

# Health and Safety Policy

## Royal Academy of Dance 36 Battersea Square, London, SW11 3RA

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## **PART I – Statement of Intent**

### **Statement of policy on health and safety at work**

ROYAL ACADEMY OF DANCE (including Royal Academy of Dance Enterprises Ltd, hereinafter referred to as RAD) has a responsibility to ensure the Health and Safety of all its employees including freelance workers (hereinafter referred to as employees) whilst working on or off RAD premises and all its customers whilst on RAD premises. RAD through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to employees, students, visitors and members of the public. The RAD will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Codes of Practice and good working practices. This will be achieved by:

Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.

Ensuring that employees know of the potential hazards associated with the various activities undertaken by the RAD and are aware of how to avoid associated risks.

Providing training and instruction to enable employees to perform their work safely and efficiently.

Promoting the maximum individual attention and effort on behalf of employees at all levels to avoid and prevent accidents.

While the overall responsibility for Health and Safety rests with the Trustees, all employees at every level have a duty to fulfil their legal obligations and responsibilities. A list of the Health and Safety responsibilities of employees is set out in this Health and Safety Policy.

This policy also provides further information on responsibilities in relation to Health and Safety at Work together with the administration systems and procedures that are in force.

The RAD is required to undertake statutory Risk Assessments of all workplace Health and Safety risks. The significant findings of these statutory Risk Assessments are communicated to all those at risk, and are reflected in this Health and Safety Policy.



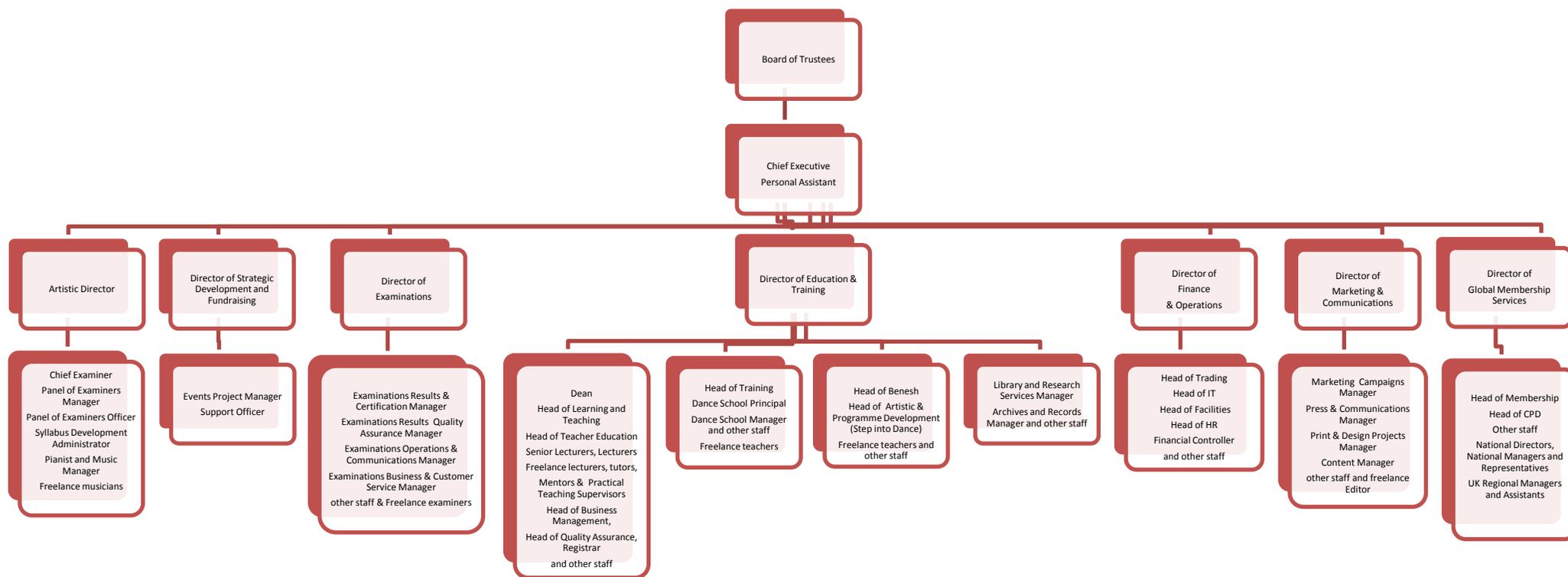
**Signature**

**Chairman  
On behalf of the Board of Trustees  
Royal Academy of Dance**

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## PART 2 – 2.1 Organisation for health and safety

### Schematic Organisation for Health and Safety



## **2.2 Responsibilities**

### **2.2.1 Board of Trustees**

The Trustees shall:

- 2.2.1.1 Maintain overall responsibility for health and safety by ensuring that the Health and Safety Policy and procedures and monitoring are in operation, all necessary risk assessments are carried out within the business and any necessary control measures are implemented and monitored.
- 2.2.1.2 Ensure arrangements for the supervision of the implementation of the Health and Safety Policy and monitoring of its adequacy are in place.
- 2.2.1.3 Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- 2.2.1.4 Ensure that that all employees and freelance workers are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.1.5 Ensure that a system of accident reporting, investigation and analysis of all accidents that occur in the workplace is maintained.
- 2.2.1.6 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.1.7 Ensure that no employee or freelance worker is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.1.8 Ensure that all employees, freelance workers, students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.1.9 Organise an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented.
- 2.2.1.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.1.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

## **2.2.2 Chief Executive**

The Chief Executive shall:

