

Health & Safety Policy

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BRITISH AMERICAN DRAMA ACADEMY

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Currently Being Updated

Statement

It is an important duty of this Academy, in the conduct of its business operations, to ensure a safe and healthy working environment for all of its students, staff and faculty. BADA accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all BADA's students, staff and faculty; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

It is the responsibility of BADA,

- To maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems at work and a safe, healthy working environment.
- By consultation and joint involvement of management, employees and contractors to enlist the active interest, participation and support of all students, employees and contractors in promoting good standards.

It is the responsibility of every student, staff and faculty member,

- To take all reasonable care for the health and safety of themselves and of fellow employees and contractors and to report any hazard which cannot be controlled personally.
- To co-operate with the Academy by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.

Co-ordinating safety for all students, staff and faculty is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working.

The Managing Director accepts ultimate responsibility for health and safety within the Academy as a whole. All students, staff and faculty generally are expected to support and implement this policy wholeheartedly.

BADA Health and Safety Policy is applicable in any place where the location can be identified with BADA's course requirements, or with its social events. It therefore includes any place where BADA delivers its services (for example 14 Gloucester Gate, The Landward, Westburn, Cecil Sharp House, Magdalen College, Wadham College, The Cockpit Theatre.) Students, staff and faculty should abide by BADA's Health and Safety Policy in all such locations, except where the premises own specific Health & Safety Policy supersedes it.

RIDDOR Procedures

What is RIDDOR?

RIDDOR stands for The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and places a legal duty on:

- employers;
- self-employed people;
- people in control of premises;

to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions. Alternatively, you can report an incident online at

<http://www.hse.gov.uk/riddor/online.htm>

Copies of submitted RIDDOR forms are sent to the employers / duty- holders regardless of who has submitted the report.

For BADA Riddor reports should be submitted by the General Manager or Managing Director, therefore please inform one or other of them should an incident of this nature occur.

Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise, and to investigate serious accidents. The HSE can then provide advice on how to reduce injury and ill health in our workplace.

For most businesses, a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event. However, if it does happen, you must let the General Manager or Managing Director of BADA or the HSE know as soon as possible.

What is the Incident Contact Centre (ICC)?

The ICC is a 'one-stop' reporting service for work-related health and safety incidents in the UK. It was established on 1 April 2001 and is primarily a call centre, open from Monday to Friday between 8:30am and 5:00pm. If you wish to speak to an ICC operator, just call 0845 300 99 23. All information will remain confidential.

How does the ICC work?

BADA must report all incidents and keep appropriate records. The quickest and easiest way to do this is to call the Incident Contact Centre on 0845 300 99 23 with no need to fill in a report form. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority. You will be sent a copy of the information recorded which you should file at BADA. This meets the RIDDOR requirement to keep records of all reportable incidents. When you receive a copy of the information recorded, you will be able to correct any errors or omissions.

You can also report by completing an interactive form which automatically sends you a copy for your records at <http://www.hse.gov.uk/riddor/online.htm>.

Reports are also accepted via email or post to the ICC.

v. How do BADA contact the ICC?

- By phone: 0845 300 99 23 (local rate)
- Online: <http://www.hse.gov.uk/riddor/online.htm>
- By email: riddor@connaught.plc.uk
- By Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

What must I report?

BADA have legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

BADA must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are present, and you are unsure whether or not to report it please ask the General Manager to call the Incident Contact Centre (ICC) on 0845 300 99 23.

Information supplied to HSE in a RIDDOR report is not passed on to BADA's insurance company. If you think your insurer needs to know about a work related accident, injury, or case of ill health please remember to contact them separately.

When do BADA need to make a report?

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0845 300 99 23.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0845 300 99 23.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

Cases of disease should be reported as soon as a doctor notifies you that a BADA employee or student suffers from a reportable work-related disease.

What records do BADA need to keep?

BADA must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

BADA keeps its records in the form of Accident Book entries. In the case of an employee experiencing a situation that needs reporting and recording, please notify the BADA General Manager as soon as possible.

Where should Students, staff and faculty report any incidents?

In the first instance, please contact the BADA General Manager or a member of the BADA Office team in the main office on the ground floor of 14 Gloucester Gate. This is where the accident book is kept and from where reports, where necessary, to the Incident Report Centre can be made.

Evacuation of anyone with additional access needs

BADA takes responsibility for all people, including anyone with access needs, evacuating its buildings safely, and would view failure to make adequate provisions for the safe evacuation of people with access needs from its premises, as discrimination.

In order that BADA's planning can accommodate the needs of all its students, staff, faculty and visitors, it is essential to identify the needs of people with access needs and, where necessary, to make proper arrangements for their assistance in the event of an emergency evacuation. The procedure will vary as to the needs of the individual, their relationship to the building and its structural characteristics.

BADA encourages all students, staff and faculty to make any disabilities or access requirements known to the BADA Office. This is to enable their safety during an emergency procedure is given the highest priority. This declaration is encouraged at pre-departure / registration for students and final interview stage or contract agreement for staff and faculty.

