

LAINÉ

THEATRE ARTS

Policies

Health and Safety Policy and Statement

HEALTH AND SAFETY STATEMENT

Laine Theatre Arts is committed to providing a safe and healthy environment for all staff, students, visitors, contractors and members of the public who may be affected by its activities.

The College recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and associated regulations to ensure, so far as is reasonably practicable, the health, safety and welfare of all individuals working at, studying at, or visiting the College.

We will achieve this by:

- Providing and maintaining safe premises, equipment and systems of work
- Identifying hazards and managing risks associated with our activities
- Ensuring staff and students receive appropriate information, instruction and training
- Promoting a culture in which health and safety is recognised as a shared responsibility
- Consulting with staff and students on matters affecting health and safety
- Monitoring, reviewing and continuously improving our health and safety performance
- Ensuring compliance with all relevant health and safety legislation and guidance.

All staff and students have a responsibility to take reasonable care for their own health and safety and that of others who may be affected by their actions, and to cooperate with the College in fulfilling its legal obligations.

This policy is supported by detailed procedures and risk management processes designed to ensure health and safety is embedded across all College operations.

HEALTH AND SAFETY POLICY

The health and safety of its students and staff is Laine Theatre Arts' highest priority.

LAIN THEATRE ARTS AIMS TO

- Promote a positive health, safety and wellbeing culture across the college
- Continue to develop the College's Health and Safety Policy, guidance and procedures
- Work to ensure that responsibilities and accountabilities for all levels of staff are clearly defined and understood
- Develop a College Health and Safety risk register
- Develop College Health and Safety objectives
- Develop a College Health and Safety competency and training framework
- Assist with emergency planning for the College community.

LAIN THEATRE ARTS WILL

- Advise and assist with the implementation of the Health and Safety policy, organisation and arrangements across the College community
- Facilitate appropriate Health and Safety communications across the College community, staff and students in the form of briefing sessions or updates on all relevant Health and Safety matters, policies, changes in working practices and legislation
- Attend and facilitate appropriate consultation with Equity at Health and Safety committees or other meetings where Health and Safety is discussed
- Participate in discussions to resolve local health and safety issues
- Facilitate staff attendance at training courses or presentations to meet the requirements of the H&S competency framework:

<https://iosh.com/guidance-and-resources/professionals/competency-framework>

- Advise on interpretation of Health and Safety legislation and best practice

- Liaise with enforcing regulatory authorities for health and safety
- Conduct internal health and safety audits based on a programme agreed by the Board of Directors
- Monitor the effectiveness of the college's Health and Safety Policy, arrangements, guidance and procedures
- Review objectives, the Health and Safety policy and recommendations from inspections.
- Lead the incident reporting and investigation process and follow up on all accident reports

REVIEW

- Review accidents and incidents investigations in order to reduce re-occurrence
- Review the college's health and safety training programme annually
- Promote a positive health, safety and wellbeing culture across the college
- Identify risks to health in the workplace
- Review emergency Health and Safety procedures planning as appropriate
- Carry out annual Health and Safety inspections and audits and follow up actions.
- Assist with annual programme for statutory inspection and testing of equipment
- Assist with data collection, analysis and reports, as required
- Assist with accident reporting, investigations, compliance and health and safety committee recommendations
- Assist with reviews and continual improvement of Health and Safety arrangements.

SUPERVISORY STAFF

Supervisory staff within the College are expected to monitor and check that health and safety arrangements and rules are being followed. An important aspect of this role is to ensure that any concerns regarding effectiveness of local health and safety arrangements are communicated to the appropriate person to ensure continual improvement of the health and safety management system.

