Health and Safety Policy

Ensuring a Safe, Professional, and Supportive Environment for All.

Document Control

Document Title	Health and Safety Policy
Reference	SLP-WELF-06
Last Review	August 2024
Next Review	August 2025
Reviewer	GW
Approved by	Senior Leadership Team
Version	2.0

Contents

1. Policy Statement

SLP College is committed to providing a safe, healthy, and professionally focused environment for all who work, study, perform, or visit here. This includes all staff, students, contractors, and guests across both our main premises and any external locations where College-led activity occurs.

As a specialist provider of conservatoire-style training in the performing arts, we recognise that our environments present unique and often complex demands: physical exertion, close contact, technical

production, public engagement, and emotionally immersive practice. Health and safety is, therefore, not a compliance exercise; it is a professional standard.

This policy defines how SLP College meets its legal obligations and cultural responsibilities. It applies to all areas of College life, from rehearsal studios to offices, from academic delivery to off-site showcases. Its implementation underpins every aspect of our operation.

We are committed to:

- Preventing injury, illness, and unsafe conditions through proactive planning, safe systems of work, and effective supervision.
- Providing and maintaining safe environments, equipment, and facilities for all College activities, both on and off-site.
- Embedding legal compliance as a baseline, including the Health and Safety at Work etc. Act 1974 the Management of Health and Safety at Work Regulations 1999, and all other applicable UK legislation.
- Making clear what is expected of each person, including students as emerging professionals, and staff as institutional role models.
- Equipping everyone with the knowledge, training, and confidence to meet those expectations safely and consistently.
- Creating a culture of shared responsibility where safety is part of daily practice, not delegated to a policy document.
- Listening and responding to concerns, incidents, and near misses, with transparent investigation and corrective action.
- Regularly reviewing our systems to ensure they remain effective, proportionate, and aligned with the realities of conservatoire training.

This policy sets the framework through which health and safety are governed, managed, and upheld at SLP College. All other related procedures, codes of conduct, and guidance documents are subordinate to and must comply with this policy.

Every individual at SLP College has a role to play. Professionalism means taking safety seriously, not only for oneself, but for others. That is what we expect.

This policy is approved by the Principal and reviewed annually by the Senior Leadership Team. It is binding on all members of the College community.

2. Purpose and Scope

Purpose

The purpose of this Health and Safety Policy is to clearly define how SLP College safeguards the health, safety, and wellbeing of all individuals participating in, or affected by, its activities.

SLP College's rigorous approach to health and safety is not driven solely by statutory compliance, but by our professional obligation to provide a safe, supportive, and empowering environment that matches the demands of industry-standard performing arts training.

Specifically, this policy sets out to:

- Establish clear expectations for safety conduct, personal responsibility, and professional practice among students, staff, contractors, and visitors.
- Articulate our compliance framework to be aligned with UK legislation, regulatory standards, and best practices in performing arts education.
- Promote proactive risk management that enables creative and physically demanding training activities to take place safely and sustainably.
- Ensure effective management systems for identifying, reporting, and responding to incidents, hazards, or concerns.
- Support our culture of wellbeing and professionalism, embedding safety as integral to everyday decision-making and institutional behaviour.

This policy provides the overarching framework guiding all related operational practices, including but not limited to risk assessments, emergency responses, equipment safety, student wellbeing, and safeguarding procedures.

Scope

This policy applies consistently across the entire scope of SLP College's operations, explicitly covering all individuals, locations, and activities as detailed below.

Individuals Covered

The policy applies to:

- All staff, including permanent, temporary, visiting, freelance, and contracted personnel.
- All enrolled students, whether full-time, part-time, short-course, visiting, or exchange students.
- All contractors and third-party providers operating on-site or under the College's direction.
- All visitors, including audiences, industry guests, examiners, assessors, and parents/carers.

Locations Covered

The policy applies comprehensively to:

- All SLP College-owned or leased premises, including but not limited to teaching studios, rehearsal rooms, theatres, backstage and technical areas, offices, welfare facilities, and communal spaces.
- All external venues and spaces temporarily used or hired by SLP College for training, rehearsals, performances, assessments, or associated activities.
- Off-site training locations and placements arranged, supervised, or approved by the College, including industry visits, residential courses, workshops, tours, and productions.
- Transport arrangements managed, sanctioned, or overseen by the College for the purpose of conducting official College activities.

Activities Covered

The policy applies comprehensively to:

- Teaching, learning, and rehearsal activities, including physically intensive practice such as dance, voice, acting, and close-contact performance training.
- Production activities, covering technical theatre, set construction, costume and props management, lighting and sound operations, special effects, and stage management.
- Performance and public-facing activities, including student showcases, public productions, auditions, tours, and assessments.
- Administrative and operational tasks, including office work, facility management, maintenance, and support functions.
- Enrichment and extracurricular events, workshops, outreach sessions, industry events, conferences, and masterclasses.
- Educational visits and placements, including supervised industry placements, external rehearsals, and site-specific performances.

Exclusions and Exceptions

This policy does not apply to external activities or events independently organised and run by third parties on SLP premises, unless explicitly stated and managed through a formal hire agreement. However, the College retains the right to intervene, apply conditions, or terminate any activity on its premises if deemed necessary to protect health, safety, or wellbeing.

This clarified and comprehensive scope ensures that all stakeholders understand their role, responsibility, and duty under this policy, allowing safe, sustainable, and professional engagement with every aspect of College life.

3. Legal Duties and Regulatory Framework

SLP College fully recognises and proactively meets its legal obligations and responsibilities under UK health and safety legislation, educational regulations, and performing arts industry standards. This section explicitly details the statutory basis and regulatory guidance that inform our health and safety approach.

