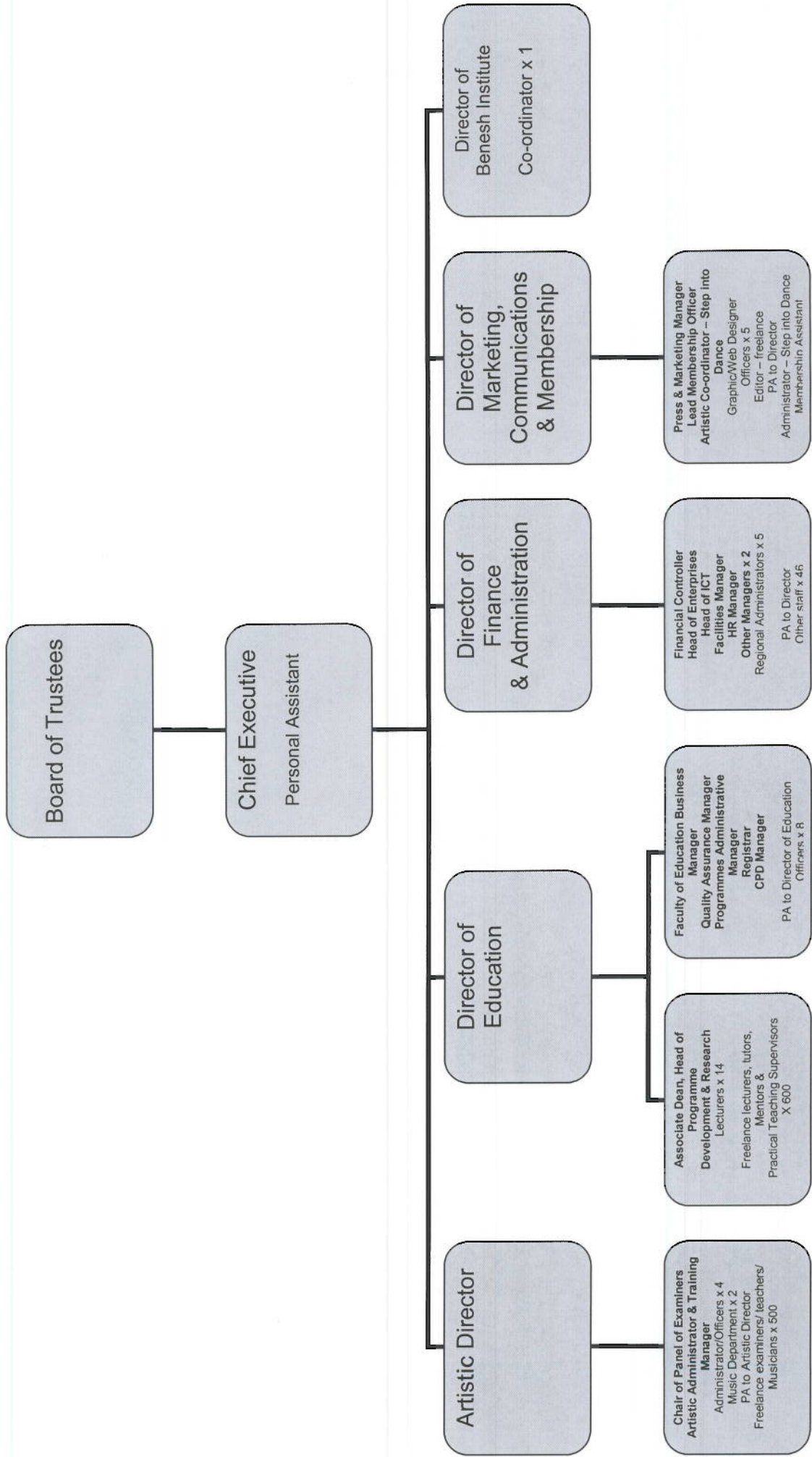
Date.....

18.6.09

Chairman, ROYAL ACADEMY OF DANCE
On behalf of the Executive Committee
Royal Academy of Dance

Policy Originally Approved: 15.3.2007
Annual Review Date 01.3.2010

PART 2 – ORGANISATION FOR HEALTH AND SAFETY



2.2 RESPONSIBILITIES

2.2.1 Board of Trustees

The Trustees shall:

- 2.2.1.1 Maintain overall responsibility for health and safety by ensuring that the health and safety policy and procedures and monitoring are in operation and that all necessary risk assessments are carried out within the business and that any necessary control measures are implemented and monitored.
- 2.2.1.2 Ensure arrangements for the supervision of the implementation of the health and safety policy and monitoring of its adequacy are in place.
- 2.2.1.3 Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- 2.2.1.4 Ensure that that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.1.5 Ensure that a system of accident reporting, investigation and analysis of all accidents that occur in the workplace is maintained.
- 2.2.1.6 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.1.7 Ensure that no member of staff is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.1.8 Ensure that all students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.1.9 Organise an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented.
- 2.2.1.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.1.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

