

Health and Safety Policy 2026

Summary

The International British Theatre School (IBTS) is committed to providing and maintaining a safe, secure, and healthy environment for all children, staff, and visitors.

This policy sets out the responsibilities, systems, and standards required to prevent accidents, manage risks, and promote a culture of shared safety awareness.

Policy Statement

IBTS will take all reasonably practicable steps to safeguard health, safety, and welfare in compliance with:

- **Health and Safety at Work Act 1974**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **EYFS 2024 (3.55 – 3.65)**
- **RIDDOR 2013**
- **Ofsted Safeguarding and Welfare Guidance 2025**

IBTS maintains appropriate **Employer's Liability** and **Public Liability Insurance** at all times.

Responsibilities of the Director

The Director (Registered Person) has overall responsibility for health and safety and will ensure that:

- A **Designated Health and Safety Officer** is appointed for each site.
- All staff complete health and safety induction and refresher training.
- Adequate resources are provided for maintenance, equipment, and training.
- Statutory risk assessments are completed and reviewed annually.
- Accidents, incidents, and dangerous occurrences are recorded and reported under **RIDDOR** where applicable.

- Ofsted, HSE, or local safeguarding partners are informed promptly of any notifiable events.
 - Policy reviews are completed annually or following any incident.
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Responsibilities of the Manager

The Manager is responsible for implementing this policy day-to-day by ensuring:

- Daily safety checks are carried out before children arrive using the **Daily Health and Safety Checklist**.
 - Premises are safe, clean, well-ventilated, and appropriately heated.
 - Fire exits are unobstructed and alarmed doors remain unlocked during sessions.
 - All equipment and materials are age-appropriate, maintained, and regularly inspected.
 - Cleaning materials and hazardous substances are stored securely in line with **COSHH**.
 - Trip hazards, wet floors, and unsafe areas are promptly addressed.
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Staff Responsibilities

All staff must:

- Take reasonable care of their own health and safety and that of others.
 - Follow all policies and procedures relating to safety, hygiene, and security.
 - Report hazards, accidents, near misses, or defective equipment immediately.
 - Participate in fire drills, first aid, and safeguarding training.
 - Maintain a safe environment and model safe practices for children.
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Environment and Premises

- The building and grounds will be inspected regularly for hazards.
 - Heating, lighting, and ventilation will meet statutory standards.
 - Toilets and washrooms will be clean, hygienic, and stocked with soap and paper towels.
 - All floors, walkways, and play areas will be kept clean, dry, and free from obstruction.
 - Outdoor play areas will be checked daily for debris or unsafe surfaces.
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Hygiene and Infection Control

- Staff will wash hands before handling food and after contact with body fluids.
 - Children will be supervised during handwashing.
 - Waste will be disposed of safely and bins kept covered.
 - Cleaning equipment will be colour-coded to avoid cross-contamination.
 - Spills of blood or bodily fluids will be cleaned immediately using gloves and disinfectant; contaminated materials will be double-bagged and disposed of safely.
 - The **Illness and Accidents Policy 2026** will be followed for all incidents of illness or injury.
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Security

- Visitors must sign in and out using the **Visitor Log** and be supervised at all times.
 - External doors remain locked during sessions except for emergency exits.
 - Children may only be collected by authorised adults listed on their registration forms.
 - Staff must remain alert to unauthorised persons on the premises.
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Record Keeping and Reporting

- All accidents, incidents, and hazards are recorded in the **Accident and Incident Log**.
 - Parents must sign accident reports at collection.
 - Serious injuries or notifiable diseases will be reported to:
 - **Ofsted** within 14 days.
 - **HSE** under **RIDDOR 2013**, if applicable.
 - Records of safety checks, training, and maintenance are retained for at least **three years**.
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Training and Induction

- All new staff receive a **Health and Safety Induction** before starting work.
 - Training covers fire safety, first aid, manual handling, infection control, and safeguarding.
 - Refresher training will be completed at least every **three years** or sooner where required.
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Monitoring and Review

- The Director and Manager will monitor compliance through regular audits and staff meetings.
 - The policy will be reviewed annually or following any change in legislation, premises, or incident outcomes.
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Reviewed: 15 November 2025
Next Review Due: 15 November 2026
Policy Owner: Ben Whiteside, Director
International British Theatre School