Our commitment to compliance is not only to satisfy legal requirements, but it is foundational to maintaining the highest standards of professionalism, safeguarding our community, and fostering trust with students, staff, regulators, and industry partners alike.

Primary Health and Safety Legislation

SLP College operates under the primary requirements of:

- Health and Safety at Work etc. Act 1974 mandates our core responsibilities for ensuring the safety and welfare of all employees, students, visitors, and contractors.
- Management of Health and Safety at Work Regulations 1999, requiring systematic risk assessment, competent management of hazards, provision of information and training, and effective emergency planning.
- Workplace (Health, Safety and Welfare) Regulations 1992 define standards for physical premises, safe access routes, adequate welfare facilities, and the working environment.
- Provision and Use of Work Equipment Regulations (PUWER) 1998, covering suitability, safe use, inspection, and maintenance of equipment provided for any College activity.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, setting clear obligations for reporting specific incidents, accidents, occupational diseases, and dangerous occurrences to the Health and Safety Executive (HSE).

Specialist Health and Safety Regulations

SLP College further complies strictly with the following regulations that specifically inform our operational practices:

- Control of Substances Hazardous to Health (COSHH) Regulations 2002, regarding the handling, storage, usage, and disposal of hazardous substances within studios, workshops, technical theatre, or cleaning and maintenance.
- Manual Handling Operations Regulations 1992, guiding safe lifting and manual tasks associated with stage equipment, props, wardrobe, scenery, and studio facilities.
- Personal Protective Equipment (PPE) at Work Regulations 1992, ensuring proper provision, use, instruction, and maintenance of PPE across relevant College operations.

- Regulatory Reform (Fire Safety) Order 2005, requiring appropriate fire risk assessment, effective evacuation and emergency response arrangements, regular drills, and preventative measures.
- Work at Height Regulations 2005, governing the safe management of high-risk activities such as theatre rigging, set-building, lighting operations, and maintenance at height.

Education and Sector-Specific Guidance

In addition to general health and safety law, SLP College closely aligns with specific educational and performing arts guidance to reinforce professional best practice:

- Department for Education (DfE) Guidance: "Health and Safety: Responsibilities and Duties for Schools, Colleges, and Other Education Providers" (2022), establishing clear governance requirements, training obligations, and effective management arrangements.
- UK Health Security Agency Guidance (2022): "Health Protection in Education and Childcare Settings," providing authoritative standards for managing infection control, outbreak response, and public health safeguarding measures.
- Safeguarding and Prevent Duty Guidance, particularly regarding health, welfare, safeguarding risks, and environments where students and staff could be vulnerable to harm or radicalisation.

Alignment with Other Policies

This Health and Safety Policy integrates closely with the College's broader policy landscape, ensuring a coherent, institution-wide approach. It aligns specifically with:

- Risk Assessment Policy.
- First Aid Policy.
- Fire Safety Policy and Evacuation Procedures.
- Safeguarding Policy.
- Emergency Invacuation and Lockdown Procedures.
- Lone Working Policy.
- Infection Control Policy.
- Staff Wellbeing and Mental Health Policy.
- Data Protection Policy.
- Student Code of Conduct.

Governance, Oversight, and Enforcement

Ultimate accountability for ensuring legal compliance rests with the Directors. However, maintaining compliance is a collective responsibility, shared by every member of the College community.

SLP College monitors and reviews its health and safety compliance through rigorous internal audits, external inspections, regular policy reviews, and consistent management oversight. The College commits

to providing appropriate training and resources to staff and students to enable full compliance with legal and regulatory expectations.

Non-compliance with this policy or its underpinning regulations may result in disciplinary action, in accordance with employment contracts, student agreements, College disciplinary procedures, and applicable law.

This optimised framework demonstrates clearly to internal and external audiences, including regulators and auditors, the thoroughness, professionalism, and industry-standard rigour with which SLP College approaches its health and safety obligations.

4. Roles, Responsibilities and Safety Culture

At SLP College, health and safety are not merely compliance-driven; they are an integral element of our professional ethos. Effective health and safety management demands clarity of roles, explicit accountability, and a shared commitment to maintaining a safe, professional, and respectful environment.

This section clearly defines the duties and behavioural expectations of all individuals connected to the College. It sets the framework within which all stakeholders actively contribute to a dynamic, inclusive, and vigilant safety culture.

Senior Leadership Team (SLT)

The Senior Leadership Team has ultimate strategic responsibility for embedding effective health and safety governance throughout the College. They are specifically responsible for:

- Ensuring that health and safety management is prioritised, resourced, and effectively embedded into College operations.
- Providing leadership and visibly promoting a professional safety culture throughout the College community.
- Ensuring compliance with all relevant UK legislation and regulatory requirements.
- Allocating sufficient resources, including finance, time, and expertise, to ensure effective implementation of health and safety measures.
- Reviewing and approving this policy annually, ensuring its continued effectiveness and relevance.

Principal and Health and Safety Lead

The Principal, alongside the designated Health and Safety Lead, is responsible for operational implementation, oversight, and continuous improvement of health and safety practices. Their responsibilities include:

- Ensuring comprehensive and regular risk assessments are completed, documented, and effectively acted upon.

- Overseeing incident reporting and investigation processes, ensuring lessons learned are shared and implemented.

- Coordinating and conducting regular safety inspections, audits, and reviews, and promptly addressing any issues identified.

- Providing effective induction, instruction, training, and communication to staff, students, contractors, and visitors.

- Serving as the primary point of contact with external regulators (e.g. Health and Safety Executive).