2.2.2 Chief Executive

The Chief Executive shall:

- 2.2.2.1 Supervise the implementation of the health and safety policy and monitor its adequacy.
- 2.2.2.2 Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- 2.2.2.3 Ensure that that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.2.4 Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace.
- 2.2.2.5 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.2.6 Ensure that no member of staff is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.2.7 Ensure that all students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.2.8 Chair and/or organise for a Director to chair a health and safety committee within the organisation as considered appropriate and in accordance with statutory provisions.
- 2.2.2.9 Organise an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented.
- 2.2.2.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.2.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

2.2.3 Directors

The Directors shall:

- 2.2.3.1 Supervise the implementation of the health and safety policy and monitor its adequacy.
- 2.2.3.2 Ensure that adequate resources, reviews, procedures and records, in areas under their control, are identified and maintained.
- 2.2.3.3 The directors shall make staff aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.3.4 Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace, within areas of their responsibility.
- 2.2.3.5 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.3.6 Ensure that no member of staff, within their area of responsibility is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.3.7 Ensure that all students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.3.8 May participate in and/or Chair a health and safety committee within the organisation as considered appropriate and in accordance with statutory provisions.
- 2.2.3.9 Assist in organising an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented, within their area of control.
- 2.2.3.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.3.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

2.2.4 Heads of Departments / Managers

The Heads of Departments / Managers shall:

- 2.2.4.1 Ensure that the health and safety policy is fully implemented within their area of responsibility.
- 2.2.4.2 Ensure that all members of staff under their supervision are aware of the contents of the safety policy and the duties imposed upon them.
- 2.2.4.3 Ensure that all subordinates receive adequate information, instruction, training and supervision to ensure that all work activities are conducted in a safe manner.
- 2.2.4.4 Take and initiate action required to ensure health and safety risks arising from work activity or within the workplace are fully investigated and dealt with.
- 2.2.4.5 Ensure that no subordinates are instructed to carry out any action, or operate any machinery or equipment for which they have not been adequately trained.
- 2.2.4.6 Ensure that any defect in plant, equipment, work area or work activity that is reported to them is investigated and dealt with.
- 2.2.4.7 Ensure that all workplaces within their designated area of responsibility are monitored to ensure that safe conditions are maintained.
- 2.2.4.8 Ensure that all incidents causing injury or damage to property, machinery or equipment are investigated, reported and correctly documented.
- 2.2.4.9 Ensure that students, visitors, contractors and all members of staff are aware of any risks in the area and of established safety procedures.

2.2.5 Employees

Health and safety affects all personnel at all levels within the organisation. To achieve and maintain high standards of health and safety within the business, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974:

- 2.2.5.1 Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- 2.2.5.2 Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- 2.2.5.3 Neither intentionally nor recklessly interferes with nor misuses any equipment, provided for the protection of health and safety.
- 2.2.5.4 Be aware of emergency procedures including the evacuation and fire precaution procedures.
- 2.2.5.5 Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- 2.2.5.6 Co-operate with managers and supervisors in preventing accidents or health risks to themselves, other employees, students, members of the public or visitors.
- 2.2.5.7 Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- 2.2.5.8 Report any work conditions that they consider being unsafe or unhealthy at once to their manager.
- 2.2.5.9 **Any employee who fails to comply with the health and safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.**

PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Accident / Injury Reporting Procedures

- 3.1.1 All accidents and near misses that occur at work will be recorded in the accident book, located on the main reception. The HR Manager will analyse the accident reports on a regular basis and decide on the next course of action.
- 3.1.2 Where the Local Authority require notification the Human Resources Manager should complete Form F2508 / F2508A (alternatively visit www.riddor.gov.uk and complete on-line) and forward this to the Local Authority within the required timescale. Accidents that should be reported to the Local Authority include: A fatality. A major injury e.g. Fractured Bones. An accident which results in absence from work for over three days. An injury to a member of the public that requires them to be taken from the scene of the accident to hospital. An injury that results in unconsciousness. An injury that requires resuscitation. An injury that results in a person staying in hospital for more that twenty-four hours. Violence to a member of staff.
- 3.1.3 Where serious accidents occur, the Facilities and HR Manager with the assistance of the Departmental Manager should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence. An 'RAD Incident/Accident Report Form should be used for this purpose¹. Once investigation is completed any identified actions should be carried out within an agreed timeframe. The completed Incident/Accident Report Form should be retained along with any accompanying documentation and kept on file.
- 3.1.4 Accidents involving children or young persons shall be reported to their parent or legal guardian. The First Aider who has attended the incident should, at their earliest convenience complete a 'Child/Young Person Accident Form'². A copy of this should be taken and attached to the standard accident form. The original should then be given to the child/young person in question to pass on to their parent/legal guardian. Alternatively a copy should be passed to the Dance School Administrator who will then forward it on to the parent/legal guardian.