- 2.2.2.1 Supervise the implementation of the Health and Safety policy and monitor its adequacy.
- 2.2.2.2 Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- 2.2.2.3 Ensure that that all employees and freelance workers are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.2.4 Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace.
- 2.2.2.5 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.2.6 Ensure that no employee or freelance workers is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.2.7 Ensure that all employees, freelance workers, students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.2.8 Chair and/or organise for a Director to chair a Health and Safety Committee within the organisation as considered appropriate and in accordance with statutory provisions.
- 2.2.2.9 Organise an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented.
- 2.2.2.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.2.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

### **2.2.3 Directors**

The Directors shall:

- 2.2.3.1 Supervise the implementation of the Health and Safety Policy and monitor its adequacy.
- 2.2.3.2 Ensure that adequate resources, reviews, procedures and records, in areas under their control, are identified and maintained.
- 2.2.3.3 The directors shall make employees and freelance workers aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.2.3.4 Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace, within areas of their responsibility.
- 2.2.3.5 Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.2.3.6 Ensure that no employees or freelance workers, within their area of responsibility are instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- 2.2.3.7 Ensure that all employees, freelance workers, students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.2.3.8 May participate in and/or Chair a Health and Safety Committee within the organisation as considered appropriate and in accordance with statutory provisions.
- 2.2.3.9 Assist in organising an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented, within their area of control.
- 2.2.3.10 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.2.3.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

## **2.2.4 Heads of Departments / Managers**

The Heads of Departments / Managers shall:

- 2.2.4.1 Ensure that the Health and Safety Policy is fully implemented within their area of responsibility.
- 2.2.4.2 Ensure that all employees and freelance workers under their supervision are aware of the contents of the safety policy and the duties imposed upon them.
- 2.2.4.3 Ensure that all subordinates receive adequate information, instruction, training and supervision to ensure that all work activities are conducted in a safe manner.
- 2.2.4.4 Take and initiate action required to ensure health and safety risks arising from work activity or within the workplace are fully investigated and dealt with.
- 2.2.4.5 Ensure that no subordinates are instructed to carry out any action, or operate any machinery or equipment for which they have not been adequately trained.
- 2.2.4.6 Ensure that any defect in plant, equipment, work area or work activity that is reported to them is investigated and dealt with.
- 2.2.4.7 Ensure that all workplaces within their designated area of responsibility are monitored to ensure that safe conditions are maintained.
- 2.2.4.8 Ensure that all incidents causing injury or damage to property, machinery or equipment are investigated, reported and correctly documented.
- 2.2.4.9 Ensure that employees including freelance workers, students, visitors, and contractors are aware of any risks in the area and of established safety procedures.

## **2.2.5 Employees**

Health and safety affects all personnel at all levels within the organisation. To achieve and maintain high standards of health and safety within the business, all employees (including freelance workers) shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc. Act 1974:

- 2.2.5.1 Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- 2.2.5.2 Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- 2.2.5.3 Neither intentionally nor recklessly interfere with nor mis-use any equipment, provided for the protection of health and safety.
- 2.2.5.4 Be aware of emergency procedures including the evacuation and fire precaution procedures.
- 2.2.5.5 Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- 2.2.5.6 Co-operate with managers and supervisors in preventing accidents or health risks to themselves, other employees, students, members of the public or visitors.
- 2.2.5.7 Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- 2.2.5.8 Report any work conditions that they consider being unsafe or unhealthy at once to their manager.
- 2.2.5.9 Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

## **2.2.6 Health and Safety Committee**

The Health and Safety Committee is a working committee ultimately responsible to the Board of Trustees.

### **2.2.6.1 Membership of the Committee is:**

- Health & Safety Representatives (drawn from each department) including
  - Head of Facilities
  - Head of HR
  - Head of Business Management (FoE)
  - Head of IT
  - Examinations Business & Customer Services Manager
  - Head of Training
  - Library & Research Services Manager
  - Head of Trading
  - Events Project Manager
  - Head of Artistic and Programme Development (Step into Dance)
  - Benesh Operations Manager
  - Head of CPD
  - Support Officer (Marketing and Communications)

## Lead Membership Development Officer

- In attendance: Members of the Executive Board, as required
- Chair: Director of Finance & Operations
- Servicing Officer PA to Director of Finance & Operations

**2.2.6.2** The Health and Safety Committee reports to the Executive Board who are responsible to the Board of Trustees.

### **2.2.6.3 Committee Terms of Reference are:**

- Reviewing (annually) and implementing the Health and Safety Policy.
- Receiving reports of accidents and incidents from Head of HR (quarterly)
- Receiving reports of health and safety training undertaken from Head of HR (quarterly)
- Receiving reports on Departmental Risk Assessments (annually)
- Commissioning internal and external audit reports (as required)
- Receiving and approving budget (annually)
- Receiving and making recommendations, agreeing and implementing new systems and procedures and
- Any other matters brought to the attention of the Committee by employees, managers and customers.

### **2.2.6.4 Committee Standing Orders**

- The Committee meets at least four times per year.
- An extraordinary meeting may be summoned by the Chair at any time to discuss urgent or non-routine business matters.
- Notice of meetings (ordinary and extraordinary) together with agenda and supporting papers will be sent to committee members 5 working days before the date of each meeting.
- Meetings (ordinary and extraordinary) will be quorate when the Chair (or his substitute) and at least 5 members of the committee are present.