Health and Safety Lead: Gary Wood, Head of Operations

Line Managers and Heads of Department

Line Managers and Heads of Department have essential duties to embed good health and safety practice in their specific areas, ensuring compliance and vigilance. Responsibilities include:

- Ensuring risk assessments relevant to their areas are current, communicated, and implemented effectively.

- Supervising activities and operations to ensure safety standards and protocols are consistently maintained.

- Providing clear induction, ongoing instruction, and regular training for all personnel within their areas of responsibility.

- Ensuring all equipment and facilities under their management are adequately maintained, regularly inspected, and safe for use.

- Reporting and actively addressing safety concerns, incidents, or near misses promptly and professionally.

- Promoting a culture where staff and students are empowered and encouraged to raise safety concerns openly.

Staff Responsibilities

Every member of staff at SLP College has a fundamental role to play in promoting and maintaining health and safety. Staff responsibilities include:

- Taking reasonable personal responsibility for their own health and safety, and that of others around them.

- Actively cooperating with and implementing all health and safety measures provided by the College.

- Participating proactively in safety training and applying their learning diligently and professionally.

- Immediately reporting any observed hazards, incidents, near misses, or unsafe practices to their manager or the Health and Safety Lead.

- Using equipment and protective clothing correctly and safely, and ensuring such equipment is stored and maintained appropriately.

- Acting as professional role models by consistently demonstrating safe working practices, encouraging colleagues and students to do the same.

Student Responsibilities

Students at SLP College are emerging professionals, and their active engagement in a responsible and safe environment is fundamental. Students are required to:

- Take personal responsibility for their safety and wellbeing, as well as that of others affected by their actions.

- Follow all safety instructions and guidelines provided by staff or communicated through induction, signage, training, or written guidance.

- Promptly report any unsafe practices, hazards, incidents, or injuries to a member of staff.

- Wear appropriate attire and use protective equipment as required for specific training activities or performance scenarios.

- Participate positively in health and safety inductions, briefings, and training opportunities.

- Maintain professional standards of conduct, refraining from behaviour that might compromise safety, security, or wellbeing.

Contractors, Freelancers, and Visitors

Contractors, freelance personnel, and visitors engaged by or visiting SLP College also carry defined safety responsibilities, including:

- Fully complying with all safety measures communicated by SLP College during induction and visits.

- Providing relevant risk assessments, method statements, or insurance documentation as required prior to commencing work.

- Promptly reporting any safety concerns, incidents, or near misses that occur during their activities or visits.

- Following staff instructions immediately in any emergency or evacuation procedure.

- Ensuring their work does not compromise the health and safety of others and is conducted in accordance with professional safety standards.

A Professional and Proactive Safety Culture

SLP College actively cultivates a safety culture grounded in professionalism, trust, respect, and proactive vigilance. This culture is reinforced by:

- **Leadership and Role Modelling:** Leaders at all levels visibly champion and model high safety standards, ensuring health and safety is integral to College values.
- **Transparent Communication:** An open, supportive environment where everyone can speak out freely about health and safety concerns, confident they will be heard and acted upon appropriately.
- **Professional Accountability:** Clear expectations that all individuals, regardless of role or seniority, uphold safety as a core aspect of their professional responsibilities.
- **Continuous Learning and Improvement:** Regular safety training, ongoing professional development, and reflective practice to continuously enhance safety awareness and effectiveness.
- **Collective Vigilance and Support:** An ethos where all College members actively look out for one another's safety, intervening proactively if unsafe behaviours or risks are observed.

Through these clearly defined roles, responsibilities, and cultural expectations, SLP College ensures that health and safety is not a compliance exercise, but an integral part of our professional identity, daily behaviours, and institutional integrity.

5. Managing Risk and Ensuring Compliance

Effective risk management and meticulous compliance are at the core of maintaining a safe and professional environment at SLP College. This section defines our systematic approach to managing health and safety risks. It ensures our practices consistently meet and exceed regulatory obligations.

Risk Assessment

Risk assessments at SLP College are proactive, comprehensive, and directly integrated into our everyday operations. Our approach ensures:

- **Comprehensive coverage:** Risk assessments are conducted systematically across all teaching, rehearsal, performance, administrative, technical, and off-site activities.
- **Clear documentation:** Every risk assessment explicitly identifies hazards, evaluates risk levels, specifies control measures, assigns clear responsibilities, and sets dates for review.
- **Active involvement:** Managers, staff, technical specialists, and students (where appropriate) actively contribute to the risk assessment process, embedding practical insight and shared ownership of safety measures.

- **Regular reviews:** Risk assessments are reviewed annually as standard, and also immediately following significant incidents, near misses, changes in law, equipment, or operational procedures.
- **Accessibility and communication:** Risk assessments are communicated clearly, shared widely, and made readily accessible at relevant points of use, promoting informed, confident compliance at all times.

Priority is given to particularly high-risk areas such as physical performance training, technical theatre operations, manual handling tasks, and off-site performance activities.

Reporting Accidents, Incidents, and Near Misses

Robust incident reporting is central to our culture of learning, accountability, and continuous safety improvement. Our reporting framework ensures:

- **Immediate reporting:** Clear, accessible procedures exist to ensure prompt reporting of all accidents, incidents, and near misses, irrespective of severity.
- **Systematic documentation:** All reported events are documented promptly and systematically in a secure, centralised Incident Report Log maintained by the Health and Safety Lead.
- **Regulatory compliance:** Incidents that meet criteria specified under RIDDOR (2013) are reported without delay to the Health and Safety Executive (HSE), fully complying with statutory requirements.
- **Effective investigation:** Thorough incident investigations are completed promptly, identifying root causes, specifying corrective actions, and disseminating learning points throughout the College community.
- **Trend analysis:** Incident data is regularly analysed to identify recurring issues or emerging patterns, informing proactive, preventive safety measures.

