



## **BSA Health and Safety Policy and Procedures for KS5 Students**

### **1. Introduction**

This Health and Safety Policy outlines the commitment of Bristol School of Acting (BSA) to ensure the safety and well-being of all KS5 students, staff, and visitors. Our goal is to provide a safe environment conducive to learning, creativity, and performance.

### **2. Policy Statement**

BSA is committed to:

- Providing and maintaining a safe and healthy environment.
- Preventing accidents and incidents.
- Complying with all relevant health and safety legislation.
- Promoting health and safety awareness among students and staff.

### **3. Responsibilities**

#### **3.1. Principal/Head of School**

- Overall responsibility for health and safety.
- Ensuring adequate resources are allocated for health and safety measures.
- Reviewing and updating the health and safety policy annually.

#### **3.2. Health and Safety Officer**

- Implementing and monitoring the health and safety policy.
- Conducting regular risk assessments.
- Organising health and safety training for staff and students.
- Investigating accidents and incidents.

#### **3.3. Staff**

- Ensuring their own safety and that of students.
- Reporting any hazards or incidents to the Health and Safety Officer.
- Supervising students and ensuring they follow safety procedures.

#### **3.4. Students**

- Following health and safety instructions and procedures.
- Reporting any hazards or incidents to staff.



## **4. Risk Assessment**

Regular risk assessments will be conducted to identify potential hazards and implement control measures. Areas of focus include:

- Dance studios and rehearsal spaces.
- Performance areas and stages.
- Changing rooms and common areas.
- Use of equipment and props.

## **5. Emergency Procedures**

### **5.1. Fire Safety**

- Fire exits will be clearly marked and kept unobstructed.
- Regular fire drills will be conducted.
- Fire extinguishers and alarms will be regularly inspected.

### **5.2. First Aid**

- First aid kits will be available in key locations.
- Trained first aiders will be present during all classes and performances.
- All incidents requiring first aid will be recorded and reported.

### **5.3. Evacuation Procedure**

- In case of emergency, an evacuation plan will be followed.
- Staff will ensure all students are safely evacuated to the designated assembly point (The loading bay opposite The Station, Silver St, Bristol BS1 2AG)
- Roll call will be taken to ensure all students and staff are accounted for.

## **6. Health and Safety Training**

- All staff will receive health and safety training as part of their induction.
- Refresher training will be provided annually.
- Students will be briefed on health and safety procedures at the beginning of each term.

## **7. Equipment Safety**

- All equipment, including dance floors, props, and lighting, will be regularly inspected and maintained.
- Faulty equipment will be taken out of use immediately and repaired or replaced.

## **8. Accident Reporting and Investigation**

- All accidents, incidents, and near-misses will be reported to the Health and Safety Officer.
- An investigation will be conducted to determine the cause and prevent recurrence.



- Records of all incidents will be kept and reviewed regularly.

## **9. Specific Safety Procedures**

### **9.1. Dance Studio Safety**

- Floors will be kept clean and free of obstacles.
- Students must wear appropriate footwear and clothing.
- Warm-up exercises will be conducted to prevent injuries.

### **9.2. Performance Safety**

- Stage and performance areas will be checked for hazards before use.
- Technical equipment will be operated by trained personnel only.
- Safe lifting techniques will be used when handling heavy props or equipment.

### **9.3. Changing Room Safety**

- Changing rooms will be monitored to prevent overcrowding and ensure safety.
- Personal belongings should be stored securely.

## **10. Policy Review**

This Health and Safety Policy will be reviewed annually by the Principal (Stuart Wood) and Health and Safety Officer to ensure it remains relevant and effective.

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**Stuart Wood**

**Head of School at Bristol School of Acting**

**Last Reviewed: 01/09/2025**