BADA also recognises individuals may develop a temporary mobility difficulty following an accident or surgical intervention, which might affect their ability to evacuate from their normal place of work.

Personal Emergency Evacuation Plan (PEEP)

In the event of any of BADA's students, staff or faculty making a disability or access need known, the General Manager will create a Personal Emergency Evacuation Plan, with the highest urgency and in conjunction with the individual.

- The purpose of a PEEP is firstly to secure the safety of the named individual in the event of a building evacuation. The PEEP will also record the safety plan e.g. routes, corridors, stairs or refuges etc., identify those persons who will assist carrying out the evacuation and training or practice needs.
- The plan will be tailor made to meet the requirements of the individual and where applicable the person/s that may be required to assist with the evacuation of the disabled person.
- BADA recognises the PEEP is a personal plan and so must be drawn up in consultation and with the active participation of the person concerned.
- Extra consideration will be given to timetabling where it affects the person concerned and with awareness that they may experience difficulties in responding to a building emergency evacuation alarm. Where possible room location will take place as near to the ground floor as possible for quick evacuation.
- Where identified within the PEEP that assistance is required to carry out the evacuation, BADA will ensure that any people identified within the plan are aware of their responsibilities.

- If identified within the PEEP that specialist training or additional provisions (evacuation chair, emergency exit routes etc.) are required to ensure the PEEP is undertaken safely, BADA will ensure that this training has been undertaken and any additional provisions put in place
- All students, staff and faculty who could be expected to aid the evacuation of a disabled person will receive a copy of the relevant PEEP.
- A practice evacuation drill will be carried out at least once a semester to monitor the effectiveness of the general fire evacuation plan and any active PEEP.
- A PEEP should be activated immediately the alarm is raised.
- The PEEP will also address work out of normal hours or areas where close supervision is not available.

Techniques for the Evacuation of Anyone with Access Needs

Please note that the following list includes general techniques and observations that may help in the evacuation of anyone with access needs. It is intended as a guide to potential issues whereas the individual PEEP will list details relating to the individual, and friends, assistants, other students, teachers and staff will be made aware of specific techniques where relevant and with the disabled person's approval.

- Students, staff and faculty with a visual impairment may be guided on level surfaces by offering an arm. On stairways the guide should descend first and the person following can then place their hand on the guide's shoulder. If a student, staff or faculty member is a guide dog user they should be asked about how/if they can be assisted.
- Many people with access needs will still be able to descend (or ascend) a stairway; others may need assistance.
- BADA will ensure that equipment is available for safely transporting people with mobility impairments in stairways when such requirements are identified in the PEEP.
- Lifts are prohibited from use during an emergency evacuation.
- If it is safe to do so wheelchairs, guide dogs and other 'equipment' must be evacuated as well as the individual.

Refuge Areas

BADA does not have designated refuge areas. Where an individual is unable to use stairways without assistance BADA will identify a suitable refuge area, providing a place of relative safety for the individual before being assisted to a final exit. With good communication links to the refuge area it may not be necessary to evacuate from the refuge (for instance if the alarm proves to have been activated accidentally).

The refuge can be used as a safe resting place or as a place to wait until it is safe to exit the building.

Refuge areas can be an enclosure such as a compartment, lobby, corridor or stairway that can provide protection from fire and smoke.

Once a refuge area has been identified it will be suitably signed and kept free from obstructions. It is essential that the location of a refuge does not have any adverse effect on the means of escape.

The member of staff (identified in the PEEP) should report the location of the individual that is unable to be evacuated from the building to the responsible person in charge of the evacuation. If required, the fire and rescue services can be informed of the location when they arrive.

The selected refuge area will be equipped with effective communication links to a fixed or mobile staffed area to enable communication with any person/s using the refuge area in an emergency.

The refuge area will not be immediately adjacent to any fire alarm as high sound level during a drill or evacuation can limit communications.

Evacuation Procedure for Anyone with Access Needs

The following is a general guide for anyone with access needs in the event of an evacuation of BADA and should be followed in relation to the PEEP that will be prepared for them. On activation of the emergency alarm, the individual should,

- Stop and collect any essential belongings that may be required in the evacuation – do not bring anything that is unnecessary or that could hinder the evacuation of the building.
- Remain at their work station / place of study if assistance is required.
- Once assistance arrives (or if assistance isn't required) make their way to the designated refuge point.
- Remain at their refuge point with your assistant until it is safe to evacuate. (where possible use the communication at the refuge point to ascertain if an evacuation is required or it's a false alarm).
- Once the area is clear if required with the support of their assistant make their way to the final exit of the building.
- Once outside the building they, or their assistant, must report their presence to the person in charge of the evacuation.
- Remain outside the building until told to return by the person in charge of the evacuation.

Health and Safety Procedures Specific to BADA

In every workplace, there are situations where health and safety issues arise specific to that location. This section of the handbook lists all such situations. It is the nature of a business such as BADA that these are subject to change, with new situations arising as the business develops. Health and safety remains paramount, however, so if at any time you identify what you believe to be a situation not covered by this handbook then please notify the General Manager as soon as possible, so that your suggestion can be considered and if necessary, implemented.