¹ See Appendix 6.1.1, also available via H&S section of Intranet

² See Appendix 6.1.2, also available via H&S section of Intranet

3.2 First Aid

- 3.2.1 The Royal Academy of Dance will comply with the requirements of the Health and Safety (First Aid) Regulations 1981.
- 3.2.2 Sufficient personnel will be nominated as First Aiders/Appointed Persons and will be suitably trained and certificated by attending a HSE approved course in first aid. Copies of the training certificates will be kept on file within the Human Resources Department. First Aiders will attend requalification training courses every three years and refresher courses at least once in the three year period.
- 3.2.3 Suitable and sufficient notices shall be posted around the building indicating the name, location and telephone number of the nearest First Aider. This information is also available to all staff via the Health and Safety section of the Intranet.
- 3.2.4 First aid boxes will be located at each business location. First aid boxes will be checked on a monthly basis and where necessary the contents replenished, the minimum legal provision of a suitably stocked first aid box will always be met.

3.3 Fire

- 3.3.1 A Fire Risk Assessment has been completed for the premises, which gives details of the controls in place in order to minimize risk to life in the event of fire. All employees will receive training on the action to be taken in the event of a fire or other emergency. Suitable records of such training will be maintained in the HR Department.
- 3.3.2 All employees will be fully conversant with procedures for fire prevention, detection and evacuation.
- 3.3.3 Sufficient personnel will be nominated to act as Fire Wardens. They will attend suitable training on an annual basis. Certificates confirming training course attendance will be kept on file within the Human Resources Department. The names of trained Fire Wardens will be included on notices located throughout the building and will also be available on the intranet.
- 3.3.4 Employees are not to interfere with any equipment provided to detect or fight fires.
- 3.3.5 Employees noticing any shortcomings in fire fighting equipment are to report the matter immediately to their manager.
- 3.3.6 Action on Discovering a Fire
- Raise the alarm by breaking the glass of the alarm call point.
 - Shout "FIRE FIRE FIRE".
 - Trained Fire Wardens may attempt to put out the fire if safe to do so.
 - All occupants should exit the building, without using the lift.
 - Once clear of danger, the Fire Brigade should be called.
 - NO ONE SHOULD RE ENTER THE BUILDING
- 3.3.7 The Facilities Manager will ensure that all fire fighting equipment is regularly maintained and that suitable records are kept within the Facilities Department.
- 3.3.8 There will be weekly fire alarm tests at 11am on a Monday morning (main building) and leased premises (Ship House) at 2.00pm on Wednesday afternoon. Fire drills will be held on a quarterly basis. The records for both tests will be maintained and kept within the Facilities Department by the Facilities Manager.
- 3.3.8 The Fire assembly points will be sign posted and all employees will be made aware of the correct location to go to in the event of an emergency evacuation. This information is posted on signage around the building and is also available to all staff via the Health and Safety section of the Intranet.

3.4 Visitors and Contractors

- 3.4.1 Only approved contractors will be employed to work on site, arranged by the Facilities Department.
- 3.4.2 All contractors will be required to provide a copy of their current health and safety policy and insurance documentation prior to commencing work on the premises.
- 3.4.3 All contractors will produce a valid form of identification when attending site.
- 3.4.4 The contractor should confirm in writing that all of his employees have received suitable and sufficient health and safety training and that they are competent.
- 3.4.5 Contractors shall be provided with sufficient information to enable them to conduct their activities without risks arising from workplace activities.
- 3.4.6 Contractors shall be required to sign in and out of the premises for accounting purposes in the event of an emergency.
- 3.4.7 If required contractors must comply with the use of 'Hot Work Permits' and 'Asbestos Working Permits'. Both forms of permit will be issued and monitored by the Facilities Department. Records of these permits will be filed within the Facilities Department.

3.5 Risk Assessments

- 3.5.1 It is Royal Academy of Dance policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.
- 3.5.2 Risk assessments, once completed by a competent person, will be brought to the attention of any person who may be affected by the work to which the risk assessment relates.
- 3.5.3 Risk assessments will be reviewed at least annually or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all personnel who may be affected by the change.
- 3.5.4 There is a standard Royal Academy of Dance format which should be used for all Risk Assessments³. Once completed the forms should always be kept on file available for reference and to review.