## **PART 3 – Arrangements for Health and Safety**

### **3.1 Accident / Injury Reporting Procedures**

3.1.1 All accidents<sup>1</sup> and near misses<sup>2</sup> that occur at work will be recorded using an accident form available in the Accident book, located on the main reception. Completed copies of accident book forms are kept in the Human Resources (HR) Department. The Head of HR will analyse the accident reports on a regular basis and together with the Health and Safety Committee members and the Head of Facilities decide on the next course of action.

3.1.2 Where the Local Authority requires notification the Head of HR will complete the necessary forms online at [www.riddor.gov.uk](http://www.riddor.gov.uk) within the required timescale.

3.1.3 RIDDOR reportable incidents /injuries are:

- Fatalities – all deaths of workers and non-workers if they arise from a work place accident, including an act of physical violence to an employee / worker.
- “Specified” injuries as defined in RIDDOR 2013 (replacing RIDDOR 1995), which are:
  - o fractures, other than to fingers, thumbs and toes
  - o amputations
  - o any injury likely to lead to permanent loss of sight or reduction in sight
  - o any crush injury to the head or torso causing damage to the brain or internal organs
  - o serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
  - o any scalping requiring hospital treatment
  - o any loss of consciousness caused by head injury or asphyxia
  - o any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
- Accidents involving an employee being incapacitated and away from work for a period of seven or more days (to be reported within 15 days of the accident.)
- Occupational Diseases (full list available at [www.hse.gov.uk/riddor/occupational-diseases](http://www.hse.gov.uk/riddor/occupational-diseases))
- Dangerous occurrences, including specified near-miss events (full list available at [www.hse.gov.uk/riddor/dangerous-occurrences](http://www.hse.gov.uk/riddor/dangerous-occurrences))

3.1.4 Where serious accidents or near-miss events occur, the Head of Facilities and Head of HR with the assistance of the Departmental Manager should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence. An ‘RAD Incident/Accident Report Form should be used for this purpose. Once investigation is completed any identified actions should be carried out within an agreed timeframe. The completed Incident/Accident Report Form should be retained along with any accompanying documentation and kept on file.

3.1.5 Accidents involving children or young persons shall be reported using the Accident book forms as stated in 3.1.1. In addition the child’s parent or legal guardian will also be informed and sent or given a copy of the Accident form.

3.1.6 Where applicable the first aider should also inform the relevant Designated Safeguarding Officer (DSO) at the RAD when a child or student under 18 has been involved in an accident and there

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<sup>1</sup> An accident is defined as an unplanned unwanted event which results in injury or loss of some kind.

<sup>2</sup> A near miss is defined as an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

appears to be some safeguarding concerns. Details of the names of DSOs may be found in the Safeguarding Policy and Procedures available on SelectHR and on the RAD website.

## 3.2 First Aid

- 3.2.1 The Royal Academy of Dance will comply with the requirements of the Health and Safety (First Aid) Regulations 1981
- 3.2.2 Sufficient personnel are nominated as First Aiders and are suitably trained and certificated by attending a three day First Aid at Work course. HSE guidance in selecting a competent training provider will be followed. These people will be known as qualified First Aiders. Copies of the training certificates will be kept on file within the HR Department. Qualified First Aiders attend an annual refresher course and a requalification course at the end of the three year qualification period. Additional employees will attend annual First Aid in School training courses, Emergency First Aid training courses or Paediatric First Aid training courses to supplement the first aid team and to comply with the RAD Safeguarding Policy & Procedures.
- 3.2.3 Suitable and sufficient notices are posted around the premises indicating the name, location and internal contact telephone number of all First Aiders. Information about qualified First Aiders is also kept in the people directory of SelectHR
- 3.2.4 First aid boxes are located throughout RAD premises. First aid boxes are checked on a monthly basis by the Facilities Department and where necessary the contents replenished. The minimum legal provision of a suitably stocked first aid box will always be met.
- 3.2.5 Where a member of staff or student is taken to hospital (by ambulance, taxi or other form of transport), where possible, the qualified first aider who attended the individual's first aid needs will accompany the individual to hospital. If this is not possible, an alternative qualified first aider will where possible accompany the individual.
- 3.2.6 Where a child or young student needs to be taken to hospital they will be accompanied by their parent/guardian, but where this is not immediately possible, a qualified first aider will attend and the parent/guardian will be immediately notified.
- 3.2.7 Home workers are supplied with First Aid boxes who should request further supplies from the Head of Facilities as necessary.
- 3.2.8 Where a first aider is tending to an individual and an ambulance is required, the first aider should where possible be the person to call 999 or ask someone close to them to call. It is always better, for the first aider to be with the patient when calling as this allows the call handler to ask specific questions which will enable life threatening conditions to be prioritised. **If a first aider is not immediately available, it is permissible for anyone to call as the call handler will give relevant instructions.** It is often quicker to call direct rather than asking reception to make the call, as this will delay the process and they will also be isolated from the incident with no information on the individual case.
- 3.2.9 When calling 999 the following information should be given:
  - 3.2.9.1 The location or address including the postcode or exactly where you are.
  - 3.2.9.2 The telephone number you are calling from.
  - 3.2.9.3 Brief explanation of what has happened.
  - 3.2.9.4 The patient's age, gender and any medical history (if known).

- 3.2.9.5 Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest injury
- 3.2.9.6 Details of the injury and how it happened.