Emergency Services

To phone the emergency services from the internal telephone system simply dial 999. You will be asked which service you require and our address and phone number. They are as follows:

The British American Drama Academy

14 & 15 Gloucester Gate

Regents Park

London

NW1 4HG

020 7487 0730

First Aid

There will be at least one trained first aider on-site at all times during the operational hours, Monday to Friday. A list of current trained first aiders is kept in the office on the ground floor of 14 Gloucester Gate and in the main foyer.

First Aid boxes are located in the Foyer (Lobby) of 14 Gloucester Gate and the First floor in 15 Gloucester Gate. (Please note that what is referred to as the first floor in the UK is often referred to as the second floor in America)

BADA's accident and incident book is kept in the office of 14 Gloucester Gate. In the event of needing to report an accident, please proceed immediately to the office and contact the General Manager or a member of the Office Team.

In the Event of Fire

Please familiarise yourselves with the location of Fire Extinguishers, Fire Alarm Call Points and Fire Exits near your teaching rooms. Maps showing fire exits are on each floor of the building are located around the building and copies of these maps are included in the appendices of this handbook.

If you discover a fire, sound the alarm immediately, it is monitored and the fire brigade will be called automatically. If the fire alarm bells sound;

- Evacuate quickly and calmly using the nearest emergency exit. Please listen to and follow the instructions of the designated Fire Warden (who can be identified by the yellow waist-coast they will be wearing.) DO NOT stop to collect personal belongings although it may be advisable to bring a coat or jacket but ONLY if it's in the room with you.
- If there is anyone missing, inform a BADA Staff member or a Fire Brigade Officer immediately.
- Once you have exited the building make your way to the assembly point.
- The assembly point is in Gloucester Mews, which is off Albany Street behind number 15. (Turn RIGHT onto Gloucester Gate, RIGHT again onto Albany Street and then RIGHT into Gloucester Mews.)
- Do not re-enter the buildings until the all-clear has been given by the Fire Brigade.

Other Hazards

All students, staff and faculty should also be made aware of other hazards in and around the buildings.

14 Gloucester Gate

- The marble steps in the entrance area can get very slippery when it is wet. Please be careful.
- The stairs down to the basement have a low ceiling. Mind your head.
- The stairs to the green room have a low ceiling. Mind your head.
- The stairs to the top floor are very steep and very narrow. Watch your step.
- Students should keep away from the full-length windows. If you wish to open a window, please do so yourself or ask a member of the office staff to do so. Please do not ask students to do so.
- Do not stand on the low radiators in Webster or Beckett, or allow students to do so.
- Do not sit or lean on the radiators in any of the rooms (as they may come away from the wall if you do so), or allow students to do so.
- The area around the water fountain can get wet and slippery. Please be careful.
- Doors marked with blue, circular “Fire Door” stickers are Fire Doors and must be kept closed at all times. It is good practice to keep all doors closed when not in use, even if they do not carry a “Fire Door” sticker.

15 Gloucester Gate

- The pavement and entrance steps can get slippery when wet. Please be careful.
- Students should be kept away from the full-length windows.
- The roof area outside Wycherley is only to be used as an escape route. No one is permitted on the roof at any other time.

If you discover a hazard, please inform a member of the BADA management immediately.

Security

- Building security is paramount. Please ensure that the external doors are closed after you. DO NOT let any strangers into the buildings or tell anyone the door code.
- If you are approached outside the building by someone you do not recognise seeking ingress, DO NOT allow them to enter the building with you. Please ask them to use the video entry phone so that BADA office staff can identify and if necessary meet them at the door.
- All visitors, except BADA employees, contractors and students, MUST sign our visitors’ book, which is held in the main office. If you have reason to believe that a visitor has not signed the visitors’ book, please request that they do so immediately.
- During term time the buildings will be open from 8.30am until 6.30pm, Monday to Friday. If you wish to be here at any other times, permission must be gained from a BADA staff member in advance.

Safe use of ladders and step-ladders

- Before using a ladder or stepladder, please ensure you have familiarised yourself with the HSE Safe Use of Ladders and Stepladders Guide, which is available from BADA's main office on request.
- Alternatively ask the Director of Programs, or any member of the current Management Team for advice.
- BADA's ladders and stepladders are regularly subject to detailed visual inspections. However, we recommend a pre-use check EACH time you are planning to use one. Further details on pre-use checks are available as part of the HSE Safe Use guide.

Health and safety specific to Production Staff

- There is a window fire exit through the costume store at the top of 14 Gloucester Gate out onto the flat roof. It is VITAL that there is a clear path from the bottom of the stairs to the foot of the steps that lead out through this fire exit AT ALL TIMES.

General notes

- The courtyard area between the buildings has been sub-let to Bright Horizons Nurseries and is out of bounds AT ALL TIMES, except as an emergency exit.
- Please contact a BADA staff member prior to attaching anything to the walls. DO NOT attach anything to the walls with Blue Tack.
- Inform a BADA staff member of any damages to the buildings.
- Sanitary products MUST be placed in the bins provided.