



# HEALTH AND SAFETY POLICY

MIDLANDS ACADEMY OF DANCE AND DRAMA

VERSION 2.0

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## Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0		Nov 2025	Nov 2026	Second Policy



### Introduction

Midlands Academy of Dance & Drama (MADD) was founded in 1967 by the principal, Frances Clayton and is based in Nottingham. MADD offers diplomas in Professional Dance, Musical Theatre, classes to 3-18-year-olds, and qualifications in Teacher Training in Dance with the International Dance Teachers Association (IDTA).

All organisations have a responsibility to ensure the health and safety of their staff, visitors, and anyone in the general public who is affected by their work.

MADD takes health and safety extremely seriously and promotes safe working practices in all areas of the business, recognising and accepting its responsibilities under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) including the responsibility to:

- Provide and maintain a safe and healthy place of work and learning with adequate welfare facilities.
- Provide adequate information, instruction, training, and supervision to all.
- Ensure risk assessments are produced for work activities.
- Provide safe systems of work.
- Ensure safe access to and from the places of work and study.
- Monitor performance to reduce accidents and work-related ill-health.
- Consult with our staff, students, and other stakeholders on matters of health and safety.

Promoting and managing health and safety is an ongoing cycle, which starts and ends with our policy, and which must be both robust and adapted as necessary as per the cycle below.

## Health and Safety Policy

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### Scope

This policy document sets out our approach to health and safety and how we manage health and safety risks within our organisation and applies to all individuals who work for or on behalf of MADD who are referred to collectively as ‘staff’ throughout this policy.

Where indicated, this policy also applies to third parties undertaking work on behalf of MADD and any person affected by our work including our student learners, visitors, suppliers, and members of the public affected by our work.

### Our Values

Our core health and safety values are:

- To take our responsibilities seriously.
- To appoint a competent person and provide them with appropriate support to enable the organisation to discharge its duties.
- To assess the risks and adequately control the health and safety risks arising from our work activities.
- To develop and implement safe systems of work.
- To maintain safe and healthy working conditions.
- To provide adequate welfare facilities to all staff.

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- To consult our staff and all stakeholders on matters affecting their health and safety.
- To ensure all people working for or on behalf of us are competent to fulfil their roles and undertake their duties safely through adequate training and supervision.
- To provide and maintain organisation owned and rented premises and equipment.
- To report, where required, work-related incidents and accidents.
- To review and revise this policy as necessary at regular intervals.
- To fall in line with all statutory regulations.

## Roles and Responsibilities

### Principal

The overall and final responsibility for health and safety rests with the Principal, who will:

- Ensure that MADD is compliant with the requirements of the relevant UK Health and Safety legislation including all regulations that apply to the running of an organisation providing teaching and tutoring services to both children and adults.
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the business functions and the precautions needed to eliminate or control those risks.
- Ensure that the necessary policies, risk assessments, and addendums related to the management of health and safety are produced by a competent person to a high standard and reviewed annually or as necessary.
- Work to minimise risk within the organisation to an acceptable level.
- Ensure that all workplaces are safe.
- Ensure that where required persons are suitably trained to assist them in carrying out their health and safety duties.
- Ensure adequate funds and facilities are available for the management of health and safety.

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- Before entrusting work tasks to contractors and/or subcontractors, consider their capabilities as regards health and safety and ensure that suitable risk assessments are carried out for hazardous activities.
- Ensure that all staff fulfil the health and safety responsibilities allocated to them.
- Ensure the safety performance of the organisation is monitored and take action to remedy any identified deficiencies.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Work with staff and student learners by gathering regular feedback on all health and safety matters and acting where necessary.
- Ensure that incidents, accidents, and near misses are recorded and investigated promptly, with actions arising and lessons learnt implemented, reviewed, and communicated to staff and student learners where appropriate.
- Reprimand staff for failing to discharge their health and safety responsibilities.

### Scheduling, Policy & Compliance Officer

The Scheduling, Policy & Compliance Officer will assist the Principal where necessary by:

- Assisting with the day-to-day supervision of staff and providing health and safety training and supervision where required.
- Assisting in the production, reviewing, and communication of risk assessments.
- Assisting with the reporting and management of incidents, accidents and near misses and ensure that Incident Reports are submitted for all incidents promptly.
- Supporting the Principal as required to fulfil their duties.