Monitoring, Audits, and Continuous Improvement

SLP College maintains an active monitoring and audit programme to ensure continuous improvement and robust governance:

- **Regular internal audits:** The Health and Safety Lead conducts regular internal health and safety audits and inspections, with outcomes reported directly to the Principal and Senior Leadership Team.
- **Action planning:** Findings from audits and inspections are systematically recorded and converted into clear action plans with designated responsibilities, deadlines, and resources identified.

- **External verification:** Periodic external audits and inspections are commissioned to ensure objectivity, verify compliance standards, and benchmark our practices against sector best practices.
- **Governance oversight:** The Senior Leadership Team routinely reviews safety performance, audit outcomes, and compliance effectiveness, ensuring accountability, transparent decision-making, and continuous improvement.
- **Feedback mechanisms:** Staff and students are actively encouraged to provide feedback on health and safety practices, concerns, and suggestions, reinforcing a dynamic, responsive safety culture.

Document Control and Record Keeping

Effective document control underpins the integrity of our compliance and risk management efforts:

- **Centralised records:** All essential safety-related documentation, including policies, risk assessments, training records, inspection reports, incident logs, and audit findings, is securely stored and centrally managed by the Health and Safety Lead.
- **Clear accountability:** Explicit procedures define responsibility for creating, updating, approving, storing, and reviewing health and safety documents.
- **Data protection compliance:** Records are retained securely and confidentially, in compliance with GDPR and UK data protection legislation, with clearly defined retention schedules.
- **Ease of access:** Documentation is readily accessible to relevant personnel, reinforcing clarity, accountability, and informed decision-making in day-to-day operations.
- **Regular document review:** Document control practices and stored records are regularly reviewed to ensure accuracy, clarity, relevance, and operational effectiveness.

Policy Implementation and Resources

Successful policy implementation demands adequate resources, clear accountability, and active oversight. At SLP College, we ensure:

- **Dedicated resources:** Adequate financial, human, and operational resources are allocated each year to implement and continuously improve health and safety practices effectively.
- **Competent staffing:** Suitably qualified individuals, including the Health and Safety Lead, First Aiders, and Fire Marshals, are appointed, fully trained, and supported to fulfil their roles effectively.
- **Comprehensive training:** Continuous, tailored health and safety training is provided for all staff and students, ensuring deep understanding, informed compliance, and ongoing professional development.

- **Equipment and supplies:** Essential safety equipment, including PPE, first aid supplies, fire safety equipment, and safety signage, is consistently maintained, regularly checked, and replenished promptly.
- **Responsiveness:** Resources and measures are regularly reviewed and promptly adapted to reflect new risks, legislative changes, emerging best practices, and operational requirements.

Enforcement and Managing Non-compliance

Clear expectations and effective enforcement measures underpin SLP College's safety compliance approach:

- **Transparent enforcement:** Non-compliance with this policy or associated safety procedures is addressed swiftly, consistently, and fairly through established disciplinary processes for staff and students.
- **Clear communication:** Expectations around safety compliance are clearly articulated during induction, training, policy briefings, and through prominently displayed signage.
- **Contractor and visitor compliance:** Contractors, freelancers, and visitors are informed explicitly of safety expectations, with breaches potentially resulting in immediate suspension or removal from premises.
- **Constructive accountability:** Enforcement is carried out constructively and professionally, reinforcing a culture where safety standards are actively upheld as integral to professional identity.

Embedding a Culture of Vigilance and Accountability

Beyond procedural compliance, SLP College fosters a proactive safety culture characterised by continuous vigilance, shared accountability, and professional ownership of health and safety. This involves:

- **Leadership visibility:** Leaders visibly champion safety standards, reinforcing their priority through consistent behaviour, communication, and decision-making.
- **Professional ownership:** All members of the College community take proactive ownership of safety as a core professional responsibility, actively participating in risk management and compliance practices.
- **Open dialogue:** Staff and students feel empowered and confident to openly discuss and report safety concerns, assured of timely responses and supportive actions.
- **Learning and responsiveness:** Continuous learning from audits, inspections, feedback, and incidents informs regular refinement and enhancement of our safety framework.

By embedding these robust, transparent, and professionally disciplined risk management and compliance practices, SLP College consistently upholds the highest standards of health, safety, and wellbeing for all its community members.

6. Safe Teaching, Learning, and Operational Practice

At SLP College, safety is embedded within every aspect of our operational, educational, and performance activities. This section provides a comprehensive framework for maintaining a consistently safe, secure, and professionally disciplined environment, ensuring protection for students, staff, visitors, and contractors alike.

First Aid and Emergency Medical Response

Our commitment to immediate and effective medical response includes:

- **Trained personnel:** Adequately qualified first aiders are always available during operating hours, clearly identifiable, and regularly refreshed in their training.
- **Strategically placed resources:** Fully stocked first aid kits and AED equipment are prominently positioned, clearly marked, and regularly checked and replenished.
- **Emergency protocols:** Clearly defined, documented, and communicated emergency response protocols ensure immediate professional assistance, appropriate reporting, and effective liaison with emergency services and next-of-kin.

Fire Safety and Evacuation Procedures

Robust fire safety management is consistently maintained, comprising:

- **Systematic assessments:** Regular fire risk assessments are annually reviewed and updated, and hazards are identified, and comprehensive preventive measures are implemented.
- **Routine checks and drills:** Regular inspection, testing, and maintenance of fire detection, alarm systems, firefighting equipment, emergency lighting, and evacuation routes.
- **Clear emergency procedures:** Defined, documented, and routinely practised evacuation procedures, with clearly signed exits and assembly points.
- **Regular training:** Comprehensive induction and refresher training for staff and students ensures full awareness of responsibilities, fire procedures, and emergency responses.