**Providing this information will not delay the ambulance but it will help the emergency services to provide the caller with first aid advice and to send the most appropriate help.**

- 3.2.10 If someone is not breathing the call handler will talk the caller through what can be done to help, which will include instructions on how to commence Cardio Pulmonary Resuscitation (CPR) and to do this the caller will need to be next to the patient. You may be asked to put the phone on loudspeaker and be asked to shout out the press compressions as you give them, so that the call handler knows what is happening. CPR should continue until a paramedic tells you to stop.

### **3.3 Automated External Defibrillator (AED)**

- 3.3.1 An Automated External Defibrillator (AED) is available for use in the RAD premises. The AED is stored securely on the reception desk (main building) and is readily available for use by authorised users. The machine is kept in this location to ensure that it can be taken within the quickest possible time to any location on the premises
- 3.3.2 All employees are to be aware that the AED is available.
- 3.3.2 Sufficient personnel are trained in the use of the AED and are known as ‘**authorised users.**’ The authorised users attend annual AED use training as organised by the Head of HR. Certificates confirming training course attendance are kept on file within the HR Department. The names of trained AED authorised users are posted on a notice beside the AED machine on reception).
- 3.3.3 Employees who are not authorised AED machine users are not permitted to interfere with this equipment.
- 3.3.4 The Head of Facilities is responsible for the overall care of the AED. Regular checks on the “rescue ready status” of the machine and associated accessories are carried out. A log is maintained to ensure that the necessary checks are conducted and recorded on a regular basis. The Head of Facilities will also arrange for the AED to be serviced annually and a service record will be maintained
- 3.3.5 The AED must be used in accordance with approved training protocols and as documented in the manufacturer’s guidelines.
- 3.3.6 The Head of HR will meet with employees involved in any resuscitation attempt to offer support and an opportunity for a de-briefing. A written record of the meeting will be kept by the Head of HR
- 3.3.7 Any use of the AED must be reported using the approved AED Report Form <sup>3</sup> which is available from Reception with the Accident Book.
- 3.3.8 Completed AED forms must be forwarded to the Head of HR using the AED Report Form, as soon as possible after the event (including cases where no shocks are delivered). An Accident Form must also be completed and where appropriate the Head of HR will complete and submit a RIDDOR report.
- 3.3.9 The Head of Facilities will be responsible for checking with the AED supplier for after-use service requirements and for replenishing any accessory items as soon as possible.

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<sup>3</sup> See Appendix 6.1.3

### 3.4 Fire

- 3.4.1 A Fire Risk Assessment has been completed for the premises, which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency.
- 3.4.2 All employees will be fully conversant with procedures for fire prevention, detection and evacuation.
- 3.4.3 The Head of Facilities or representative from the Facilities team will be the Lead Fire Marshal and will attend suitable training. Sufficient personnel will be nominated to act as Fire Marshals. They will attend suitable training on a regular basis. Certificates confirming training course attendance will be kept on file within the HR Department. The names of trained Fire Marshals will be included on notices located throughout the building.
- 3.4.4 Regular visitors to the premises including, parents/guardians are to be sent the Fire Evacuation Procedure document available on SelectHR.
- 3.4.5 Employees are not to interfere with any equipment provided to detect or fight fires.
- 3.4.6 Employees noticing any shortcomings in firefighting equipment are to report the matter immediately to the Head of Facilities.
- 3.4.7 Action on discovering a fire
- Raise the alarm by using the nearest alarm call point.
  - Shout “FIRE FIRE FIRE”.
  - Trained Fire Marshals may attempt to put out the fire, but only if safe to do so.
  - All occupants should evacuate the building, **without using the lift** via the safest route to the nearest fire exit and assemble in their departmental group.
  - Avoid using mobile telephones and carrying hot drinks while evacuating the building, and be alert for further instructions
  - Once clear of danger, the Fire Brigade should be called.
  - Directors, Heads of Depts. and Managers should check that all those for whom they are responsible in his / her department are safe and present at the Assembly point (far side of car park) and inform the Lead Fire Marshal accordingly.
  - Teachers / Lecturers and/or anyone responsible for a studio activity should check that all those who are recorded in the register for the activity are present and inform the Lead Fire Marshal accordingly.
  - Anyone using toilet or shower facilities whilst the evacuation is taking place, should leave as soon as possible and notify the Lead fire marshal as soon as they have been able to exit the building.
  - **NO ONE SHOULD RE ENTER THE BUILDING OR LEAVE THE FIRE ASSEMBLY POINTS, UNTIL INSTRUCTED BY THE FIRE BRIGADE THAT IT IS SAFE TO DO SO.**
- 3.4.8 The Head of Facilities will ensure that all firefighting equipment is regularly maintained and that suitable records are kept within the Facilities Department.
- 3.4.9 A Fire System Fault Contingency Plan has been drawn up by the Head of Facilities in order for the business to continue to operate, when a fault in the fire system is identified and whilst repairs are underway. This involves the use of alternative “air horn” alarms which may be sounded by Fire Marshals as applicable. The plan is available on SelectHR.

- 3.4.10 There will normally be weekly fire alarm tests (main building) and leased premises (Ship House) on varying days and times. Fire drills will be held on a quarterly basis. The records for tests for the main building will be maintained and kept within the Facilities Department by the Head of Facilities. Ship House fire log book is located in the Ship House lobby and is maintained by a third party (Firetechnics Systems).
- 3.4.11 The Fire assembly points are sign posted and all employees are made aware of the correct location to go to in the event of an evacuation. This information is posted on signage around the building and is included in employee inductions.
- 3.4.12 A red “Emergency Evacuation Sledge” is available outside the Genee studio on the first floor of the main building. This equipment can be used by Fire Marshals to assist with the evacuation of people requiring assistance during an evacuation. Fire Marshals receive guidance in the use of this equipment during their training.