### Staff Members

All staff will:

- Take responsibility for their own health and safety and that of others who may be affected by their acts or omissions.

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- Co-operate with the Principal, Scheduling, Policy & Compliance Officer, and co-workers to assist in the discharging of their duties.
- Read and abide by this policy and any information provided relating to health and safety.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Attend health and safety training and briefings as required.
- Immediately report health and safety breaches, or any incident and/or accident occurring at work to the Principal and/or Scheduling, Policy & Compliance Officer in their absence as per policy.
- Provide adequate supervision and instruction to their colleagues, student learners, and visitors to site as required.

### Student Learners and Visitors

All student learners and visitors will be given information on staying safe whilst visiting and using the site and MADD's services. It is their responsibility to follow our instruction.

## Policy

### Workplaces

Staff may either work from our main site, at a third-party venue such as another education provider's site or a rented theatre venue, or a combination of the above.

### The Main MADD Site

MADD will ensure that our primary workplace meets the health, safety and welfare needs of all those who will use it and is fit for purpose.

The site is maintained to a high standard and cleaned regularly.

The building landlord will ensure that:

- The site is maintained in relation to electric and supply, road quality, roofing, external doors, etc.

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- The internal electrical and gas installations are checked and maintained to a high standard in line with statutory requirements.
- The premises are surveyed for asbestos, and where asbestos is not able to be removed from our premises it has been enclosed to prevent further damage and exposure.

MADD will ensure that:

- The site is risk assessed regularly.
- The site is maintained in regard to its fire detection and prevention equipment.
- Temperatures in the workplace are appropriate.
- There is sufficient space, ventilation, and lighting.
- There are suitable sanitation and washing facilities.
- There is a provision for drinking water.
- Company owned equipment is maintained and tested.
- Issues with the external site are reported to the landlord and that appropriate action is taken.

### Working From Third Party Venues

MADD has a duty of care to its staff working from third party venues and will ensure that all venues used as a workplace are safe and fit for purpose.

The third party will ensure that the site at which MADD staff will be working from is suitable:

- in relation to the general upkeep
- in size
- in the provision of welfare facilities
- in the provision of safe and adequate furniture, fixtures, and fittings, and other equipment.

Details of the health and safety arrangements and responsibilities at third party sites will be included in the rental agreement/contractual service agreement.

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This agreement will ensure, as a minimum, that a suitable workspace is provided and emergency arrangements are clear, and it must specify who is responsible for carrying out risk assessments and providing suitable equipment.

Prior to starting work at a third-party venue, the MADD staff will familiarise themselves with the fire and emergency procedures.

Regardless of the site owner, a visual inspection of the workplaces used by the MADD staff must be completed before each session to ensure that there are no new hazards present, and that risk of accident or injury is minimised.

Staff must report any unsafe or unsatisfactory client sites to the Principal or member of the Senior Management Team immediately, who will in turn report the hazards to the relevant person managing health and safety within the third-party venue. The session(s) will not go ahead until the concerns/hazards have been addressed. If necessary, the sessions(s) must be rearranged or relocated.

### Fire

#### **The Regulatory Reform (Fire Safety) Order 2005**

All potential fire hazards will be identified in the initial fire risk assessment and steps will be taken to remove the hazards from a site or to minimise the risks.

The fire risk assessment will be reviewed regularly.

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Adequate numbers of staff are trained fire wardens, one of whom will be on site at any time during opening hours.

Weekly tests are carried out on the fire alarm/detection systems, and emergency lighting to ensure that they are in good working order.

Firefighting equipment is checked monthly to ensure that it is in the correct location and has not been tampered with/used.

Fire doors will be inspected every week to ensure they close properly, open easily, and are free from obstacles.

Fire evacuation drills are carried out twice annually at a minimum.

It will be the responsibility of all staff to ensure that the fire door is kept closed and that all routes to fire exit are kept clear at all times.

### Smoking

The use of cigarettes, matches and lighters used as a source of ignition and electronic cigarettes is not permitted anywhere on site.