Format of Risk Assessments

Risk assessments shall include:

- The nature of the potential risk (Mechanical, Biological, Chemical etc)
- Who is at risk
- The control measures present
- Any further and necessary control measures

³ See Appendix 6.1.4, also available via H&S section of Intranet
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3.6 Control of Substances Hazardous to Health (COSHH)

- 3.6.1 No work will be undertaken which involves the use of a substance classified as hazardous to health, unless a formal COSHH assessment has been undertaken and documented by a competent person.
- 3.6.2 Any protective measures required, as a result of the COSHH assessment, will be adhered to. Managers and supervisors are to ensure that the COSHH assessment requirements are in force at all times.
- 3.6.3 No new substances or chemicals will be used on Royal Academy of Dance premises that have not been the subject of a formal assessment.
- 3.6.4 Prior to using any materials or substances on Royal Academy of Dance premises a Manufacturer's Product Safety Data Sheet will be obtained.
- 3.6.5 The COSHH assessment sheet shall include the following information:
- Material/Substance identification and purpose.
 - Potential hazard.
 - Persons at risk.
 - Exposure limits (where applicable).
 - Precautions and protective equipment required.
 - Storage and disposal requirements.
 - Emergency and first aid requirements.
- 3.6.6 A copy of the COSHH assessment sheet shall be issued to all locations where the substance is to be used and brought to the attention of all personnel involved.

3.7 Office Safety

- 3.7.1 Smoking is not permitted in any offices or other Royal Academy of Dance premises.
- 3.7.2 All workstations will be the subject of a display screen assessment in accordance with the Workplace (Health Safety and Welfare) Regulations 1992. Such assessments will be recorded.
- 3.7.3 Electrical cables and telephone wires will be so situated so as not to cause a trip hazard.
- 3.7.4 If any bulky or heavy items of office furniture have to be moved trolleys and/or castors will be provided.
- 3.7.5 Electrical sockets will not be overloaded.
- 3.7.6 No flammable materials will be stored in offices unless prior permission has been obtained from the relevant manager.
- 3.7.7 Any flammable substances that are required to be stored in offices will be stored in a flammables container.
- 3.7.8 All offices will be kept clean and tidy. In particular gangways and means of escape will be kept free from obstructions.
- 3.7.9 Filing cabinet and cupboard drawers will be closed when not in use.
- 3.7.10 Any faulty electrical equipment will be reported to the relevant manager or supervisor. This information will then be forwarded to the Facilities Department.

3.8 Manual Handling and Lifting

- 3.8.1 Departmental Managers will endeavour to eliminate manual handling wherever possible from their area of responsibility.
- 3.8.2 Employees shall not attempt to lift any object that is beyond their strength.
- 3.8.3 The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible.
- 3.8.4 Where required, assistance should be sought to lift or move heavy or awkward items.
- 3.8.5 Departmental Managers shall ensure that sufficient training is provided for personnel who are required to continuously lift or move items.
- 3.8.6 All manual-handling injuries shall be reported promptly, in accordance with the accident reporting procedures.

3.9 Medical / Infectious Diseases

- 3.9.1 Employees must disclose any medical condition from which they suffer (allergies, illnesses etc) to the Human Resources Department. All information will be treated as strictly confidential.
- 3.9.2 Employees must inform the Human Resources Department if they have contracted or been in contact with an infectious or contagious disease, by producing a current medical certificate. If required the employee may be sent home with pay for a specific time.
- 3.9.3 Some of the diseases which must be notified are:
- Chickenpox.
 - Cholera.
 - Food Poisoning.
 - Hepatitis.
 - Impetigo.
 - Jaundice.
 - Malaria.
 - Measles.
 - Ringworm.
 - Scabies.
 - Tuberculosis.
 - Typhoid and Whooping Cough.
- 3.9.4 Where an employee is unsure of reporting a particular disease he / she should contact the Human Resources Department for advice. All information will be treated as strictly confidential.

3.10 Display Screen Equipment

- 3.10.1 The HR Manager shall ensure that self-assessment DSE assessments⁴ are carried out for all personnel who are required to spend the majority of the working day on DSE, and are thus classified as a 'user'. Records of these assessments will be kept on file within the Human Resources Department.
- 3.10.2 Employees must complete the DSE self-assessment questionnaires in a timely manner.
- 3.10.3 Assessments will be reviewed if existing 'users' change their working location.
- 3.10.4 All 'users' shall be given a copy of "Working with VDUs" or have access to the PDF version on the intranet.
- 3.10.5 Employees shall take a break of at least 5 minutes away from the DSE after each hour's continued use. This should be scheduled within their work load for the day.
- 3.10.6 Employees may undertake an eyesight test at the Royal Academy of Dance's expense. Where corrective lenses are required for DSE use, these shall be provided at Royal Academy of Dance expense.
- 3.10.7 If an employee suffers from any visual or muscular discomfort as a result of working with DSE, the matter must be reported to their manager/supervisor **and** the Human Resources Manager immediately.
- 3.10.8 Departmental Managers shall ensure that the correct amounts of breaks are taken away from DSE screens.
- 3.10.9 There will always be available, at least one member of staff, who has been trained as a competent DSE assessor.

