

Green Room Place (GRP) Health & Safety Policy

Updated & Approved by Company Directors and Qualified Senior Pastoral Staff on January 27th, 2025.

1. Policy Statement

Green Room Place (GRP) is committed to providing a safe and healthy environment for all students, staff, and visitors attending our music courses, including residential courses, performances, and related activities. The health and safety of young people is of paramount importance to us, and we are committed to taking all necessary steps to prevent accidents, injuries, or illnesses while students are in our care.

This Health & Safety Policy outlines our approach to managing and maintaining a safe environment in accordance with the Health and Safety at Work etc. Act 1974 and other relevant UK legislation, ensuring the welfare of all individuals involved in GRP activities.

2. Objectives

- To prevent accidents, injuries, and health issues through proactive risk management and compliance with UK Health and Safety laws.
- To ensure all team members, students, and visitors are aware of their responsibilities with regard to health and safety.
- To create a culture of health and safety awareness, where the well-being of all individuals is prioritised.
- To comply with the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

3. Responsibilities

- **Company Directors:** The Directors are responsible for overall health and safety within GRP. They will ensure that adequate resources, training, and systems are in place to maintain a safe environment for students and staff, in compliance with the **Health and Safety at Work etc. Act 1974** (HSWA).
- **Nominated Health & Safety Officer (HSO):** GRP will designate a team member to take on the role of the Nominated Health & Safety Officer (HSO) for each residency and event. This person will oversee the implementation of the Health & Safety Policy and ensure that risks are identified, managed, and mitigated. The HSO will have

responsibility for ensuring compliance with the **Management of Health and Safety at Work Regulations 1999**.

- **All Team Members:** Every team member has a personal responsibility to ensure the safety of themselves, their colleagues, and the students under their care. Team members must adhere to the safety procedures outlined by GRP and report any health and safety concerns to the HSO or NCPO immediately. This is in line with their responsibilities under the **Health and Safety at Work etc. Act 1974**.

4. Risk Assessments

- **Pre-Event Risk Assessments:** In accordance with the **Management of Health and Safety at Work Regulations 1999**, the HSO will conduct a comprehensive risk assessment before each residential course or event to identify potential hazards. This assessment will include the venue, activities, transport, and equipment used, as well as student-related risks such as medical conditions or special needs.
- **Ongoing Risk Monitoring:** During the course, ongoing risk assessments will be carried out to identify new hazards or risks. The HSO will ensure that any required changes or additional controls are implemented in a timely manner, in line with the **Health and Safety Executive (HSE) guidelines**.
- **Emergency Protocols:** The HSO will ensure that there is a clear and well-communicated emergency plan for each residency or event. This will include procedures for fire evacuations, medical emergencies, and other critical situations. All team members will be trained on these protocols in accordance with **Regulation 3 of the Management of Health and Safety at Work Regulations 1999**.

5. First Aid and Medical Care

- **First Aid Training:** All department heads and key team members will receive Paediatric First Aid training, ensuring that qualified staff are available to administer first aid at all times. The training will comply with the **Health and Safety (First-Aid) Regulations 1981**, which require employers to ensure that their staff are appropriately trained to provide first aid in case of emergencies.
- **On-Site First Aid Kit:** A fully stocked first aid kit will be available at each residential venue, easily accessible to all staff. The HSO will check the contents of the first aid kit before the start of every residency to ensure it is complete and up to date.
- **Medical Information:** Parents or guardians will be required to provide details of any medical conditions or special requirements their child may have prior to the event. This will allow us to ensure we can meet any individual health needs in line with the **Equality Act 2010** and the **Health and Safety at Work etc. Act 1974**.
- **Medication Management:** Students who require medication will have a clear plan in place for administration, with parental consent and instructions. The pastoral team will

ensure that medication is administered appropriately, in accordance with the **Health and Safety (First-Aid) Regulations 1981**.

6. Safe Environment

- **Venue Safety:** All residential venues will be assessed for safety to ensure compliance with the **Health and Safety at Work etc. Act 1974**. This includes ensuring that the environment is free from hazards such as faulty equipment or unsafe furniture. The venue will be checked for fire safety and emergency exits will be clearly marked.
- **Sleeping Arrangements:** GRP will ensure that sleeping arrangements are safe and suitable for the age and number of students. Rooms will be checked for hazards, and the venue will comply with **The Regulatory Reform (Fire Safety) Order 2005**, ensuring that fire exits and emergency evacuation routes are easily accessible.
- **Supervision:** Students will be supervised at all times during the residential course. Team members will ensure that students are accompanied when moving between locations and during activities. The supervision ratios will comply with guidance from the **Health and Safety Executive (HSE)** for school trips and residential stays.

7. Health and Safety Procedures

- **Accident Reporting:** Any accidents or injuries that occur during the residency or event must be reported immediately to the HSO or NCPO. The HSO will ensure compliance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, which require accidents and dangerous occurrences to be reported to the HSE when applicable.
- **Fire Safety:** All team members will be trained on fire safety procedures, including how to conduct fire drills and evacuations, in compliance with the **Regulatory Reform (Fire Safety) Order 2005**. Fire drills will be held at the start of each residency, and all students will be familiar with fire exits and evacuation routes.
- **Transport Safety:** If students are being transported to or from an event, the transport provider will be required to comply with the **Road Traffic Act 1988**, ensuring that vehicles are suitable, drivers are properly licensed, and seat belts are used. The safety of students during transport is paramount, and risk assessments will be conducted for each trip.

8. Behaviour and Conduct

- **Respectful Behaviour:** GRP expects all students and team members to behave in a way that promotes safety, courtesy, and respect. Bullying, aggression, or any unsafe

behaviours will not be tolerated, in line with **The Education (Independent School Standards) Regulations 2014** and the **Children Act 1989**.

- **Discipline and Sanctions:** If any student engages in behaviour that endangers themselves or others, disciplinary action will be taken in accordance with GRP's behaviour policy. This will be consistent with the principles of **The Children Act 1989** and **The Education (Independent School Standards) Regulations 2014**.

9. Health & Safety for Special Needs and Vulnerabilities

- **Individualised Support:** Students with special needs or vulnerabilities will be provided with appropriate support to ensure their safety, in line with the **Equality Act 2010**. Adjustments may include changes to supervision, medical care, or physical environment as outlined in their individual care plan.
- **Ongoing Communication:** Parents and guardians of students with special health requirements or disabilities will be consulted prior to the event to ensure all needs are understood and addressed. Any changes or concerns during the event will be communicated immediately.

10. Review and Updates

This Health & Safety Policy will be reviewed annually to ensure it remains up to date with current legislation, best practices, and feedback from students, parents, and team members. Any updates will be communicated to all stakeholders in a clear and timely manner.