The use of candles or any item requiring ignition from a naked flame is not permitted on site without a risk assessment being undertaken.

### Electrical Safety

All electrical appliances are PAT tested annually. For this reason, only portable electrical appliances, including telephone chargers that are supplied by MADD or PAT tested by us may be used at the site.

Electrical equipment should be turned off when not in use and heat-producing appliances kept away from soft furnishings, waste, and flammable materials.

Staff must take responsibility for reporting any defective devices (cables frayed, burning smells, overheating, etc.) to a member of the Senior Management Team and labelling them as faulty immediately once a fault or defect has been noted.

### Waste Management

Fuels found in the work environment may not be obvious but can include the following:

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- Textiles, soft furnishings, and clothing.
- Flammable liquids and solvents for home improvement or maintenance, cleaning and disinfecting liquids and adhesives.
- Waste such as wood, paper, cardboard, plastics, bubble wrap, cellular foam, or dust.
- Furniture, fixtures, and fittings.
- Dry vegetation such as dead plants or dried flowers.

Fuels such as waste materials will be disposed of regularly in the outdoor bins at the end of each day or when indoor bins are full.

### Emergency Evacuation

Fire plans showing fire exits and evacuation routes to the designated assembly point are displayed on the notice board in the main offices and staff communal areas.

These plans also display the emergency contact details of the Fire Brigade and Emergency Services.

Staff, student learners and visitors must be made aware of the fire evacuation plan (entry and exits points and muster points) on arrival/during induction.

Staff will accompany all visitors to the site and assist in their evacuation.

MADD will ensure that individual PEEPs (Personal Emergency Evacuation Plans) are in place for staff and students with a disability which may hinder their ability to safely evacuate the site.

### Health and Safety Law Poster

MADD will display the mandatory Health and Safety Law poster at its main workplace.

### Insurance

MADD will hold the appropriate level of employer's liability insurance following the Employers' Liability (Compulsory Insurance) Act 1969.

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### First Aid

#### **Health and Safety (First Aid) Regulations, 1981**

MADD shall ensure that all staff, student learners, and visitors have access to adequate First Aid provision at all times during opening hours.

There are four first aid kits located on site.

First aid kits will include at the minimum, the Health and Safety Executive suggested items.

The first aid kits will be regularly checked by the Scheduling, Policy & Compliance Officer to ensure adequate stock levels are maintained.

MADD will ensure that adequate numbers of staff are trained in Emergency First Aid at Work and that there is always a trained first aider on duty.

#### **Personal Protective Equipment (PPE)**

Where a risk assessment indicates the need for PPE, it will be provided to staff members by MADD.

Protective equipment must always be used where required, regardless of an individual's views on risk.

Contractors, subcontractors, student learners, and visitors must supply and finance their own PPE where required.

If the PPE required for a task is not available for use, the staff member should contact the Scheduling, Policy & Compliance Officer and not start the task until the correct PPE is available.

### COSHH

#### **Control of Substances Hazardous to Health Regulations 2002**

MADD acknowledges our duty under the law to control substances that are hazardous to health in the workplace.

The use of hazardous substances is limited to standard household cleaning substances, however, we will:

- Understand which substances are hazardous to health.

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- Ensure that they are stored safely and securely.
- Train staff in the safe use of those substances.
- Provide the necessary PPE.
- Follow manufacturer guidance and best practice to protect others during their use.

### Slips and Trips

Slips, trips, and falls are the single most common cause of major injury in UK workplaces.

All staff members are responsible for identifying slip and trip hazards and taking steps to eliminate or reduce the risk. This may be as simple as wiping up spilt water or ensuring that cables are not placed across walkways.

Slip and trip hazards at the main site that cannot be easily eliminated must be reported to a member of the Senior Management Team immediately, who will take the appropriate action whether this be reporting it to the building management or making arrangements to resolve the issue.

Where a hazard cannot be immediately eliminated, it should be cordoned off until maintenance can take place.

Where a slip or trip has occurred, it must be recorded and reported in the Accident Book.

Staff members working in areas where manual work is undertaken and/or there is a moderate risk of a slip or trip should wear suitable footwear and take reasonable care.