### **3.5 Emergency Response Policy & Procedures**

- 3.5.1 The RAD has a separate Emergency Response Policy and Procedures document (currently being drafted) which will be available on SelectHR.
- 3.5.2 The Emergency Response Policy and Procedures is to enable a sensible and proportionate response to a wide range of potential internal and external threats. The policy and procedures outlines response plans to a range of emergencies, including evacuation (fire), dealing with suspicious packages, bomb threats, partial and full lockdown.
- 3.5.3 The aim of the procedures is to ensure the safety of everyone on site whilst minimising disruption to the working and learning environment.

### **3.6 Visitors and Contractors**

- 3.6.1 Only approved contractors will be employed to work on site, arranged by the Facilities or ICT Departments.
- 3.6.2 All contractors will be required to provide a copy of their current health and safety policy and insurance documentation prior to commencing work on the premises.
- 3.6.3 All contractors will produce a valid form of identification when attending site.
- 3.6.4 The contractor should confirm in writing that all of his employees have received suitable and sufficient health and safety training and that they are competent.
- 3.6.5 Contractors shall be provided with sufficient information to enable them to conduct their activities without risks arising from workplace activities.
- 3.6.6 Contractors shall be required to sign in and out of the premises for accounting purposes in the event of an emergency.
- 3.6.7 If required, contractors must comply with the use of ‘Hot Work Permits’ and ‘Asbestos Working Permits’. Both forms of permit will be issued and monitored by the Facilities Department. Records of these permits will be filed within the Facilities Department.

### **3.7 Risk Assessments**

- 3.7.1 It is Royal Academy of Dance policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.
- 3.7.2 Relevant employees receive training in risk assessment techniques organised by the Head of HR. Risk assessments, once completed, will be brought to the attention of any person who may be affected by the work to which the risk assessment relates.
- 3.7.3 Risk assessments will be reviewed at least annually by the person responsible for the work / activity or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all people who may be affected by the change.
- 3.7.4 There is a standard Royal Academy of Dance Risk Assessment Worksheet<sup>4</sup> and standard Risk Assessment form<sup>5</sup> which should be completed referring to the Risk Assessment Matrix<sup>6</sup> for all activities. Once completed the forms should be filed on the share drive at S/ Risk Assessments (and within the appropriate department folder).
- 3.7.5 Format of Risk Assessments shall include:
- The nature of the potential risk (Operational, Mechanical, Biological, Chemical etc.)
  - Who is at risk
  - The control measures present
  - Any further and necessary control measures
- 3.7.6 All Department Heads/ Managers are required to complete an annual Risk Assessment Compliance Form<sup>7</sup> that confirms that risk assessments for their area of responsibility are up to date and remain relevant. The form is to be completed by 31 October each year for review by the Health and Safety Committee at its January meeting and any necessary action taken. Completed Risk Assessment Compliance Forms are to be stored on the share drive at S / Risk Assessments (and within the appropriate department folder).

### **3.8 Control of Substances Hazardous to Health (COSHH)**

- 3.8.1 No work will be undertaken which involves the use of a substance classified as hazardous to health, unless a formal COSHH assessment has been undertaken and documented by a competent person.
- 3.8.2 Any protective measures required, as a result of the COSHH assessment, will be adhered to. Managers and supervisors are to ensure that the COSHH assessment requirements are in force at all times.
- 3.8.3 No new substances or chemicals will be used on Royal Academy of Dance premises that have not been the subject of a formal assessment.
- 3.8.4 Prior to using any materials or substances on Royal Academy of Dance premises a Manufacturer's Product Safety Data Sheet will be obtained.
- 3.8.5 The COSHH assessment sheet shall include the following information:

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4 See Appendix 6.1.4

5 See Appendix 6.1.5

6 See Appendix 6.1.6

7 See Appendix 6.1.7

- Material/Substance identification and purpose
- Potential hazard
- Persons at risk
- Exposure limits (where applicable)
- Precautions and protective equipment required
- Storage and disposal requirements
- Emergency and first aid requirements

3.8.6 A copy of the COSHH assessment sheet shall be issued to all locations where the substance is to be used and brought to the attention of all personnel involved.

### **3.9 Office Safety**

3.9.1 Smoking of cigarettes, electronic cigarettes, e-cigarettes or vapourised cigarettes is not permitted inside any offices or other Royal Academy of Dance premises. Smoking is permitted outside in designated smoking areas only.

3.9.2 All workstations will be the subject of a display screen assessment in accordance with the Workplace (Health Safety and Welfare) Regulations 1992. Such assessments will be recorded.

3.9.3 Electrical cables and telephone wires will be situated so as not to cause a trip hazard.

3.9.4 If any bulky or heavy items of office furniture have to be moved trolleys and/or castors will be provided.

3.9.5 Electrical sockets will not be overloaded.

3.9.6 No flammable materials will be stored in offices unless prior permission has been obtained from the relevant manager.

3.9.7 Any flammable substances that are required to be stored in offices will be stored in a flammables container.

3.9.8 All offices will be kept clean and tidy. In particular gangways and means of escape will be kept free from obstructions.

3.9.9 Filing cabinet and cupboard drawers will be closed when not in use.

3.9.10 Any faulty electrical equipment will be reported to the relevant manager or supervisor. This information will then be forwarded to the Facilities Department.

### **3.10 Manual Handling and Lifting**

3.10.1 Departmental Managers will endeavour to eliminate manual handling wherever possible from their area of responsibility.