Infection Control and Hygiene

High standards of hygiene and infection control safeguard the health of our community:

- **Hygiene protocols:** Clear procedures align with UK Health Security Agency guidance, covering hand hygiene, regular cleaning, sanitisation, ventilation, and outbreak management.

- **Facilities provision:** Easily accessible and adequately stocked hygiene facilities (e.g., handwashing stations and hand sanitiser) are consistently available across all College areas.
- **Responsive action:** Prompt, decisive action in the event of infection outbreaks, including clear communication, additional hygiene measures, and immediate health advice.

Premises Safety and Equipment Maintenance

Ensuring a safe operational environment through meticulous premises and equipment management:

- **Regular inspections:** Systematic, documented inspections and maintenance schedules for all studios, rehearsal rooms, theatres, backstage areas, technical equipment, and welfare facilities.
- **Prompt remediation:** Immediate reporting, labelling, and timely corrective action for any faulty or damaged equipment or unsafe facilities.
- **Documentation:** Thorough records of equipment checks, repairs, inspections, and maintenance, accessible to relevant personnel and regularly reviewed for effectiveness.

Security, Access Control, and Lone Working

Safeguarding security, access, and personal safety is prioritised through:

- **Robust security:** Controlled access points, effective CCTV monitoring, visitor registration, and clear identification of authorised personnel.
- **Effective lone-working protocols:** Comprehensive risk assessment of lone working activities, including clearly defined emergency procedures, check-in systems, and personal safety guidelines.
- **Awareness and training:** Regular security briefings and personal safety training for all staff and students, reinforcing vigilance and responsible conduct.

Studio and Rehearsal Safety

Studio safety and rehearsal discipline underpin our professional training environment:

- **Specialist standards:** Regular safety checks and maintenance of rehearsal spaces, including flooring, mirrors, props, and studio-specific equipment.
- **Clear guidance:** Explicit guidelines for safe studio practices, including attire, footwear, physical contact training, vocal care, warm-up, cool-down, and injury prevention strategies.
- **Supervision and training:** Proactive supervision by trained professionals ensures consistent adherence to safety protocols in all rehearsal and training activities.

Performance and Technical Risk Management

Professional rigour in technical theatre and performance production is consistently maintained through:

- **Specialist risk assessments:** Comprehensive assessments and method statements covering rigging, lighting, sound, special effects, costume, set construction, and stage management.
- **Rigorous training:** Specialist training for technical personnel, ensuring competent and safe operation of theatre equipment and backstage facilities.
- **Active PPE enforcement:** Explicit identification of PPE needs, with consistent enforcement, regular training, inspection, and clearly defined usage protocols.
- **Supervision of high-risk tasks:** Strict supervision, monitoring, and documentation of high-risk activities, including working at height, electrical work, and technical theatre operations.

Off-site Activities and Showcases

Safety off-site matches our on-campus standards, achieved by:

- **Thorough assessments:** Detailed risk assessments for all off-site rehearsals, performances, tours, educational visits, and residencies, clearly documented and communicated.
- **Robust travel arrangements:** Explicit transport safety measures, clear supervision ratios, emergency contacts, and comprehensive contingency planning.
- **Staff readiness:** Comprehensive training, clear briefing, and provision of documentation to staff responsible for leading off-site activities.
- **Emergency procedures:** Explicit emergency response protocols and clear escalation mechanisms for all off-site activities, ensuring readiness and responsive action in all eventualities.

Personal Protective Equipment (PPE)

Appropriate, effective use of PPE is integral to maintaining safe practice:

- **Clear specification:** Explicit identification and provision of PPE appropriate to specific tasks and environments, including protective footwear, helmets, gloves, masks, eye protection, hearing protection, and harnesses.
- **Effective training:** Regular training and reinforcement on the correct use, maintenance, and storage of PPE.
- **Consistent monitoring:** Regular PPE inspections, timely replacement, and clear accountability for correct usage among staff and students.

Manual Handling

Professional and disciplined manual handling practices minimise injury risk:

- **Task-specific assessments:** Clearly documented manual handling risk assessments, identifying risks and explicit control measures.

- **Specialist training:** Regular manual handling training for staff and students undertaking such tasks, reinforcing safe lifting, carrying, and handling techniques.
- **Adequate equipment:** Provision, maintenance, and encouragement of use of handling aids, including trolleys, lifts, and mechanical aids, reducing manual handling risks effectively.

Working Time and Fatigue Management

Professional management of working hours and fatigue safeguards health and performance:

- **Clear policies:** Explicit working hours, rest periods, and breaks in line with the Working Time Regulations (1998), consistently implemented and monitored.
- **Proactive scheduling:** Consideration of fatigue risks actively embedded into scheduling, particularly during intensive production or performance periods.
- **Responsive monitoring:** Regular monitoring and clear reporting mechanisms to proactively manage workload, fatigue, and wellbeing concerns among staff and students.

Operational Vigilance and Continuous Improvement

An ongoing commitment to operational vigilance and improvement ensures sustained excellence in safety:

- **Regular evaluation:** Continuous review, analysis, and refinement of operational practices, training, and risk management measures.
- **Staff and student engagement:** Actively involving the College community in identifying, discussing, and resolving safety concerns, fostering shared accountability, collective vigilance, and continuous improvement.
- **Audit and benchmarking:** Regular internal and external auditing, inspections, and benchmarking against best practices in performing arts education, driving continual refinement and raising standards.