### Working at Height

#### **The Work at Height Regulations 2005.**

Working at height remains one of the biggest causes of fatalities and major injuries. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Where staff use ladders, they are required to read the following Health and Safety Advisor guidance and follow safe working practices: <https://www.hse.gov.uk/work-at-height/ladders/>

Where work at height is indicated MADD will:

- Avoid work at height where it is reasonably practicable to do so.

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- Where it cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- Risk assess the task, considering the person completing the task, environment, equipment, and other variables.

### Staff must:

- Not work at height unless properly trained and supervised.
- Do as much work as possible from the ground.
- Not overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Not rest a ladder against weak upper surfaces, e.g., glazing or plastic gutters.
- Not use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time).
- Arrange for the procurement of specialist equipment where it is required to ensure that working at height can be undertaken safely.

### MADD will, so far as is reasonably practicable:

- Ensure workers can get safely to and from where they work at height.
- Ensure equipment is suitable, stable, strong enough for the job, maintained and checked regularly.
- Protect staff, student learners, and others from falling objects.
- Consider emergency evacuation and rescue procedures.
- Take precautions when staff are working on or near fragile surfaces.
- Not allow anyone who is not competent to work at height.

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- Provide safe and suitable equipment for working at height as guided by the risk assessment.

### Manual Handling

#### **Manual Handling - Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.**

Manual handling causes over a third of all workplace injuries including musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

Manual handling means transporting or supporting a load (any object) by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying, or moving loads.

Injuries can result from a single lift, but more commonly, long-term injury develops as a result of repeated minor injuries due to repetitive lifting.

MADD will:

- Not ask staff to carry out hazardous manual handling operations.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations as far as is reasonably practicable.
- Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, load and working environment.
- Train all student learners in safe manual handling where required.

Staff members must:

- Take reasonable care when lifting, moving, and handling.
- Follow the guidance, instruction, and risk assessment recommendations.
- Consult with the person responsible for health and safety if they consider a manual handling task hazardous and that those hazards are inadequately controlled.

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- Be aware of the HSE guidance before carrying out any manual handling tasks  
<http://www.hse.gov.uk/pubns/indg143.pdf>

### Working with a VDU or DSE

#### **Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)**

Working at a workstation or in front of a screen puts staff at risk of eye strain, muscular-skeletal problems, and fatigue.

When assessing the appropriateness of workstations MADD will look at:

- The whole workstation, including equipment, furniture, and work conditions.
- The job being done.
- Any special requirement of a member of staff, for example, a user with a disability.

The HSE recommend the following, which staff should be aware of and adhere to:

- Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough workspace to accommodate all documents or other equipment.
- Arrange the desk and screen to avoid glare or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Make sure there is space under the desk to move your legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.
- It may be necessary to provide short breaks to relieve eye strain or repetitive strain injury.

Employees are entitled to an eye test paid for by MADD and may be entitled to the cost of glasses should they be needed specifically for VDU use.

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MADD will provide any equipment necessary, such as footrests, document holders, laptop risers, computer mice, keyboards, etc, to ensure that workspaces for VDU users are as safe and comfortable as possible.

For further information on VDU use visit: <https://www.hse.gov.uk/pubns/indg36.PDF>

### Security Arrangements

The MADD site is secure, with access only being granted to approved persons.

The site is covered by CCTV surveillance.

Staff must ensure that they:

- Keep their access equipment and information (keys, codes, etc) safe and not let anyone else access them.
- Report any lost or misplaced keys or fobs immediately.
- Do not allow tailgaters onto the site.
- Check the ID of individuals before allowing access to the site.
- Report unauthorised access to a member of the Senior Management Team immediately.

### Driving for Work

Certain MADD staff members are required to drive as part of their role using their own vehicles.

Drivers must:

- Have a valid driving licence (providing the original to MADD for review).
- Ensure that the vehicle used has a full MOT and is taxed (providing details of their vehicle for MADD to check).
- Have adequate insurance to cover business use (providing the original certificate to MADD for review).
- Ensure that they are fit and well enough to drive.
- Regularly check the vehicle to ensure that it is in a roadworthy condition.