⁴ See Appendices 6.1.6 & 6.1.7, both forms also available via the H&S section of the Intranet.
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3.11 Training

- 3.11.1 All new employees will receive health and safety induction training. A record of this training will be maintained within the Human Resources Department.
- 3.11.2 Periodically, refresher training will be provided, records of such training will also be maintained within the Human Resources Department.
- 3.11.3 Departmental Managers will ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake. Where new processes/procedures are introduced training will be provided as required.
- 3.11.4 Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised on a regular basis.

3.12 Electrical Safety

- 3.12.1 A competent person will inspect all portable electrical appliances on an annual basis for electrical safety.
- 3.12.2 Having passed the test, appliances shall be marked to indicate that they are safe to use.
- 3.12.3 A visual inspection of all portable appliances will be conducted every 3 months.
- 3.12.4 The fixed electrical installation will be examined by a competent person every 5 years and records maintained. These will be kept within the Facilities Department.
- 3.12.5 Employees shall not attempt to repair or modify any electrical item. Where faults occur they shall be reported to the Departmental Manager for action to be taken.

3.13 Disability and Employment Rights

3.13.1 The Royal Academy of Dance fully supports the aims and principles of the Disability Discrimination Act.

3.13.2 No employee, howsoever disabled, will be discriminated against solely by merit of their disability for jobs that are within their capability. This applies to recruitment, but also to a disabled person's suitability for occupying any post within the Royal Academy of Dance.

3.13.3 Where necessary, modifications to the infrastructure will be made as is reasonably practicable so that such disabled persons may conduct their work in the same way as their able-bodied colleagues.

3.14 Lone working

- 3.14.1 The Royal Academy of Dance will ensure that where practicable, no lone working shall occur.
- 3.14.2 Where lone working is necessary, in such cases as: Maintenance staff, Security staff and Support staff, managers shall ensure that an accurate register of those working alone is being kept.
- 3.14.3 Lone workers should be considered for known medical conditions which may make them unsuitable for working alone.
- 3.14.4 Lone workers must be suitably experienced, have received suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- 3.14.5 If lone working is required the adequate supervision must be provided. The adequacy of the supervision will depend on the level of risk, types of risk and duration of exposure. Adequacy of supervision may involve some of the following:
- a) periodic checks on lone workers i.e. visual
 - b) periodic contact with lone worker i.e. telephone
 - c) automatic warning devices
 - d) general or specific alarms for emergencies
- 3.14.6 Any emergency equipment used i.e. alarms, mobile phones etc. should be regularly checked and maintained. The records of these checks and maintenance reports shall be kept on file.

3.15 Personal Protective Equipment

- 3.15.1 If required personal protective equipment will be supplied by the Royal Academy of Dance free of charge.
- 3.15.2 The Royal Academy of Dance will also provide a specified storage area for the safe storage of the personal protective equipment.
- 3.15.3 The correct equipment, as specified by risk assessment undertaken by the Royal Academy of Dance for each activity, will be worn by employees when undertaking those tasks. **Failure to do so may lead to disciplinary action.**
- 3.15.4 Regular checks will be carried out and recorded relating to the maintenance of all personal protective equipment issued. Records of this will be kept on file within the Human Resources Department.

3.16 Pressure Systems

- 3.16.1 There are two oil heating boilers located in the Ground Floor Boiler House. Having safe and suitable equipment, safe operation procedures, adequate protective devices and adequate maintenance will all help to control the risks associated with pressure systems such as these.
- 3.16.2 The system is subject to inspection on a regular basis in line with current legal provision, and sufficient suitable maintenance on a biannual basis. Records of both inspections and maintenance are filed within the Facilities Department.
- 3.16.3 Any maintenance carried out on the pressure systems shall be undertaken by a Gas safety registered engineer. <http://www.gassaferegister.co.uk>
- 3.16.4 Any operator will have access to a suitable set of operating instructions for the system and have been suitably trained.

3.17 Lifts

- 3.17.1 There is one passenger lift within the Main Building which services Ground to Second floors. The lift is subject to regular (at least biannual) thorough examination. Records of these checks are kept on file within the Facilities Department.
- 3.17.2 Appropriate timely preventative and remedial maintenance is carried out in such a way as to adequately control the risks to maintenance staff and others. This maintenance will be carried out by an approved lift contractor.
- 3.17.3 All staff and students are advised not to use the lift in the event of an emergency.