SUPERVISORY STAFF COMPRISE

- Vice Principals
- Heads of Department
- All teaching staff
- Production Leaders
- Production Directors
- Technicians
- Senior Administrators
- Staff tasked with the day-to-day running of facilities

SUPERVISORY STAFF, IN ACCORDANCE WITH THEIR AREAS OF RESPONSIBILITY WILL

- Establish a positive health, safety and wellbeing culture across the College
- Ensure understanding of local safety policies and procedures
- Identify any appropriate skill, knowledge or refresher training for team members and students
- Consider how procedures based on risk assessments can be effectively communicated
- Monitor resources and ensure all staff understand what is expected of them
- Ensure those with whom they come into contact - staff, students, visitors, contractors etc. are aware of and follow all relevant safe systems of work
- Ensure all visitors and contractors are provided with relevant health and safety information as appropriate
- Develop clear and concise procedures and include safety information on them where appropriate
- Implement relevant aspects of the College's health and safety plan
- Ensure that they, their staff and students receive induction training appropriate to their activities and studies undertaken
- Raise issues concerning non-conformance through with their immediate line leader
- Take part, as required, in local workplace inspections and local safety committees

- Provide feedback on health and safety issues as required
- Take part in accident and near miss investigations
- Ensure risk assessments have been carried out, are up-to-date, recorded and control measures are effectively implemented and understood
- Ensure actions from audits and inspections have been completed or that progress is monitored
- Check that health and safety objectives are being met
- Provide feedback on health and safety performance to Line Leaders
- Review accidents and incidents and ensure lessons learnt from investigations are imbedded in procedures

LINE LEADERS

Line Leaders are required to ensure local health and safety policies and arrangements are implemented, monitor their effectiveness, and plan the deployment of adequate resources.

LINE LEADERS COMPRISE

- Staff designated with staff management duties (managing a department, a team or an initiative).

LINE LEADERS, IN ACCORDANCE WITH THEIR AREAS OF RESPONSIBILITY WILL:

- Work to establish a positive health, safety and wellbeing culture across the College
- Develop or use existing communication processes (such as department, team or initiative meetings) to keep teams informed and to receive information from them
- Plan the deployment of resources to achieve health and safety objectives (e.g. training)
- Ensure local health and safety policy and arrangements are implemented
- Ensure risk assessments are undertaken and recorded.
- Ensure staff, contractors and students are following safe systems of work and control measures

- Provide induction training for the College community, staff and students in accordance with the training and competency framework and risk assessments
- Ensure new processes are risk assessed before implementing them
- Ensure all new equipment is assessed for hazards and users are trained in safe systems of work and risk control measures
- Provide staff with health surveillance if identified in risk assessments
- Ensure job hazard information forms are completed at pre-employment stage with risks to health identified and procedures are in place to mitigate them
- Ensure there is a programme of inspections and be involved in audits if required
- Lead on investigations into accidents and other reports such as near miss incidents
- Keep up-to-date with relevant health and safety requirements using appropriate guidance for support
- Have an annual programme for statutory inspecting and testing of equipment, e.g. local exhaust ventilation, pressure systems and lifting equipment etc.

CHECK

- Monitor that risk assessments have been carried out and recorded. Ensure control measures are effectively implemented. Use observation monitoring and inspections
- Check that all statutory examinations (e.g. LEV, pressure systems and lifting equipment) are carried out within prescribed timescales, ensuring that requirements and recommendations are acted upon.
- Monitor the progress and completion of actions arising from audits and inspections.
- Monitor progress and achievements against health and safety plans and objectives.

- Monitor your training plans and safety inductions. Utilise APPRAISAL process to do this.
- Analyse safety information data (e.g. accident, sickness absence and training data) to identify emerging trends.
- Report on findings from inspections and actions undertaken to the local health and safety committee. Use safety information data in presentations and when discussing trends.

REVIEW

- Review actions arising from audits to ensure they have been completed or to monitor progress
- Follow up actions from accidents and incidents investigations to prevent reoccurrence.
- Contribute to Faculty, School or Department annual safety reviews.
- Respond to external influences such as the Health and Safety Executive [HSE] or other regulatory body visits, audits and changes in legal requirements.
- Use the information to review your planning process.

SENIOR LEADERS

Senior Leaders of the College are expected to plan and implement local safety management arrangements and manage risks to protect staff, students, visitors and contractors. Senior Leaders should ensure that sufficient resources are assigned (competent staff with sufficient time and facilities), responsibilities are clearly delegated and all activities are risk assessed with any training needs for staff being met. Senior Leaders are responsible for defining the most appropriate local safety structures which will ensure integration with the overall strategic direction of their Faculty, School or Department.