3.10.2 Employees shall not attempt to lift any object that is beyond their strength.

3.10.3 The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible.

3.10.4 Where required, assistance should be sought to lift or move heavy or awkward items.

3.10.5 Departmental Managers shall ensure that sufficient training is provided for personnel who are required to continuously lift or move large or heavy items. The Head of HR will make the arrangements for regular training to be organised for relevant employees.

3.10.6 All manual-handling injuries shall be reported promptly, in accordance with the accident reporting procedures.

### **3.11 Medical / Infectious Diseases**

3.11.1 Employees must disclose information about medical conditions from which they suffer if it is likely to affect them whilst at work, if it should be known in the event of them being involved in an accident or incident or if they need to carry medication with them (see Drugs & Alcohol Policy). Disclosure should be made to the HR Department. All information will be treated with confidence, unless it is necessary to advise a First Aider or other qualified practitioner.

3.11.2 Employees must inform the HR Department if they have contracted or been in contact with an infectious or contagious disease, by producing a current Fit Note or certificate. If required the employee may be sent home with pay for a specific time.

3.11.3 Examples of the infectious or contagious diseases which must be notified are:

- Chickenpox
- Cholera
- Food Poisoning
- Hepatitis
- Impetigo
- Jaundice
- Malaria
- Measles
- Ringworm
- Scabies
- Tuberculosis
- Typhoid and Whooping Cough
- Influenza H1N1 (swine flu)

3.11.4 Where an employee is unsure of reporting a particular disease he / she should contact the HR Department for advice. All information will be treated as strictly confidential.

### **3.12 Display Screen Equipment (DSE)**

3.12.1 The Head of HR shall ensure that DSE assessments are carried out for all personnel who are required to spend the majority of the working day using DSE, and are thus classified as a 'user'. Records of these assessments and actions taken will be kept on file within the HR Department.

3.12.2 Employees must co-operate with the HR Department in the completion of DSE assessments and comply with the completion of the Standard DSE Workstation Assessment Form<sup>8</sup> which will be signed by the Assessor and user.

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<sup>8</sup> See Appendix 6.1.8

- 3.12.3 Assessments will be repeated if existing 'users' change their working location and / or equipment.
- 3.12.4 Employees shall take a break of at least 5 minutes away from the DSE after each hour's continued use. This should be scheduled within their work load for the day.
- 3.12.5 Employees may undertake an eyesight test at the Royal Academy of Dance's expense. Where corrective lenses are required for DSE use only, these shall be provided at Royal Academy of Dance expense.
- 3.12.6 If an employee suffers from any visual or muscular discomfort as a result of working with DSE, the matter must be reported to their manager/supervisor **and** the HR Department immediately. A DSE assessment will be repeated and appropriate action taken.
- 3.12.7 Departmental Managers shall ensure that the correct amounts of breaks are taken away from DSE screens.
- 3.12.8 At least one employee of the HR Department will have been trained as a competent DSE assessor.

### **3.13 Training**

- 3.13.1 All new employees will receive health and safety induction training. A record of this training will be maintained within the HR Department.
- 3.13.2 Refresher training is provided to all employees via online training and records of such training will be maintained within the HR Department.
- 3.13.3 Departmental Managers will ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake and that online training is completed as required. Where new processes/procedures are introduced training will be provided as required.
- 3.13.4 Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised on a regular basis through participation in fire and emergency evacuation drills.

### **3.14 Electrical Safety**

- 3.14.1 A competent person will inspect all portable electrical appliances on an annual basis for electrical safety.
- 3.14.2 Having passed the test, appliances shall be marked to indicate that they are safe to use.
- 3.14.3 A visual inspection of all portable appliances will be conducted on a regular basis.
- 3.14.4 Home workers should visually inspect all portable appliances issues to them by the RAD on a regular basis and report any concerns or faults to the Head of IT or Head of Facilities.
- 3.14.5 The fixed electrical installation will be examined by a competent person every 5 years and records maintained. These will be kept within the Facilities Department.
- 3.14.6 Employees (including home workers) shall not attempt to repair or modify any electrical item. Where faults occur they shall be reported to the Departmental Manager for action to be taken.

### 3.15 Lone Working

- 3.15.1 Lone workers are those who work by themselves without close or direct supervision. They may work from home, work alone outside of normal working hours or be workers visiting off site third party premises alone.
- 3.15.2 The RAD will investigate the potential hazards faced by its lone workers and assess the risks involved for both the lone worker and anyone affected by their work. Measures will be put in place to control or reduce such risks, as part of the risk assessment of work activities.
- 3.15.3 Lone workers will be suitably experienced, have received suitable instructions and if necessary, training on the risks to which they are exposed and the precautions to be used.
- 3.15.4 Where lone working is required adequate supervision and checks on the well-being of the lone worker will be provided. The type of supervision or check will depend on the level of risk involved, but may include:
  - a) periodic checks and contact with regular lone workers i.e. telephone calls and pre-arranged home visits for home workers.
  - b) personal panic alarms, linked to an emergency call centre for lone working security staff on RAD premises working alone on a regular basis.

### 3.16 Personal Protective Equipment (PPE)

- 3.16.1 Personal protective equipment will be supplied to employees as required free of charge.
- 3.16.2 The Royal Academy of Dance will also provide a specified storage area for the safe storage of the personal protective equipment.
- 3.16.3 The correct equipment, as specified by risk assessment undertaken by the Royal Academy of Dance for each activity, will be worn by employees when undertaking those tasks. **Failure to do so may lead to disciplinary action.**
- 3.16.4 Regular checks will be carried out and recorded relating to the maintenance of all personal protective equipment issued. Records of this will be kept on file within the Facilities Department.