Through the systematic and rigorous implementation of these comprehensive operational safety practices, SLP College proactively protects the wellbeing of every individual, consistently reinforcing our commitment to professional excellence, regulatory compliance, and a culture of shared responsibility and vigilance.

7. Training, Induction, and Communication

SLP College ensures health and safety are fully integrated into everyday professional practice through rigorous training, clear induction processes, and proactive communication. We believe that a well-informed, well-trained community is critical for creating a safe, vigilant, and professionally disciplined environment.

This section defines our comprehensive framework for equipping all students, staff, contractors, and visitors with the knowledge, skills, and confidence needed to uphold and actively enhance health and safety standards at SLP College.

Comprehensive Staff Training and Development

Staff receive ongoing, targeted, and professionally relevant training to ensure confident and consistent adherence to safety standards:

- **Mandatory induction:** All new staff undergo thorough, documented inductions covering emergency procedures, responsibilities, risk awareness, incident reporting, and the College's safety culture and expectations.
- **Regular refresher sessions:** Scheduled refresher sessions reinforce essential safety knowledge, update staff on legislative and procedural changes, and disseminate lessons learned from recent incidents.
- **Role-specific specialist training:** Tailored training is provided to staff holding safety-critical roles, including First Aiders, Fire Marshals, Health and Safety Leads, technical theatre staff, and departmental supervisors.
- **External training opportunities:** Staff in specialised roles are actively supported and encouraged to pursue accredited external safety qualifications, ensuring professional currency and compliance.
- **Detailed training records:** Meticulous records of all training sessions, attendance, certifications, and training reviews are securely maintained, supporting accountability and audit readiness.

Robust Student Induction and Ongoing Training

Students at SLP College are provided with comprehensive, professionally delivered health and safety education:

- **Detailed induction programmes:** All students complete clear and engaging safety inductions upon enrolment, detailing personal responsibilities, emergency responses, safe practice protocols, and incident reporting procedures.
- **Regular safety briefings:** Ongoing, structured briefings and refresher sessions reinforce essential studio, performance, and operational safety expectations throughout their training.
- **Specialist training for high-risk activities:** Students involved in technical theatre, production, manual handling, or other specialised tasks receive additional role-specific training, ensuring competence and safe practice.

- **Accessible guidance materials:** Clearly documented safety procedures, instructions, and reference guides are consistently accessible to students digitally and physically, supporting continuous compliance and clarity.
- **Active student involvement:** Students are encouraged and supported to actively participate in maintaining safety standards, providing feedback, reporting hazards or incidents, and contributing to a culture of shared responsibility.

Contractor, Freelancer, and Visitor Induction

Clear induction and communication ensure contractor, freelancer, and visitor compliance with SLP College's high safety standards:

- **Explicit induction briefings:** All contractors and freelancers receive documented, clear inductions tailored specifically to their tasks, covering site-specific risks, emergency responses, reporting expectations, and safety responsibilities.
- **Comprehensive visitor safety information:** Visitors receive concise, professionally communicated safety briefings on arrival, ensuring clarity around conduct, emergency procedures, and their safety responsibilities.
- **Documented compliance:** All induction sessions, contractor certifications, method statements, insurance documentation, and attendance records are rigorously documented, ensuring clear accountability and audit compliance.

Clear and Consistent Communication

Effective communication supports continuous vigilance and proactive safety culture at SLP College through:

- **Regular safety communications:** Frequent, clear communications—including safety bulletins, newsletters, emails, and briefings- reinforce key safety messages, legislative updates, lessons learned, and procedural enhancements.
- **Prominent, professional signage:** Clear, consistent, and professionally presented safety signage is strategically placed throughout the College premises, highlighting emergency exits, first aid points, hazards, PPE requirements, and safety instructions.
- **Easily accessible documentation:** Centralised access to clearly presented digital and physical safety documents, including policies, procedures, risk assessments, and reporting forms, available to all staff and students at the point of use.
- **Open reporting culture:** All communication channels explicitly reinforce the College's commitment to transparency, openness, and active reporting, encouraging prompt, confident disclosure of incidents, near misses, or safety concerns.

- **Responsive feedback loops:** Clearly defined and well-promoted feedback mechanisms allow staff and students to ask questions, raise concerns, or suggest improvements, with documented and timely professional responses.

Leadership Engagement and Modelling

SLP College's leaders proactively embed health and safety through visible commitment, professional example, and active engagement:

- **Visible safety leadership:** Senior leadership consistently and publicly champion health and safety standards through visible presence, proactive engagement, and clear communication of expectations.
- **Role-modelling professionalism:** Leaders at all levels demonstrate exemplary safety behaviours, embedding safety considerations firmly within daily decision-making, operational practices, and interactions.
- **Active encouragement:** Leaders actively encourage, recognise, and reward vigilant and proactive safety behaviours among staff and students, continually reinforcing a positive safety culture.
- **Transparent accountability:** Leaders maintain clear, documented accountability for health and safety within their departments, regularly communicating progress, performance, and learning points across their teams.

Continuous Improvement and Professional Excellence

A continuous improvement ethos ensures training, induction, and communication practices remain highly effective and professionally rigorous:

- **Regular reviews and feedback:** Continuous evaluation of the effectiveness of training programmes, induction processes, and communication methods, informed by audit outcomes, incident analyses, and staff and student feedback.
- **Responsive enhancements:** Prompt and targeted adjustments and improvements to training and communication strategies, ensuring they remain current, relevant, and responsive to operational changes and regulatory updates.
- **Benchmarking against best practice:** Regular benchmarking of our practices against sector standards, external expert advice, and legislative developments ensures continual enhancement and ongoing professional credibility.