SENIOR LEADERS COMPRISE

- The Principal
- The Executive Director
- Vice Principals

PLANNING

SENIOR LEADERS WILL

- Establish a positive health, safety and wellbeing culture across the College.
- Ensure a health and safety strategy is in place.
- Establish a College health and safety risk register.
- Ensure all staff communication involves appropriate stakeholders such as staff and student representatives.
- Ensure induction arrangements include all relevant information for all new starters including attendance at staff induction.
- Plan arrangements for managing health and safety e.g. set up committee meetings, monitoring processes, benchmarking and identify training, competency and development needs where appropriate.
- Assign sufficient physical and human resources and competent personnel with sufficient time to ensure health and safety requirements.
- Plan arrangements to ensure the health and safety of all persons who may be affected by Health and safety issues, including contractors, students, visitors and members of the public.

SENIOR LEADERS WILL

- Put in place processes to ensure all activities are appropriately risk assessed and control measures are implemented.
- Ensure arrangements and responsibilities are appropriately delegated and understood by relevant staff for tasks such as the completion of risk assessments.
- Produce and communicate the College's health and safety plan.
- Receive reports of accident and incident investigations and follow up outstanding actions as appropriate.

- Identify and agree health and safety competency and development needs for staff and set training objectives with Senior Leaders.
- Assess the health and safety impact of new projects at planning stages e.g. refurbishment of facilities or procurement of systems.
- When purchasing equipment, consider the health and safety requirements and implications such as installation, set up, use, maintenance, inspection and servicing.
- Embed health and safety arrangements during procurement of contractors.
- Take appropriate action when health and safety is likely to be compromised, suspending an activity pending re-assessment of the risk if necessary.

SENIOR LEADERS WILL

- Attend safety inspections at appropriate intervals.
- Use the APPRAISAL (Personal Development Review) process to check that agreed training objectives are being met.
- Analyse safety information data (accident, sickness absence and training data) to identify emerging trends in the College.
- Keep staff informed by monitoring progress and actively seeking their feedback/views on improvements e.g. via local safety committees and surveys.
- Check that all actions and recommendations from health and safety processes (e.g. arrangements, audits and inspections) are implemented.

SENIOR LEADERS WILL

- Review risk management processes regularly and take action to implement recommendations from risk management reviews.
- Utilise information from external and internal sources (e.g. audits and inspections) and consider how corrective actions/ recommendations are to be implemented.
- Review your own health and safety performance and that of your direct reports and acknowledge their achievements.

- Use the information to review planning processes.

EXECUTIVE DIRECTOR AND PRINCIPAL

The Executive Director and Principal is required to demonstrate ownership of Laine's health and safety policy and communicate its values across the College. This accountability cannot be delegated, however operational aspects of health and safety management may be delegated to other levels of leadership. The College's Board of Directors must gain assurance that these responsibilities are being fulfilled and must ensure resources are available to fulfil health and safety objectives.

THE EXECUTIVE DIRECTOR AND PRINCIPAL WILL

- Establish and Chair/Deputy Chair the College's health and safety meetings.
- Establish a positive health, safety and wellbeing culture across the College.
- Review risk management processes regularly and take action to implement recommendations from risk management reviews.
- Demonstrate ownership of College health and safety policy statement and communicate its values across the College.
- Develop benchmarking standards and agree monitoring, measurement and reporting procedures.
- Ensure adequate resources are allocated to the management of health and safety. This should include any necessary specialist support e.g. setting and striking of lighting.
- Set strategic and operational health and safety objectives for the College.
- Utilise risk profiling to create a health and safety risk register.
- Ensure the integration of the occupational health service into the College health and safety management system.
- Identify health and safety risks to be included in the College Risk Register.
- Agree a College wide health and safety competency framework on a policy-by-policy basis.
- Ensure the creation of a College wide health and safety internal auditing programme based on the health and safety risk profile.

- Ensure emergency procedures encompass all relevant risks.
- Consider the health and safety implications of strategic decisions such as large projects.
- Implement the College Health and Safety Policy and Arrangements.
- Raise health and safety awareness and promote behaviour change.
- Discuss health and safety issues and performance with direct reports and at appraisals.
- Lead by example, taking an interest in health and safety activities.
- Follow local procedures when on tours and visits and enquire about health and safety issues and how they are managed.
- Ensure health and safety processes are working.
- Ensuring the completion of annual inspections.
- Receive and review performance data e.g. benchmarking standards.
- Utilise the Appraisal process to check the delivery of health and safety objectives.
- Review the deployment of resources to ensure they are sufficient, competent and effective.