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- Take the minimum required breaks if they are required to drive long distances.
- Take care whilst driving and obey the laws.

### New and Expectant Mothers

MADD recognises its obligations to take particular account of hazards to new and expectant mothers when assessing the risks involved at work. (The term 'new or expectant mother' is taken to mean 'a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding'). Hazards are taken to include those to the unborn child or child of a woman who is still breastfeeding along with the risks to the mother.

So that we can protect the health and safety of both the mother and the unborn child, staff members and self-employed workers should inform MADD in writing as soon as they know that they are pregnant.

Risk assessments for both new and expectant mothers will be kept under review due to variations in risks at various stages of pregnancy and because of different hazards which must be considered for workers who are breastfeeding.

When a risk assessment reveals that there is a substance or work process which could affect the health or safety of new or expectant mothers or their babies, we will inform them of the potential risks. Information about any relevant control measures the organisation intends to introduce will also be given to the individual affected and their representatives.

Following a risk assessment and/or identification of risk, all reasonable action will be taken immediately to eliminate or sufficiently reduce this risk. If it is not possible to eliminate or adequately control the risk, we may take the following action to minimise any risk to mother and baby:

- Temporarily adjust the working activities, conditions, or hours; and/or
- Offer suitable alternative work which does not present a hazard; or
- Suspend the individual from work for as long as necessary to protect them and their unborn baby/baby.

We also recognise our obligations to provide suitable facilities for workers who are pregnant or breastfeeding to rest.

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### Drugs and Alcohol

MADD has a zero-tolerance policy on the use of or possession of controlled substances.

Being under the influence can affect health, work performance and safety and therefore staff should never be under the influence of mind-altering drugs during working hours and nor be in possession of illegal drugs at work.

Any staff member suspected of being under the influence of controlled substances will be questioned and removed from their area of work and may be subject to disciplinary action or severance of contract.

Staff taking any form of medication (prescribed or over the counter) are responsible for:

- Asking their GP or pharmacist about the effects any medication may have on their ability to work and undertake their specific duties safely; and
- Informing the Principal or Scheduling, Policy & Compliance Officer if there is a risk of adverse effects which may compromise their safety, and/or the safety of others.

### Lone Workers

A “Lone Worker” refers to a worker carrying out their role in isolation from other workers without close or direct supervision.

Lone working always poses a hazard but is known to be more hazardous outside of daylight and core hours and lone workers face an increased risk of violence and accidents going unnoticed.

Due to the nature of our work some staff are occasionally required to work alone, either from the main site or a third-party site.

Our policy is to assess and take reasonable steps to minimise risk where lone working is planned.

To identify the risks to a lone worker a comprehensive risk assessment must be carried out and reviewed regularly as a matter of course or when there are any changes in circumstances.

Risk assessments should be tailored to the individual circumstances safety and will consider:

- Suitability of the staff member to become a lone worker – staff who are medically unsuitable, uneasy about lone working or are untrained will not be suitable.

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- Suitability of lone working in relation to the work being undertaken – where the work being undertaken is itself hazardous and/or requires supervision then lone working will be deemed unsuitable.
- Lone workers and individuals; they must be deemed competent to work alone, demonstrating responsibility for their own health and safety and the health and safety of others.
- External hazards such as weather, the general public, etc.

Control measures will normally include:

- Communication must be maintained – organising a suitable means of checking in on staff working alone through a buddy system.
- Implementing a process for escalating concerns where contact cannot be made with the lone worker.
- Practical guidance and training on lone working situations must be provided which must include details of preparation for lone working, emergency procedures, travelling alone, general safety advice, etc.
- Defined working limits are in place - staff are aware of their limitations and of the policies and procedures in place to support them/guide their actions.

### Supervision and Training

MADD will ensure that its staff are trained and competent to undertake their duties. All staff will have access to this policy and the relevant procedures, guides, and risk assessments related to their work.

All staff in employment will receive core health and safety induction training. Additional training will, for the most part, differ depending on the role.

MADD will ensure that new staff receive the relevant supervision and support during their induction and/or when undertaking new roles or new tasks.

All training records will be recorded and stored securely in a central system and will be reviewed regularly to ensure compliance.