### 3.17 Pressure Systems

- 3.17.1 There are two oil heating boilers located in the Ground Floor Boiler House. Having safe and suitable equipment, safe operation procedures, adequate protective devices and adequate maintenance will all help to control the risks associated with pressure systems such as these.
- 3.17.2 The system is subject to inspection on a regular basis in line with current legal provision, and sufficient suitable maintenance on a biannual basis. Records of both inspections and maintenance are filed within the Facilities Department.
- 3.17.3 Any maintenance carried out on the pressure systems shall be undertaken by a Gas safety registered engineer. <http://www.gassaferegister.co.uk>
- 3.17.4 Any operator will have access to a suitable set of operating instructions for the system and have been suitably trained.

### **3.18 Lift**

- 3.18.1 There is one passenger lift within the Main Building which services Ground to Second floors. The lift is subject to regular (at least biannual) thorough examination. Records of these checks are kept on file within the Facilities Department.
- 3.18.2 Appropriate timely preventative and remedial maintenance is carried out in such a way as to adequately control the risks to maintenance staff and others. This maintenance will be carried out by an approved lift contractor.
- 3.18.3 The lift is not to be used in the event of a fire or other emergency, or by anyone when they are alone in the building. Information related to evacuation in the event of a fire is found in section 3.4 of this policy.

### **3.19 Asbestos**

- 3.19.1 Identification and management of asbestos containing materials within Royal Academy of Dance premises comes under the control of the Head of Facilities.
- 3.19.2 In accordance with the Royal Academy of Dance Asbestos Management Plan all records relating to the identification, maintenance, removal and disposal of asbestos containing materials will be under the control of the Head of Facilities
- 3.19.3 The Royal Academy of Dance Asbestos Management Plan will be held by the by the Head of Facilities, and will be made available for review, internal annual audit, and/or audit by external agencies such as the Health and Safety Executive.
- 3.19.4 A copy of the Royal Academy of Dance Asbestos Management Plan is available from the Head of Facilities.

### **3.20 Noise at Work**

- 3.20.1 The Royal Academy of Dance will comply with all current legislation in reference to Noise at Work.
- 3.20.2 The Facilities Department will carry out noise tests whenever considered necessary. If the results of a sound test indicated that a risk assessment should be carried out (if the first action level 80dB is identified) then the Head of Facilities will co-ordinate this assessment.
- 3.20.3 Noise issues will always be addressed and initially at source which may mean adopting additional measures such as reducing maximum noise levels of live or recorded music or other noise in studios and/or other areas as necessary.
- 3.20.4 Risk assessments related to noise will be reviewed and amended when any new equipment, work procedures, change of activity or work location occurs.

### **3.21 Working at Height**

- 3.21.1 The Royal Academy of Dance will comply with all current legislation in reference to Working at Height.

- 3.21.2 Suitable and sufficient risk assessments will be carried out in relation to each task undertaken, before work begins. These assessments will establish safe systems of work and procedures for performing unavoidable tasks at height.
- 3.21.3 Employees required to work at height (including the organisation, planning and supervision of such work) must be competent to do so. The Royal Academy of Dance will provide the appropriate training.
- 3.21.4 Training records will be kept on file within the HR Department.
- 3.21.5 Work equipment used in relation to working at height will be inspected on a regular basis and records of these checks will be kept on file in the Facilities Department.
- 3.21.6 Contractors who are required to work at height will be asked to submit a method statement (including inspections) and risk assessment for the work to be carried out. These records will be kept on file within the Facilities Department.

### **3.22 Food Safety**

- 3.22.1 Employees should be aware of basic food hygiene requirements and should assist in keeping the shared kitchen areas clean by clearing up after themselves and placing used items in the dishwasher.
- 3.22.2 The Head of Facilities will ensure that adequate cleaning materials are available in the kitchens for employee use.
- 3.22.3 As the RAD is not a registered catering business, food preparation should be kept to a minimum and catering contractors should be engaged to provide food for meetings and events.
- 3.22.4 Those involved in the management of personnel responsible for distributing packaged food and minimal food preparation for course attendees (e.g. summer schools) have attended food safety training. These employees also provide the personnel with appropriate briefing.
- 3.22.5 The Head of HR will ensure that training is organised and that training records are maintained in the HR Department.

### **3.23 New and Expectant Mother Risk Assessment**

- 3.23.1 The Head of HR will arrange for a risk assessment to be conducted and to remove risks or make alternative arrangements to protect the safety of new and expectant mothers whilst at work.
- 3.23.2 A member of the HR team will arrange to meet with an expectant mother as soon as possible after they receive notification from an employee that they are pregnant, to conduct the risk assessment.
- 3.23.3 A New and Expectant Mother Risk Assessment Form<sup>9</sup> will be completed, signed by both the Head of HR and employee and will be kept on file.
- 3.23.4 A member of the HR team will also arrange to meet with a new mother as soon as possible after their return from work after maternity leave to conduct a further risk assessment, as necessary.