REVIEW

- Review health and safety performance including that of direct reports. Ensure achievements are acknowledged, lessons learned and take corrective action where appropriate.
- Communicate the results of health and safety performance to the College community (staff and students) and seek views on improvements.
- Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholders such as insurance providers, trade union and safety representatives, regulators and the Health and Safety Office.
- Utilise the information to review planning processes. Governing Body
- The Governing Body has overall accountability for the strategy of the College and is responsible for strategic oversight of all matters related to health and safety for the College. The Governing Body should seek

assurance from the College Executive Board that effective arrangements are in place and are working.

THE GOVERNING BODY COMPRISES OF:

- The Board of Directors, Audit and Risk Committee.
- Chairman of the Board

THE GOVERNING BODY, IN ACCORDANCE WITH THEIR AREAS OF RESPONSIBILITY WILL:

- Ensure a positive health, safety and wellbeing culture across the College.
- Ensure health and safety matters are communicated in a timely fashion.
- Review the College Health and Safety Policy on a regular basis.
- Review the College health and safety objectives/ benchmarking on a regular basis.
- Ensure that health and safety appears regularly on the agenda of governing body meetings.
- Be aware of significant health and safety risks faced by the College.
- Consider the health and safety implications of strategic decisions such as large projects.
- Ensure that emergency planning arrangements are kept up to date.

SEEK ASSURANCE THAT

- Health and safety arrangements are adequately resourced.
- Risk control measures are in place and are acted on.
- There is an effective process to identify training and competency needs in keeping with health and safety responsibilities.
- There is a process to review emergency and fire policy and procedures for effectiveness.
- There is a process for auditing health and safety performance.
- The College has access to competent health and safety advice
- There is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

- Management systems allow the Board of Directors to receive Health and Safety assurances about all College activities (including significant partnerships and collaborations).

REVIEW

- There are regular independent reviews of Health and Safety management across the College.
- Lessons are learnt from accidents and near-miss incidents.
- Audit processes are appropriate for the College.
- The College health and safety risk profile is regularly reviewed.

ARRANGEMENTS (POLICIES AND PROCEDURES)

The arrangements for implementing this Policy are detailed in relevant College policies and specific health and safety standards covering a range of activities. Health and safety standards include policies, codes of practice, local rules, procedures and risk assessments which detail how to do things safely and meet legal obligations for health and safety. Because of their legal status, it is important that all members of the College follow them and they are therefore mandatory.

MONITORING AND REVIEW

The monitoring and review of safety procedures and compliance with the College's arrangements is an everyday responsibility of all staff, however, Senior Leaders hold a higher duty of responsibility to monitor and ensure compliance.

The College has engaged Emma from CREATE SAFE, to be our competent person who attends the college twice per year to carry out a comprehensive review of our H&S provision, carrying out a risk assessment each visit to ensure all areas of concern are being properly accounted for and remedied.

In addition to daily supervision a variety of central systems are used to monitor and measure safety performance across the College including a Health & Safety

tracker which monitors outstanding actions and their progress. This is shared with Audit and Risk committee and The Board of Directors.

Vice Principals and Heads of Departments should implement suitable and sufficient internal safety inspections, the frequency and detail of such activities should be commensurate with the size of the Department at risk, and consider the nature of the hazards within each location. Vice Principals and Heads of Departments should undertake at least one annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback and during Department meetings.

Equality, Diversity and Inclusion

This Policy is subject to annual review to ensure it is used appropriately and that it meets with the College's commitment to Equality, Diversity and Inclusion.

HEALTH AND SAFETY POLICY

Organisation: Laine Theatre Arts

Policy Title: Health and Safety Policy

Policy Owner: Executive Director/Principal

Responsible Officer: Executive Director/Principal

Day to day Health and Safety oversight and management: Maintenance Manager

Operational Responsibility: Senior Management Team and Department Heads

KEY DATA

Version:	2 (Statement added to the policy)
Approved by:	Senior Management Committee on 2 nd April 2026
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