Through rigorous, targeted training, comprehensive induction programmes, and proactive, transparent communication, SLP College ensures every community member is fully prepared, professionally responsible, and actively engaged in upholding the highest standards of health, safety, and operational excellence.

8. Wellbeing, Support, and Occupational Health

At SLP College, we take a comprehensive and proactive approach to health and safety that encompasses physical, mental, emotional, and occupational wellbeing. Recognising that exceptional performance training and professional excellence rely on holistic support, we actively nurture a culture of wellbeing, resilience, and mutual care. This section outlines the systematic measures we implement to proactively support the health and wellbeing of every individual within our community.

Mental Health and Emotional Wellbeing

SLP College prioritises mental health and emotional wellbeing as central elements of our professional culture:

- **Regular awareness training:** Comprehensive mental health awareness and resilience training is provided regularly to staff and students, enhancing early recognition, understanding, and appropriate response.
- **Immediate and accessible support:** Clearly communicated and accessible pathways to confidential internal and external support services, including counselling, pastoral care, mentoring, and specialist mental health assistance.
- **Proactive intervention:** Robust processes ensure timely, sensitive, and supportive responses to emerging mental health concerns, with clear guidance for staff on intervention and referral procedures.
- **Preventative wellbeing initiatives:** Active promotion and regular provision of stress management workshops, resilience-building sessions, mindfulness training, and peer-support groups.
- **Monitoring and proactive outreach:** Regular, proactive monitoring of attendance, engagement, behavioural patterns, and feedback to identify and respond promptly to wellbeing concerns.

Stress and Fatigue Management

Robust and proactive management of stress and fatigue safeguards staff and student wellbeing:

- **Clear professional guidelines:** Explicit policies and procedures outlining maximum working hours, mandated rest periods, scheduled breaks, and workload management, aligned with Working Time Regulations and industry standards.
- **Regular workload monitoring:** Active monitoring and responsive management of scheduling and workload pressures, particularly during intensive rehearsal or production periods.
- **Structured training:** Regular training sessions for staff and students on stress management techniques, effective time management, and professional resilience strategies.

- **Confidential reporting mechanisms:** Clear and accessible procedures allowing confidential reporting of workload, stress, or fatigue concerns, guaranteeing prompt, professionally supportive responses.
- **Proactive leadership vigilance:** Managers proactively monitor and manage team workloads, actively intervening to reduce fatigue risks, workload pressures, and potential stress-related issues.

Comprehensive Occupational Health Support

SLP College provides robust occupational health support, safeguarding the professional sustainability and health of our community:

- **Professional assessments and guidance:** Expert occupational health assessments and tailored recommendations are readily accessible to staff and students experiencing health concerns or work-related issues.
- **Regular health surveillance:** Systematic monitoring and proactive surveillance for staff undertaking high-risk occupational tasks, such as repetitive physical activity, manual handling, and vocal or physical strain.
- **Reasonable adjustments:** Swift implementation of recommended workplace adjustments and personalised support plans, enabling safe, sustainable participation and professional progression.
- **Structured return-to-work processes:** Clear, supportive, and professionally informed return-to-work or return-to-training programmes following periods of illness or injury, ensuring smooth, safe reintegration.

Inclusive Support for Students with Additional Needs

Proactive, inclusive support ensures all students with additional needs can fully engage safely and successfully:

- **Tailored assessments:** Individual risk assessments, personal emergency evacuation plans (PEEPs), and personalised support strategies are developed collaboratively with students who have specific health, medical, or learning requirements.
- **Individualised adjustments:** Proactive implementation of personalised resources, teaching strategies, performance arrangements, and practical adjustments to ensure equitable and safe training participation.
- **Regular collaborative reviews:** Ongoing communication and regular review meetings with students, support staff, and relevant external professionals to ensure adjustments remain effective, appropriate, and responsive.

- **Professional staff training:** Regular training for staff ensures confident, informed, and sensitive management of students' additional needs, promoting full professional participation.

Safeguarding and Preventative Culture

Safeguarding is fully embedded in our health and safety framework, ensuring comprehensive protection from harm or abuse:

- **Explicit safeguarding policy:** Clearly defined and communicated safeguarding and Prevent Duty policies, fully aligned with statutory requirements and industry best practice.
- **Trained safeguarding leads:** Professionally trained and clearly identified Safeguarding Leads provide proactive, vigilant oversight and immediate responsiveness to any concerns raised.
- **Continuous training and awareness:** Regular safeguarding and Prevent Duty training are provided to all staff and students, ensuring high awareness, vigilance, and readiness to act.
- **Responsive reporting:** Clear, accessible, and confidential reporting processes ensure concerns are handled promptly, professionally, and with sensitivity.
- **Preventative vigilance and review:** Regular audits, evaluations, and proactive feedback loops ensure safeguarding measures remain effective, responsive, and continually enhanced.

Positive Professional Culture

A supportive, inclusive, and respectful professional environment actively promotes health, safety, and wellbeing:

- **Clearly defined standards:** Explicit expectations regarding professional conduct, mutual respect, and responsible behaviour are consistently communicated and reinforced at all levels.
- **Inclusive environment:** Proactive measures ensure an inclusive, supportive environment free from bullying, harassment, discrimination, and victimisation, actively enforced through clear procedures.
- **Active support networks:** Encouragement and active support for mentoring schemes, peer networks, collaborative forums, and structured professional support services.
- **Recognition and reward:** Regular acknowledgement and celebration of proactive safety behaviour, professional resilience, and achievements, fostering positive wellbeing and community cohesion.

Continuous Improvement and Responsive Enhancement

SLP College continuously reviews and enhances our approach to wellbeing, occupational health, and professional support:

- **Systematic evaluation:** Regular reviews informed by wellbeing surveys, incident data, feedback, and external audits to evaluate effectiveness and identify potential enhancements.

