



CREATIVE PERFORMANCE ACADEMY (CPA) HEALTH & SAFETY POLICY

Policy Owner: CPA Creative Performance Academy

Health and Safety Lead: Hayley Boden

First Aid Trained Staff: Hayley Boden and Donna Reynolds

Safeguarding Lead: Donna Reynolds

Deputy safeguarding Lead: Hayley Boden

1. Statement of Intent

CPA Creative Performance Academy (CPA) is committed to providing a safe and healthy environment for all students, staff, volunteers, and visitors.

We recognise our responsibility to:

- Prevent accidents, injuries and work-related ill health
- Maintain safe facilities, equipment and working practices
- Promote a positive culture of health and safety awareness
- Comply with all relevant health and safety legislation

Health and safety is a shared responsibility. All staff and students are expected to take reasonable care for their own safety and the safety of others.

2. Responsibilities

2.1 Health and Safety Lead – Hayley Boden

The Health and Safety Lead is responsible for:

- Ensuring this policy is implemented and reviewed annually
- Conducting and recording risk assessments
- Monitoring health and safety procedures
- Ensuring appropriate insurance cover is in place
- Reporting notifiable incidents where required
- Ensuring first aid provision is adequate

2.2 First Aid Provision

- First aid trained staff: Hayley Boden and Donna Reynolds
- A fully stocked first aid kit will be available at all sessions
- All accidents and injuries will be recorded in an Accident Log
- Parents/guardians will be informed of any injury involving a child

2.3 Staff Responsibilities

All staff must:

- Follow health and safety procedures
- Complete risk assessments for performances, trips or special events
- Supervise students appropriately
- Report hazards or incidents immediately
- Ensure equipment is used safely

2.4 Students

Students are expected to:

- Follow instructions given by staff
- Wear appropriate clothing and footwear
- Report hazards, injuries or concerns
- Behave responsibly during sessions



3. Risk Assessments

- Risk assessments will be completed for all venues, rehearsals, performances, workshops and trips
- Specific assessments will be conducted for use of staging, lighting, sound equipment and props
- Risk assessments will be reviewed regularly and updated as required

4. Fire Safety

- Fire exits will be clearly identified and kept unobstructed
- Students will be informed of evacuation procedures at the start of term
- In the event of fire, staff will escort students to the designated assembly point
- A register will be taken during evacuation

5. Safeguarding and Welfare

- CPA is committed to safeguarding and promoting the welfare of children and young people
- Any safeguarding concerns must be reported in line with the Safeguarding Policy
- Appropriate supervision ratios will be maintained at all times

6. Equipment and Facilities

- All electrical equipment will be visually checked before use
- Portable Appliance Testing (PAT) will be carried out where required
- Props, staging and equipment will be stored safely
- Floors and rehearsal spaces will be kept clear to prevent trips

7. Trips and Performances

- Parental consent will be obtained for off-site activities
- Emergency contact details will be accessible at all times
- Appropriate staff-to-student ratios will be maintained
- Transport arrangements will comply with safety regulations

8. Accident Reporting

- All accidents and near misses will be recorded
- Serious incidents will be reported to relevant authorities if required
- Patterns of incidents will be reviewed to prevent recurrence

Introduction:

Creative Performance Academy (CPA) has a general duty to ensure the health, safety and welfare of students, staff and visitors associated with the organisation, is within its' highest interest. CPA has expressed duty of care and this duty must involve the provision of adequate first aid arrangements. CPA expects all members of staff, in an emergency, to offer assistance to the best of their ability, whether trained or otherwise in regards to first aid. In doing so, and with good intentions, staff may not be deemed negligent.

CPA's Health and Safety lead (Hayley Boden) will oversee these arrangements and will be responsible for ensuring the following, whenever CPA is in operation:

- CPA has a written procedure (to be followed in an emergency) for calling an ambulance, directing a driver to the casualty and advising next of kin, and other appropriate person or organisation (e.g. students, staff, etc).



- Sufficient First Aid Boxes are available within at each location that have the correct contents required for use.
- Sufficient trained First Aiders on-site.
- The Health & Safety Adviser must also make arrangements for the co-ordinate recording of incidents involving provision of First Aid.
- Registers are to be taken for every class or performance that is associated with CPA.

A trained First Aider (Hayley Boden and Donna Reynolds) will be someone who has passed an appropriate course run by an organisation where the training and qualifications are approved by the Health and Safety Executive. The course must include the following items examined to an emergency first aid standard:

- Resuscitation
- Control of bleeding
- Treatment of an unconscious casualty
- Identification of fractures
- Communications and contents of first aid boxes
- Treatment of minor cuts, bruises, splinters, etc

The training must be certifiable and repeated as a minimum every three years.