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### Hazard and Information Signage

Staff and student learners must pay attention to and follow the direction of all hazard and information signs. If unsure what they mean, consult with someone that can help.

### Safe Working Hours

As per UK law:

- No employee will work more than 48 hours per week if over 18 years of age and over 40 hours per week if 16 or 17 years of age.
- All staff over 18 have the right to one uninterrupted 20-minute rest break during their working day, in the middle of the shift or at the time of their choosing if they work more than 6 hours a day.
- All staff over 18 have the right to either an uninterrupted 24 hours without any work each week or an uninterrupted 48 consecutive hours without any work each fortnight.

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- Young workers of 16 or 17 are entitled to:
  - a 30-minute rest break if they work more than 4.5 hours (if possible, this should be one continuous break)
  - daily rest of 12 hours
  - weekly rest of 48 hours.

### Apprenticeships

Under the Management of Health and Safety at Work Regulations 1999, we have a responsibility to ensure that young people employed by us are not exposed to risk due to:

- Lack of experience.
- Being unaware of existing or potential risks.
- Lack of maturity.

We provide Health and Safety and equipment training as well as close supervision to all apprentices and monitor their progress throughout their apprenticeship, making adjustments where necessary.

We will consider when employing apprentices:

- The physical, biological and chemical agents they will be exposed to.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training needed.
- If the work required is beyond their physical or psychological capacity.
- If the work involves harmful exposure to toxic substances.
- The risk of accidents that cannot reasonably be recognised or avoided by young people.
- If they require close supervision.

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### Contractor and Subcontractor Health and Safety

MADD has a legal obligation to ensure that all work carried out on the organisation's behalf by contractors and/or subcontractors is completed in the safest possible manner and that risk has been minimised.

To ensure this we will:

- Only employ and engage with contractors and subcontractors with the relevant qualifications, skills, and where applicable professional accreditation.
- Provide a copy of our Health and Safety Policy for review by the contractors and/or subcontractors.
- Request a copy of the contractor's and/or subcontractor's Health and Safety Policy.
- Request a copy of the contractor's and/or subcontractor's risk assessment related to the work to be carried out.
- Request a copy of the contractor and/or subcontractor certificates of liability and indemnity insurance.
- Ensure that the Principal and, where required, a competent subject expert reviews the risk assessments provided and works with the contractors and/or subcontractors to action control measures to minimise risk however possible.
- Communicate the appropriate information arising from risk assessments to staff, student learners, visitors, and others who may be affected to ensure they understand and/or obey the control measures.

When using a small contractor and/or subcontractor firm we acknowledge that they may not have formal policies or risk assessments currently in place, however, to ensure due diligence we will collaborate with such individuals to discuss, complete, record and implement risk assessments for work to be completed safely.

### **Health and Safety Risk Assessment**

Risk assessments are extremely important as they form an integral part of an occupational health and safety management plan as they help to:

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- Create awareness of hazards and risks.  
Identify who may be at risk (e.g., staff, student learners, visitors, contractors, the public).
- Determine whether a control program is required for a particular hazard.
- Determine if existing control measures are adequate or if more should be done.
- Prevent injuries or illnesses, especially when done at the design or planning stage.
- Prioritise hazards and control measures.
- Meet legal requirements where applicable.

### MADD Risk Assessments will:

- Be undertaken for all potentially hazardous activities carried out on or off the main site, both routine and non-routine.
- Consider all people working for or on behalf of the organisation, our student learners, and others who might reasonably be affected by our activities.
- Be completed by a competent person.
- Adhere to the relevant legislation and best practice.

Staff and student learners will be consulted in the production of risk assessments and all findings will be made available to them for review.

Should further specialist advice be required, this may be obtained by the Principal from expert individuals or bodies outside of the organisation.

Assessments will be reviewed every six months or when the work activity changes, whichever is the sooner.

### Consultation

MADD will consult with staff and student learners on the following:

- Any current procedures or methods of work which require improvement.

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- Any new measure which may substantially affect their health and safety at work, for example, new equipment, new ways of working, or new procedures as identified through risk assessment.

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- The implementation of control measures to minimise or eliminate the risks faced in completing their roles.

