

LAMDA Statement of Health and Safety Policy

LAMDA pursues a policy to promote health and safety at work and seeks the co-operation of all students and staff for that purpose. LAMDA will provide, so far as is reasonably practicable, working conditions which comply with the relevant statutory requirements and officially approved codes of practice that are designed to ensure good standards of health and safety. The Academy is committed to operating in accordance with the Health and Safety at Work Act 1974 (the Act) and subsequent British and European Union Legislation.

Under Sec 2 of the Act LAMDA has a responsibility, so far as is reasonably practicable, for the health, safety and welfare at work of all his employees.

Particular regard will be paid to:

- Providing information, instruction and, where appropriate, supervision to enable all students and staff to contribute positively to their own health and safety at work.
- Ensuring that electrical equipment and systems of work are safe and do not endanger health
- Providing safe arrangements for storage, handling and movement of materials
- Providing safe means of access to and exit from places of work which are under the company's control.

Injuries can happen in any environment and it is LAMDA's objective to reduce the incidence of accidents and injuries to an absolute minimum.

Under Sec. 7 of the Act all employees have a responsibility:

- to cooperate with the employer; and
- for the safety of themselves and others

Neglecting health & safety requirements is a serious breach of the Academy's regulations and will be dealt with in the same way as any other disciplinary matter.

STAFF, STUDENT AND LEARNER RESPONSIBILITIES

Students must take responsibility for their own safety, and the safety of others, during their day to day work. Staff are responsible for ensuring that students are working in a safe environment, undertaking safe practice using the correct equipment and wearing suitable clothing.

To ensure student safety, training is given for the use of any technical equipment used in production by an appropriate member of staff.

All students are given an equipment list, which includes clothing appropriate to the teaching. Students will not be permitted to take a class if they are inappropriately dressed or equipped; any student wearing clothing unsuitable for the class, or which would pose a risk to Health and Safety, will be sent out of the class in order to change into more suitable clothing. If you are sent out of a class you must report to the Head of Drama School or the Head of Technical Training.

Students on Technical Training courses will be issued with an in-house document entitled 'Health and Safety Rules at LAMDA', which they are required to study and adhere to at all times. All Technical Training students undertake first Aid at Work training in Term 1 and an IOSH qualification in their second year.

As well as students engaged on acting or technical courses, LAMDA also hosts Learners

undertaking LAMDA examinations, many of whom are under 18. Those involved in the organization of LAMDA Exams events should pay particular attention to safeguarding requirements and ensure that learners and their guardians are briefed appropriately.

The Facilities Manager is responsible for maintaining a safe working environment at the Talgarth Road site, with the Head of Technical training sharing 'competent person' responsibilities and being accountable for ensuring that appropriate Health and Safety measures are in place for technical and production areas used by students. The Senior Construction Tutor is responsible for safety at the Scenic Workshop in the Bermondsey railway arches at Druid Street. The Head of Production is responsible for safety at the Stamford Brook arches. The Head of Technical Training or designated lead Production is responsible for maintaining a safe working environment in all external performance spaces.

ACCIDENT, INJURY AND 'NEAR MISS' INCIDENTS

In the event of an accident or injury at LAMDA, a member of staff must be informed immediately. It is a legal requirement for that member to ensure the Accident Book is completed detailing the incident. The Accident Book is kept in the Facilities Management Office (Reception) on the ground floor at Talgarth Road, in the designated Production Office at external performance venues and the office of the Scenic Workshop.

If there is an accident or injury in an outside venue, you must still complete the Accident Book at Talgarth Road. It need not be the person who had the accident that fills in the book; it can be anyone who was present when the accident or injury occurred.

No matter how small the injury, it must be entered in the Accident Book.

There are first-aiders at Talgarth Road and the scenic workshop. Please familiarise yourself with the information on display within these buildings, which indicates the names of first-aiders and locations of first aid supplies. Permanent caretakers and permanent reception staff at Talgarth Road are first-aiders. Outside venues provide a designated first aid point and their own first-aiders

"Near miss" incidents are those where an accident nearly occurred or staff/students found themselves in a dangerous situation. Any "near miss" incident must also be reported to the Facilities Manager at Talgarth Road or the Head of Production at an external performance venue.

If you are unsure what action to take in the event of an accident or incident, please contact Reception and they will advise you or phone for the emergency services.

FIRE DRILLS AND EVACUATION

Regular fire drills are held at Talgarth Road. Please familiarise yourself with the evacuation procedure and the assembly point outside these premises.

- If the fire alarm sounds or you are asked to leave the building, please do so immediately; do not stop to collect belongings
- Do not return until instructed to do so by LAMDA's Chief Fire Marshal (wearing an orange high-vis jacket) or a local Fire Marshal (yellow jackets).

Thank you for your co-operation.

Peter Holliday
Chief Operating Officer

This is the statement of general policy and arrangements for: LAMDA		
Peter Holliday (Chief Operating Officer) has overall and final responsibility for health and safety		
Sean Sweeney (Facilities Manager) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sean Sweeney – Facilities Manager Rob Young – Technical Training Rodney Cottier – Drama School	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sean Sweeney – Facilities Manager Rob Young – Technical Training Rodney Cottier – Drama School	Staff, students and contractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from LAMDA.
Engage and consult with employees on day-to-day health and safety conditions	Peter Holliday (COO) Sean Sweeney – Facilities Manager	As concerns arise, but more formally through the Health & Safety Committee
Implement emergency procedures – evacuation in case of fire or other significant incident.	Warrick Griggs (Front of House Manager)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sean Sweeney – Facilities Manager Will Scarnell – Head of Production	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

This policy will be reviewed at least annually (at the end of the academic year) or if there is a material change.

Health and safety law poster is displayed on the notice board between reception and the West Wing
First-aid boxes are located in reception, the staff room, the drama office, exams office (2 nd floor), the Carne tech room, the Linbury tech room, box office west and stage management east.
The accident book is located in reception. Any accident that happens in the production are recorded by Will Scarnell.

Accidents and ill health at work reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported by Sean Sweeney (Facilities Manager)