3.18 Asbestos

- 3.18.1 Identification and management of asbestos containing materials within Royal Academy of Dance premises comes under the control of the Asbestos Manager.
- 3.18.2 In accordance with the Royal Academy of Dance Asbestos Management Plan all records relating to the identification, maintenance, removal and disposal of asbestos containing materials will be under the control of the Asbestos Manager.
- 3.18.3 The Royal Academy of Dance Asbestos Management Plan will be held by the Asbestos Manager and in their absence by the Facilities Manager, and will be made available for review, internal annual audit, and/or audit by external agencies such as the Health and Safety Executive.
- 3.18.4 A copy of the Royal Academy of Dance Asbestos Management Plan can also be found in the Health and Safety file held within the Facilities Department.

3.19 Noise at Work

- 3.19.1 The Royal Academy of Dance will comply with all current legislation in reference to Noise at Work.
- 3.19.2 Scheduled sound level tests will take place and results recorded and filed within the Facilities Department. If the results of the sound tests indicate that a risk assessment should be carried out (if the first action level 80dB is identified) then the Health and Safety Manager will co-ordinate this assessment.
- 3.19.3 Noise issues will always be addressed initially at source this may mean adopting additional measures such as maximum noise levels of music (in studios). The issuing of personal protective equipment (PPE) will always be a last resort.
- 3.19.4 Risk assessments will be reviewed and amended when any new equipment, work procedures or change of work location occur.
- 3.19.5 Information, instruction and training on 'Noise at Work' will be provided to all members of staff.

3.20 Working at Height

- 3.20.1 The Royal Academy of Dance will comply with all current legislation in reference to Working at Height.
- 3.20.2 Suitable and sufficient risk assessments will be carried out in relation to each task undertaken, before work begins. These assessments will establish safe systems of work and procedures for performing unavoidable tasks at height.
- 3.20.3 Staff required to work at height (including the organisation, planning and supervision of such work) must be competent to do so. The Royal Academy of Dance will provide the appropriate training by a provider agreed by the Health and Safety Manager.
- 3.20.4 Training records will be kept on file within the Human Resources Department.
- 3.20.5 Work equipment used in relation to working at height will be inspected on a regular basis, records of these checks will be kept on file in the Facilities Department.
- 3.20.6 Contractors who are required to work at height will be asked to submit a method statement (including inspections) and risk assessment for the work to be carried out. These records will be kept on file within the Facilities Department.

PART 4 – COMMUNICATION

4.1 Communication

- 4.1.1 The general health and safety policy will be brought to the attention of all existing and new employees of the Royal Academy of Dance.
- 4.1.2 The minutes of Health & Safety Committee meetings will be available for all staff and will be placed on the Health & Safety section of the RAD's intranet.
- 4.1.3 The Health and Safety section of the Intranet has updated articles, information and policies relating to health and safety, and is accessible to all staff.
- 4.1.4 Where contractors are required to work on the premises they will be given sufficient health and safety information to enable them to conduct their activities without risk to health from Royal Academy of Dance activities.
- 4.1.5 Employees who have any suggestions to improve health and safety are encouraged to report the matter to their manager/supervisor.

PART 5 – RECORD KEEPING

5.1 Record Keeping

The following records will be maintained and kept in the following locations:

5.1.1 Risk Assessments.

- Facilities Department, Human Resources Department, Departmental Managers

5.1.2 COSHH Assessments.

- Facilities Department, near the substance

5.1.3 Fire and Emergency Training.

- Human Resources Department

5.1.4 Accident Book.

- Human Resources Department

5.1.5 First Aid Trained Personnel.

- Human Resources Department

5.1.6 Portable Electrical Appliance Register.

- Facilities Department

5.1.7 Fire Equipment Maintenance and Training.

- Facilities Department, Human Resources Department

5.1.8 Staff Training.

- Human Resources Department

5.1.9 Display Screen Assessments.

- Human Resources Department

5.1.10 Issue and checks on Personal Protective Equipment.

- Facilities Department

5.1.11 Issue and completion of Permits to Work.

- Facilities Department

5.1.12 Pressure Systems

- Facilities Department

5.1.13 Lifts

- Facilities Department

5.1.14 Asbestos

- Asbestos Manager, Facilities Department

PART 6 - APPENDICES

- 6.1 Listing of Forms**
- 6.1.1 Incident/Accident Report Form
- 6.1.2 Child/Young Person Accident Form
- 6.1.3 Risk Assessment Work Sheet
- 6.1.4 RAD Risk Assessment Form
- 6.1.5 RAD Risk Assessment Matrix
- 6.1.6 DSE User Review Questionnaire
- 6.1.7 DSE Risk Assessment Questionnaire



Incident/Accident Report Form

Name:		
Position:		
Department:		
Date of Incident:	Time:	Time Reported:
Location of Incident/Accident:		

Brief Description of Incident/Accident (a detailed report together with diagrams, photographs and any witness statements should be attached where necessary. Please complete all details requested overleaf.)