Information will be in a form that can be easily understood.

## Incident and Accident Reporting and Recording

**Incidents** are any event or circumstance which could foreseeably have resulted in unnecessary damage, loss, or harm and include:

- Near misses, which are defined as an event that does not cause harm but has the potential to cause injury or ill-health including dangerous occurrences; and
- Undesired circumstances are defined as a set of conditions or circumstances that have the potential to cause injury or ill health, e.g., staff using a chair instead of a ladder.

**Dangerous occurrences** are several specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

**Accidents** are any events that result in injury or ill health.

It is the responsibility of staff to ensure that all accidents (including cases of work-related illhealth), incidents (including near misses), and dangerous occurrences, however, trivial they may appear, are reported immediately to the Principal, or Scheduling, Policy & Compliance Officer in their absence.

Details of all incidents and accidents whether occurring on or offsite must be entered into the onsite Accident Book as soon as possible and within 24 hours.

It is the responsibility of the Principal, with assistance from the Senior Management Team where necessary, to investigate the circumstances of each accident, incident, or dangerous occurrence and to take appropriate action to try to prevent or minimise the recurrence of similar accidents or incidents.

The investigations should identify:

- A factual chronology of the event.
- The root cause of the incident or accident, whether it was due to human error, procedural failure, equipment failure, negligence, malicious actions etc.

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An assessment of whether any actions taken were in line with internal policy and procedure, and/or best practice, and/or the authorities' requirements.

- Whether MADD could have prevented the incident or accident.

The response to an incident must be proportionate to the severity of impact or harm.

The most serious events will be rated as having a consequence that is severe harm (permanent injury) or death (or a risk that is high in the case of near-miss which may have resulted in death or severe injury unless it is highly unlikely to occur again). These incidents will require escalation to the HSE and should be investigated thoroughly with the appropriate local Health and Safety Board, Local Authority, and where relevant, Ofsted, before being closed.

Medium-graded incidents and accidents include any occurrence where there has been moderate injury or harm to an individual and where the harm is not permanent, such as a fracture, severe laceration, or communicable illness, or where moderate harm could have occurred. Such incidents must be investigated thoroughly and, where reportable, managed in conjunction with the relevant governing bodies or agencies.

Any incident which is graded low harm or a near miss which was unlikely to cause significant harm (such as a bruise or small cut to the skin) and is unlikely to reoccur will be investigated and closed following an appropriate internal investigation.

All incident and accident action plans and any subsequent risk assessments must be communicated to staff via the most appropriate communication methods available.

Reportable accidents, diseases and dangerous occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the enforcing authority by the Principal.

Notifiable incidents must also be reported to Ofsted.

MADD must ensure that affected parties are provided with timely and appropriate support following an accident, incident, or dangerous occurrence. Our external Occupational Health provider may be utilised as required for this purpose.

A six-monthly review of all incidents and accidents in that period will be undertaken to assist in identifying problem areas where health and safety policy or procedure requires amendment.

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- All information collected, including information collected during investigations, must be stored securely for up to seven years and must, along with any further investigative material and risk assessments, be made available for inspection by the Health and Safety Executive.

## Non-Compliance

Failure to comply with MADD health and safety policy, procedures, and processes is a serious matter and individuals will be appropriately sanctioned for breaches.

## Monitoring

This policy is owned and maintained by the Principal and will be reviewed annually or more frequently as necessary, to ensure that we respond to legislation, any relevant codes of practice, staff needs, or business strategy as determined by the market.

Monitoring aims primarily at the prevention of accidents, ill-health and other forms of the incident which present any potential loss of opportunity to MADD and its stakeholders.

Active monitoring techniques include safety tours, safety inspections, and safety audits which are used to ensure that hazards are identified so that safe systems of work are implemented.

Reactive monitoring techniques include accident, incident, and dangerous occurrence investigations, and subsequent reviews of how such occurrences were managed, learning from experience where appropriate.

Monitoring may also include reviewing our standards and statistical data against regional and national standards.

The version number on new policies is always 1.0 and should be increased by one whole number each time the policy is edited other than to make simple changes, where they may increase in increments of 0.1.