Safety coordinators must, in conjunction with the Health and Safety Adviser, arrange for sufficient numbers of staff to be or to become trained first aiders.

Trained First Aiders should work collaboratively with the Principal for the following;

- Assessing extent of injury or condition of the casualty
- Giving immediate appropriate treatment
- Advising appropriate staff on what action should be taken in their opinion

Treatment at CPA is provided for minor injury e.g. small cuts, bumps and bruises. In relation to serious injuries, first aid is provided to stabilise a casualty until they can be taken to hospital or put in charge of competent medical care.

Serious injuries should be placed in the care of the trained First Aider or, in the absence of a First Aider, the Ambulance Service provided by the NHS.

In the event of an injury requiring medical attention, the Principal or a member of the Senior Leadership Team will, in conjunction with the First Aider, decide whether the casualty receives treatment at CPA, is taken home, or transferred to hospital.

First Aid boxes are always available on site, when CPA activities are in operation. All Staff are aware of where to locate the nearest First Aid Box and the appropriate assigned First Aider. First Aid boxes are available at all times to all staff members.

First Aid boxes must be clearly marked with "FIRST AID" and preferably display a white cross on a green background. Trained First Aiders must be able to transport the First Aid Box, for emergency use.



FIRE EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE

- In the event of discovery of fire, activate the fire alarm
- Assist in supervising the safety and orderly evacuation of students and visitors
- Do not prolong evacuation but on passing check all corridors, toilets, etc. to ensure that no one is left behind

IN THE EVENT OF HEARING THE FIRE ALARM

Teachers are responsible for themselves and the students within their class.

- Evacuate students in your class from the building immediately on hearing the fire alarm by using the nearest available fire exit, ensuring that no one is left behind. Under no circumstances, are any persons allowed to stop to collect personal belongings or equipment.
- Assemble at the fire point (Car Park) and supervise an orderly and quiet line.
- A designated Health and Safety Officer or Assistant will take a register and wait for further instructions – any absences or concerns must be reported immediately.
- Do not re-enter the building until you are formed that it is safe to do so by the appropriate personnel.

RISK ASSESSMENTS

Every CPA Production must be reviewed with a Risk Assessment. The aim of the risk assessment is to identify the hazards associated within the production and the risks that could arise and effect our students involved.

When devising our Risk Assessments, we look at four main stages:

1. Identifying Hazards
2. Applying Controls
3. Reviewing the Effect
4. Assessing the Risks

Similar strategies have been used to create Risk Assessments for our classes.



CPA Standard Risk Assessment:

HAZARD	PERSON HARMED AND HOW	SOLUTION
Slips, Trips & Falls	All Persons. Fractures, head injuries, cuts and bruising.	Floor to be kept dry and away from spillage. Obstacles/obstructions are to be stored in a safe keeping area. Any debris should be cleared. Lighting levels should be satisfactory to ensure that vision is clear. Lighting wires should be taped down with white visible tape. Glass or glass bottles are not allowed in the performance areas at any time.
Stage Lighting - burns	All Persons. Burning and Scalding.	Lights highlighted with luminous tape so are easy to identify when in blackout.
FIRE	All Persons. Smoke inhalation. Burns. Death.	Fire and emergency evacuation procedures in place. Fire alarm and emergency lighting installed. Fire extinguishers/blankets on site and to be used by staff only. Clear signposting of emergency exits.
First Aid, Hygiene and General Welfare	All Persons. Minor Injuries, General Discomfort.	Fully stocked first aid kits. Drinking water available. Toilets offer cold and hot water, toilet paper, soap and drying facilities. First aider on site.
Moving Stage Elements	All Persons. Cuts, bruises, sprains and fractures.	Familiarisation with any staged sequence during rehearsals.



Ladder	All Persons. Cuts, bruises, sprains, fractures, head injury.	Ladder Health & Safety practiced. Technicians familiar with the correct ladder procedures. When using a ladder, ideally, there should be other crew helping in the health and safety, (i.e. footing & calling, clearing stage, etc)
Exposed Wires - electrocution	All Persons. Electrocution. Burns. Scalding. Death.	Exposed Wires should be covered with electrical tape. When handling exposed wires, they should be disconnected from electrical source before applying tape and identified before connecting.
Busy Environment	All Persons. All possible consequences.	Crew and Staff should be fully organised. If necessary, crew should block off the stage when completing heavy duty work for the interest of health and safety.
Inappropriate uniform and/or footwear	All Persons. Fractures, Sprains, Cuts, Head Injuries, Bruising, etc.	Crew should wear full black uniform. Jewellery and accessories are strictly prohibited. Footwear must compliment to the industry standard - ideally, steel-toe boots.