



JP ACADEMY

45-56 Bridge Street, High Wycombe, Bucks HP11 2EL

Tel: 01494 510597

Email: info@jpacademy.co.uk

HEALTH AND SAFETY POLICY

The JP Academy of Performing Arts is fully committed to providing, and maintaining, a safe and healthy environment for its staff and members of the public, in which to provide a high standard of education to its pupils. The Academy will endeavour to ensure that all activities are properly assessed (prior to commencement) and managed by its staff to reduce, control or avoid all foreseeable risks to anyone involved in the aforementioned activities.

RESPONSIBILITIES

In accordance with the above, the JP Academy of Performing Arts will:

- Provide and maintain at all times safe systems of work.
- All electrical equipment is Pat tested yearly.
- Ensure all materials used are properly stored, handled and transported by members of staff only.
- Ensure that all staff are given the necessary instruction in lifting heavy apparatus.
- Assess the potential risks to any persons involved in activities provided by the Academy.
- Ensure that a Health and Safety Policy and Risk Assessment is available upon request by any person.
- Provide a safe and healthy workplace.
- Consult with employees and clients with regards to their health and safety and ensure that all employees are aware of any potential risks to their wellbeing. All employees are responsible for taking care of their own health and safety and that of the people they work with.
- Ensure that at no time will students attempt to carry or operate electrical equipment, scenery or staging.
- Ensure that a Risk Assessment is completed for trips, performances and workshops.



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ACCIDENTS AND FIRST AID

The Academy will:

- Ensure that all necessary first aid supplies are available at the premises.
- Provide an accident book to record all accidents and injuries.
- Nominate a competent person in the absence of any qualified first aider to administer basic treatment following an accident or injury.
- Seek professional medical help promptly and efficiently in the event of any serious accident or emergency.
- Provide health surveillance for any necessary technical tasks, such as configuring lighting rigs, hanging scenery or building staging.

EMERGENCY PROCEDURE

The Academy have developed an emergency evacuation procedure in the event of a fire, flood or other extreme event (terrorism). This will be explained to the students and practised termly. Notices will be displayed indicating the emergency exits and escape routes will be checked regularly.

Testing of fire alarms and fire extinguishers is the responsibility of the JP Academy and are maintained throughout the year.

Policy Review Date: 15/06/17

Next Review Date: 15/06/18

Reviewed by the School Manager: Marylyn Phillips