Details:

Cause of Incident/Accident:

Immediate Corrective Action Taken:

Employee Temp Freelance/Peripatetic Student Contractor
 Visitor Work Placement Homeworker (Tick one box)

Accident first reported to: Name.....
 Department.....


First Aid/medical attention by:

First Aider Name.....Department.....
 Doctor Name.....Medical Centre.....
 Hospital.....

RIDDOR reporting required.....YES/NO.....inform HR Dept

WITNESSES

Name	Position/Dept	Statement obtained (yes/no) Attach all statements taken
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	Name:	
	Class / Exam / Event:	
	Teacher:	
<p>Child/Young Person Accident Form <i>Please complete the form at the earliest opportunity following the accident.</i></p> <p>Child: RAD staff member to inform parent/guardian, ensure form is forwarded to them & keep copy on file. Young Person Work Experience: HR to inform parent/guardian, ensure form is forwarded to them & keep copy on file.</p>		
1	This is to inform you that your child has had an accident at the Royal Academy of Dance today at	
2	The accident happened: <ul style="list-style-type: none"> • In the studio • In the changing room • In the waiting area • Other 	
3	The circumstances were as follows:	
4	Actions taken (First Aid administered):	
5	These people have been informed: <ul style="list-style-type: none"> • Class Teacher • First Aider • Dance School Administrator • Other (please state) 	
6	We would advise the following:	
Signature..... Date.....		
Print:.....Position:.....		
<i>If you wish to have any further information about this incident please contact :</i>		
Name:	Job Title	Telephone Number



Risk Assessment Work Sheet

LOCATION.....DATE.....
.....

ASSESSORS.....
...

TASK:.....

+ points

- points

Persons at risk:

Staff, Students, Contractors, Cleaners, Public, Visitors, Lone workers, anyone in area.

NOTES:
.....
.....
.....
.....
.....
.....
.....

After assessing the task, please complete a RAD risk assessment form.
This will result in a risk rating for the task.

RAD RISK ASSESSMENT FORM



Date.....Assessment written
 by.....
 Location.....
 Task Assessed.....

Number	Activity / Task	Hazard	Person at Risk	S	L	RR	Controls in place	S	L	RR	Action Required

S = Severity L = likelihood RR = Risk Rating S x L = RR
 Action Required - Enter: O = O.K. Risk is adequately controlled. A= Action please note the action that is required.



Risk Assessment Risk Rating Matrix

L I K E L I H O	5	Possible Action 5	Action 10	Unacceptable Action Now 15	Unacceptable Action Now 20	Unacceptable Action Now 25
	4	Possible Action 4	Action 8	Action 12	Unacceptable Action Now 16	Unacceptable Action Now 20
	3	Possible Action 3	Possible Action 6	Action 9	Action 12	Unacceptable Action Now 15
	2	No Action 2	Possible Action 4	Possible Action 6	Action 8	Action 10
	1	No Action 1	No Action 2	Possible Action 3	Possible Action 4	Possible Action 5
		1	2	3	4	5
SEVERITY						

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- 1 No or minimum injury
- no equipment or property damage
- 2 First aid treatment
- minimum equipment or property damage
- 3 Minor injury
- localised equipment or property damage
- 4 Major injury or hospitalisation
- damage to equipment or property
- 5 Fatality
- extensive property or equipment damage

Risk Rating = Likelihood X Severity

- 1 – 2 No action required
- 3 – 6 Possible action required
- 8 – 12 Action required
- 15 – 25 Urgent action required now !**



Name:

Job Title:

Department:

DSE User Review Questionnaire

Read the questions carefully and circle each appropriate answer

1	Do you ever use Display Screen Equipment?	Yes	No
		If the answer to this question is "No" please ignore the remainder of this questionnaire.	
2	How often do you use Display Screen Equipment?	Every Day Most Days Occasional Days Isolated Days	
3	When you use Display Screen equipment how many hours per day are spent on it?Hours	
4	Do you depend on Display Screen Equipment to do your job?	Yes	No
5	Do you have a choice whether you use Display Screen Equipment, i.e. is there an alternative which you can use?	Yes	No
6	Do you need particular skills to use the Display Screen Equipment e.g. related to the system or software?	Yes	No
7	Do you use Display Screen Equipment more than one hour at a time?	Yes	No
8	Does your job require a high level of concentration or attention when using Display Screen Equipment e.g. when the consequence of an error may be important?	Yes	No

Please return this completed questionnaire to the Human Resources Department.