- **Proactive enhancement:** Swift implementation of identified improvements and enhancements to support measures, ensuring ongoing relevance and responsiveness to evolving needs.
- **Professional benchmarking:** Regular benchmarking of our wellbeing, occupational health, and support practices against external standards, expert recommendations, and sector best practices to maintain and advance our professional credibility and effectiveness.

By systematically embedding a comprehensive, professional approach to wellbeing, support, and occupational health, SLP College proactively fosters a safe, resilient, inclusive, and professionally supportive environment, enabling every individual to flourish professionally, personally, and creatively.

9. Policy Governance and Review

SLP College is committed to rigorous governance, transparent accountability, and continuous improvement in managing health, safety, and wellbeing. Effective oversight, systematic reviews, and structured responsiveness ensure that this policy remains professionally credible, fully compliant, and consistently effective in protecting our entire community.

Clear Governance and Leadership Accountability

Strong, clear, and transparent governance structures underpin health and safety management at SLP College:

- **Ultimate accountability:** The Senior Leadership Team (SLT) holds strategic responsibility for ensuring comprehensive implementation and continuous effectiveness of this policy.
- **Operational accountability:** Day-to-day operational oversight and management are explicitly delegated to the Principal, supported by the designated Health and Safety Lead.
- **Defined responsibilities:** Clearly documented roles, responsibilities, and accountabilities are communicated across all management levels, embedding clarity and proactive compliance.
- **Regular governance oversight:** Regular formal reports detailing health and safety performance, compliance status, audit findings, and incident trends are presented by the Health and Safety Lead to the SLT, ensuring transparent accountability, informed oversight, and strategic decision-making.

Systematic Policy Review and Update Schedule

Regular, proactive reviews ensure this policy remains current, effective, and professionally rigorous:

- **Annual scheduled reviews:** A comprehensive formal review of the policy is conducted annually by the SLT, Health and Safety Lead, and relevant departmental managers, with formal documentation and approval processes clearly recorded.

- **Responsive interim reviews:** Immediate interim reviews and policy updates are triggered by significant incidents, changes in legislation, new regulatory guidance, operational developments, or identified best practices.
- **Clear documentation:** All policy updates, revisions, and amendments are meticulously documented, version-controlled, dated, and transparently communicated across the College community.
- **Formal approval process:** All policy amendments receive formal approval and endorsement from the Principal and SLT, reinforcing authoritative status, credibility, and accountability.

Rigorous Monitoring, Audit, and Continuous Compliance

Systematic monitoring and regular audits underpin policy effectiveness and continuous improvement:

- **Structured internal audits:** Regularly scheduled internal audits and inspections, conducted by the Health and Safety Lead, provide detailed evaluations, compliance reports, and clear recommendations for improvement directly to the Principal and SLT.
- **Independent external audits:** Periodic independent external audits validate compliance, benchmark practices against sector standards, and ensure continuous alignment with professional best practices.
- **Continuous performance review:** Regular, documented reviews by the SLT of audit outcomes, incident analyses, risk management effectiveness, and compliance data ensure transparent governance, constant oversight, and proactive improvement actions.

Active Staff and Student Consultation

Proactive engagement and consultation enhance policy ownership, effectiveness, and informed compliance:

- **Transparent feedback mechanisms:** Clearly defined channels allow staff and students to provide feedback confidentially and constructively, raise concerns, and suggest improvements, with documented responses and follow-up actions communicated transparently.

Robust Documentation and Record-Keeping

Meticulous documentation and record-keeping ensure transparency, accountability, and audit-readiness:

- **Centralised, secure documentation:** Comprehensive records, including policy documents, risk assessments, audit outcomes, training logs, and incident reports, are maintained securely, centrally, and are easily accessible for authorised personnel.

- **Compliant retention schedules:** Clearly defined, GDPR-compliant retention schedules govern the maintenance, storage, and secure disposal of documentation, ensuring robust data protection compliance.
- **Audit-readiness:** Documentation and records are structured to enable immediate access for internal reviews, external inspections, regulatory audits, and professional scrutiny, reinforcing transparency and professional integrity.

Transparent and Effective Communication

Clear communication ensures continuous professional compliance, policy awareness, and informed adherence across the College community:

- **Clear dissemination of updates:** Prompt, transparent communication of all policy updates, procedural changes, or relevant regulatory amendments is systematically disseminated to staff, students, contractors, and visitors.
- **Integrated training updates:** Policy amendments are immediately integrated into training programmes, induction processes, and regular safety briefings, ensuring consistent awareness and informed compliance.
- **Accessible resources:** Centrally maintained digital and physical copies of the current Health and Safety Policy, clearly version-controlled, are available across College communication channels and departmental points of use.

Leadership Engagement and Professional Modelling

Leadership at SLP College actively embeds health and safety governance through visible commitment, professional example, and proactive engagement:

- **Proactive leadership visibility:** SLT and departmental leaders visibly and proactively engage with health and safety, reinforcing its strategic priority and professional significance in regular communications, meetings, and operational oversight.
- **Professional accountability:** Leaders consistently model professional safety behaviours and transparently communicate accountability for policy compliance and proactive risk management.
- **Active recognition:** Regular recognition and reinforcement of proactive safety behaviours, improvements, and achievements, promoting collective accountability, professional pride, and sustained vigilance.

By systematically embedding rigorous governance, transparent accountability, continuous monitoring, and proactive improvement practices, SLP College ensures that this Health and Safety Policy consistently safeguards professional excellence, protects our community, and maintains the highest standards of regulatory compliance and professional credibility.