

**This is the statement of general policy and arrangements for:**

**Divergent Drama**

**Overall and final responsibility for health and safety is that of:**

**Kate Gwynn – Director**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

**Victoria Sheldon – Director**

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Kate Gwynn Victoria Sheldon	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To arrange adequate training to ensure employees are competent to do their work.	Kate Gwynn Victoria Sheldon	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions.	Kate Gwynn Victoria Sheldon	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Kate Gwynn Victoria Sheldon Employee in School	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .)
To maintain safe and healthy working conditions.	Kate Gwynn Victoria Sheldon Employee in School	System in place for routine inspections of premises and ensuring that action is promptly taken to address any defects.

First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	Responsibility of Kate Gwynn/Victoria Sheldon/employee in charge to confirm with school where first aid is located.		
Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	12 months or sooner if work activity changes