Signature.....

Date.....



Name:

Job Title:

Department:

DSE Risk Assessment Questionnaire

Read and complete the following questionnaire. It should take no more than 5 minutes of your time. It is intended to be used by your employer to help in assessing the risks to you health and safety whilst using Display Screen Equipment. Please tick either "Yes" or "No", if appropriate, if not tick "N/A" in the boxes provided.

Estimated time using Display Screen Equipment each week.....hours

The Monitor

Yes No N/A

- 1 Does the monitor swivel from side to side (if non-flat panel)?
- 2 Does the monitor tilt upwards and downwards sufficiently?

The Screen

- 3 Is the image stable and flicker free?
- 4 Is the screen size suitable for the task?
- 5 Is the information on the screen large enough to see easily?
- 6 Is the screen size suitable for the task?
- 7 Are brightness and contrast controls adequately and easily adjusted?
- 8 Have problems with reflections/glare been eliminated?
- 9 Is the screen regularly cleaned to remove dust and finger marks?

Keyboard and Mouse

- 10 Do you suffer form any DSE related hand and wrist health problems?
- 11 Are the home keys (i.e. ASDF row) level with your elbows?
- 12 Can the keyboard be tilted on short legs at the rear?
- 13 Is the keyboard detachable/moveable?
- 14 Does the keyboard have a separate numeric keypad if required?

Health and Safety Policy

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 15 | Is the keyboard matt with non-reflective keys? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Is the keyboard regularly cleaned and the key symbols readable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Is the mouse comfortable to use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Is there sufficient space for easy movement of the mouse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Can the mouse buttons/trackball be clicked/moved without undue force? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Work desk / space and layout

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 20 | Does the layout of your desk allow you to work properly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Can you reach the essential equipment without excessive reaching/twisting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Is there adequate free space for your essential task material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | Is the work desk stable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Does the work desk surface have a matt non-reflective finish? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Is there adequate wrist support space in front of the keyboard (e.g. 100mm)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | Are there any sharp edges to the front of the work desk? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27 | Is there adequate legroom (e.g. 450mm deep, 660mm high and 600mm wide)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Work Chair

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 28 | Do you suffer from any DSE related back health problems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29 | Is the chair comfortable and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | Does the chair have stable 5-star base with castors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 | Is the seat height adjustable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32 | Is the back support adjustable in height and angle? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 | Are the adjustment mechanisms easy/safe to operate from the seated position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34 | Does the chair offer lumbar support? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35 | Does the chair offer suitable depth and width of seat pan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36 | Is arm rest height adjustable where arm-rests are fitted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37 | If your chair has arm-rests do they fully allow you to approach the work desk? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Lighting

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 38 | Does the overhead lighting provide adequate illumination? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39 | Have window blinds been provided to protect form excessive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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sunlight?

- 40 Is the workstation suitably located to avoid glare/reflection?

Noise

- 41 Do you consider the office equipment to be quiet enough?
- 42 Is it quiet enough for you to do your work properly?
- 43 Are you able to conduct a normal conversation in the office?

Heating and Ventilation

- 44 Is the working temperature comfortable?
- 45 Is there adequate humidity to avoid discomfort from dry eyes?
- 46 Have any disturbing draughts been eliminated?

Ancillary Equipment

- 47 Is a document holder available if you require one?
- 48 Is a wrist-rest available if you require one?
- 49 Is a foot-rest available if you require one?
- 50 Is task lighting available if you require one?

Software

- 51 Have you received training in the use of relevant software?
- 52 Is the software generally suitable for the tasks you carry out?
- 53 Is the information displayed in a suitable format and speed?

Workstation

- 54 Have you received Display Screen Equipment awareness training?
- 55 Are you instructed how to adjust your workstation equipment?
- 56 Are there any reflective surfaces (walls etc.)?
- 57 Can you escape your workstation easily in the event of a fire?
- 58 Are all electrical plugs, sockets and switches in a good state of repair?
- 59 Has the risk of tripping from trailing cables been eliminated?

Posture

- 60 Are you able to adopt a range of different postures when keying?
- 61 Can you achieve an adequate viewing distance from the screen?
- 62 Can you adjust the workstation equipment to achieve a comfortable posture?

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Eye Tests

- 63 Do you suffer from any DSE related eye problems?
- 64 Are you aware of the users rights to free eye examination and screening?
- 65 Have you had an eyesight test within the last 2 years?

Other Issues

- 66 Do you take regular screen breaks?
- 67 Are you aware of who to report to if you have any DSE related problems?

Please write any comments below on any other issues that you wish to raise concerning the use of your workstation:

.....

.....

.....

.....

.....

.....

.....

Signature.....

Date.....

Assessors Signature.....

Date.....