

## HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for <b>Sharpe Academy of Theatre Arts Limited</b>		
<b>Daniel Sharpe</b> ( <i>Director / Employer</i> ) has overall and final responsibility for health and safety		
<b>Nick Jackson</b> ( <i>Creative Director</i> ) has day-to-day responsibility for ensuring this policy is put into practice		
<b>STATEMENT OF GENERAL POLICY</b>	<b>RESPONSIBILITY OF</b> (Name/Title)	<b>ACTION / ARRANGEMENTS</b> What are you going to do?
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<b>Daniel Sharpe</b> <i>Principal &amp; CEO</i>	Relevant risk assessments completed and actions arising out of those assessments implemented. <i>(Risk assessments reviewed when working habits or conditions change)</i>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>Nick Jackson</b> <i>Chief Operating Officer</i>	Staff subcontractors given necessary health and safety induction and provided with appropriate training (including working at height and electrical safety) and working with set building. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the company site
Engage and consult with employees on day-to-day health and safety conditions	<b>Daniel Sharpe</b> <i>Principal &amp; CEO</i> <b>Nick Jackson</b> <i>Chief Operating Officer</i>	Staff routinely consulted on health and safety matters as they arise, but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	<b>Nick Jackson</b> <i>Chief Operating Officer</i>	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	<b>Daniel Sharpe</b> <i>Principal &amp; CEO</i>	Toilets, washing facilities and drinking water provided. First aid bag taken to all locations with a first aider present at all times

<b>Health and safety law poster is displayed at:</b>	Sharpe Academy Office
<b>First-aid box is located at:</b>	Sharpe Academy Office & Travel Bag (kept next to piano) in all venues
<b>Accident book is located at:</b>	Sharpe Academy Office & Travel Bag (kept next to piano) in all venues

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Signed:   
**Daniel Sharpe** (*Principal & CEO of Sharpe Academy*)

Last Updated: **01/01/2019**