

# RADA

## Royal Academy of Dramatic Art

### Health and Safety Policy

The Academy is responsible for providing and maintaining safe and healthy working conditions, equipment, and systems of work for all employees and students, and to provide such information, training, and supervision, as needed for this purpose. We also accept responsibility for the Health & Safety of guests, visitors, and theatre patrons who may be affected by our activities.

**For Technical Students, this part of the document should be read in conjunction with the Technical Courses Health & Safety Document.**

### Responsibilities and Safety Organisation

The Health and Safety at Work Act 1974 requires that both the employer and employee bear equal responsibility for Health and Safety. RADA's Health and Safety Committee meets termly and the responsibilities for Health & Safety are delegated via the Chair of the committee. (Note: A student representative sits on this committee.)

### Responsibility of the Students

All students are requested to familiarise themselves with the Academy's Health & Safety Policy and to take responsibility for their own actions in ensuring that the Academy's Health & Safety Policy is fulfilled. Students are advised to report any failure in or contravention of the policy to their year Rep or Course Leader to enable remedial action to be taken.

Members of Staff who have the First Aid at Work certificate are:

- All Customer Operations Staff
- Jeff Bruce Hay – Head of Construction
- Davy Atkinson – Deputy head of Properties
- Dee Doyle – Student & Academic Services/Short Courses
- Jethro Walker RADA Studios
- Michelle Snyder RADA Studios

**First Aid Boxes** are situated throughout the RADA buildings. The Senior Duty manager is responsible for their maintenance. Their locations are as listed below.

<b>FIRST AID BOXES</b>		
<b><u>Chenies Street</u></b>	<b><u>Gower Street</u></b>	
Reception	Reception	Scenic Art (paint store)
Props Workshop	Administration Office	LX Workshop
Refectory	Stage Management Office	Foyer Bar

	Wardrobe Department	Jerwood Vanbrugh Theatre
	House Manager's Office	GBS Theatre
	Construction Workshops	Gielgud Theatre
	Design Studio	
		RADA Studios
		Reception
		Theatre

#### AED- Automated External Defibrillator

We have a defibrillator (AED) installed in Malet Street just inside the audience entrance to the Theatres from the Café on the wall to the left. There are clear instructions and it guides you through usage. We ask that it is not used unless in an emergency. If you have any questions, please do not hesitate to ask a Duty Manager.

#### Accident Procedure

In the event of an accident, **contact reception immediately** and ask a First Aid staff member to be sent for, and if sufficiently serious, an ambulance. Reception will notify the necessary staff.

#### Accident Books

All accidents, however, trivial **must be logged in the Accident Report Books**. There is an Accident Book kept at both Chenies Street and Gower Street reception. These must be completed by the First Aider.

#### Risk Assessment

RADA is under statutory obligations to make formal Risk Assessments for any process carrying any potential risk we undertake in work. This includes (but is not limited to) maintenance, lifting and carrying, cleaning, teaching (classes, practical lectures etc.), production work and performances (for Actors and Technicians).

#### Evacuation Procedures

Fire drills will be carried out at random intervals and must **always** be taken seriously. **Never** assume that it is a false alarm. In an emergency, your safety must be your priority and you should vacate the premises as quickly as possible via the nearest emergency exit.

Never attempt to investigate a possible fire or a suspect package alone. Contact the Reception Desk immediately in person or by internal telephone on:

Gower Street ext: 702 / 700

Chenies Street ext: 875 / 874

RADA Studios ext 660

Report the nature and location of the problem. The Receptionist will implement the Emergency Evacuation Procedure.

The codes to be used in the case of emergency or alarm status are:

<b>Fire</b>	<b>“Mr Sands is in the House”</b>
<b>Bomb</b>	<b>“Mr Waters is in the House”</b>
<b>Intruder</b>	<b>“Miss Potter”</b>

### **FIRE ALARM / EVACUATION**

In the event of an evacuation, you will hear a sustained alarm – in which case please:

- **Leave by the nearest signed exit:** go directly, **do not** stop to gather your belongings.
- **On exiting** please go to the relevant assembly point (see below).
- At the **assembly point** please report to your group leader (eg, tutor, department head, etc.).
- If you are a **group leader** (ie, in charge of a group of people) please make sure members of your group are all accounted for.
- If you have any concerns about people who may still be in the building, please inform **the Evacuation Supervisor**. (The evacuation supervisor can be identified as wearing a hi-visibility vest.)
- Please remain at the relevant assembly point until the all-clear has been given by the Evacuation Supervisor

<b>BUILDING</b>	<b>ASSEMBLY POINT</b>
Gower/Malet St. Building	Outside Keppel Street
Chenies St. Building	Corner of Chenies St. & Alfred Place
RADA Studios	Corner of Chenies St. & Alfred Place

### **INCIDENTS**

PLEASE REPORT ANYTHING SUSPICIOUS TO RECEPTION IMMEDIATELY

A REPORT IS COMPLETED BY THE CUSTOMER OPERATIONS TEAM FOR ALL INCIDENTS.

Original Policy created	Unknown
Policy Updated	
Document Approved by	Health & Safety Committee
Date Approved	
Version	1.0
Review Date	Annually