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<sup>9</sup> See Appendix 6.1.9

## **PART 4 – Communication**

### **4.1 Methods of communication**

- 4.1.1 This Health and Safety Policy will be brought to the attention of all existing and new employees of the Royal Academy of Dance, via the RAD website and signage in RAD premises.
- 4.1.2 The minutes of Health & Safety Committee meetings will be made available to all employees, via SelectHR (document store). They are also available for freelancer workers from the HR Department by emailing [hr@rad.org.uk](mailto:hr@rad.org.uk)
- 4.1.3 Up to date, information and policies relating to health and safety is made available to all employees (including freelance workers).
- 4.1.4 Contractors (not including freelance workers) who are required to work on the premises will be given sufficient health and safety information to enable them to conduct their activities without risk to health from Royal Academy of Dance activities.
- 4.1.5 Employees and freelance workers who have any suggestions to improve health and safety are encouraged to report the matter to their manager, the engaging Department Manager / Director, the Head of HR or the Head of Facilities.

## **PART 5 – Record keeping**

The following records will be maintained and kept in the following locations:

- 5.1 **Risk Assessments & Risk Assessment Compliance Forms**  
- Each Department and shared drive/risk assessments / department folder
- 5.2 **COSHH Assessments**  
- Facilities Department
- 5.3 **Fire Training**  
- HR Department
- 5.4 **Completed Accident Forms**  
- HR Department
- 5.5 **Completed AED Forms**  
- HR Department
- 5.6 **First Aid, Fire, AED, Manual Handling, Risk Assessment technique trained Personnel**  
- HR Department
- 5.7 **Portable Electrical Appliance Register**  
- Facilities Department
- 5.8 **Fire Equipment Maintenance and Training**  
- Facilities Department (Maintenance), HR Department (Training)

- 5.9 **Staff Training**  
- HR Department
- 5.10 **Display Screen Assessments.**  
- HR Department
- 5.11 **Issue and checks on Personal Protective Equipment.**  
- Facilities Department
- 5.12 **Issue and completion of Permits to Work.**  
- Facilities Department
- 5.13 **Pressure Systems**  
- Facilities Department
- 5.14 **Lifts**  
- Facilities Department
- 5.15 **Asbestos**  
- Facilities Department
- 5.16 **Minutes of Health & Safety Committee**  
Director of Finance & Operations

## **PART 6 – Appendices**

- 6. **List of Health and Safety forms**
- 6.1 Incident/Accident Report Form
- 6.2 Automated External Defibrillator Form
- 6.3 Risk Assessment Work Sheet
- 6.4 RAD Risk Assessment Form
- 6.5 RAD Risk Assessment Matrix
- 6.6 Risk Assessment Compliance Form
- 6.7 Standard DSE Workstation Assessment Form
- 6.8 New & Expectant Mother Risk Assessment Form



**Incident  
/Accident Report  
Form**

Name:		
Position:		
Department:		
Date of Incident:	Time:	Time Reported:
Location of Incident/Accident:		

**Brief Description of Incident/Accident** (a detailed report together with diagrams, photographs and any witness statements should be attached where necessary. Please complete all details requested overleaf.)

**Details:**

**Cause of Incident/Accident:**

**Immediate Corrective Action Taken:**

Employee  Temp  Freelance/Peripatetic  Student  Contractor   
Visitor  Work Placement  Homeworker  (Tick one box)

**Accident first reported to:** Name.....

Department.....

**First Aid/medical attention by:**

First Aider Name.....Department.....

Doctor Name.....Medical Centre.....

Hospital.....

**RIDDOR reporting required.....YES/NO.....inform HR Dept.**

**WITNESSES**

Name	Position/Dept.	Statement obtained (yes/no)
------	----------------	-----------------------------

Attach all statements taken

- |        |       |        |
|--------|-------|--------|
| 1..... | ..... | Yes/no |
| 2..... | ..... | Yes/no |
| 3..... | ..... | Yes/no |

**FURTHER INVESTIGATION REQUIRED.....YES/NO**

**What has/should be done to prevent a recurrence**

**By what date.....By Whom.....Authorised**

**Sign.....**

**Incident/Accident Investigation Management Review:**

**Sketches:**

**Estimated cost of Incident/Accident if applicable (to include damage, repair, cleanup, replacement, downtime) to be completed by Facilities Department:**

For Office use only

If relevant: Date reported via RIDDOR website ...../...../.....

Date reported to RAD's Insurers ...../...../.....



## Risk Assessment Work Sheet

LOCATION.....DATE.....  
.....

ASSESSORS.....  
...

TASK:.....

+ points

- points

Persons at risk:

Staff, Students, Contractors, Cleaners, Public, Visitors, Lone workers, anyone in area.

NOTES: .....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

After assessing the task, please complete a RAD risk assessment form.  
This will result in a risk rating for the task.



**Risk Assessment Risk Rating Matrix**

<b>L I K E L I H O O D</b>	<b>5</b>	Possible Action 5	Action 10	Unacceptable Action Now 15	Unacceptable Action Now 20	Unacceptable Action Now 25
	<b>4</b>	Possible Action 4	Action 8	Action 12	Unacceptable Action Now 16	Unacceptable Action Now 20
	<b>3</b>	Possible Action 3	Possible Action 6	Action 9	Action 12	Unacceptable Action Now 15
	<b>2</b>	No Action 2	Possible Action 4	Possible Action 6	Action 8	Action 10
	<b>1</b>	No Action 1	No Action 2	Possible Action 3	Possible Action 4	Possible Action 5
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>SEVERITY</b>						

**Likelihood**

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

**Severity**

- 1 No or minimum injury  
- no equipment or property damage
- 2 First aid treatment  
- minimum equipment or property damage
- 3 Minor injury  
- localised equipment or property damage
- 4 Major injury or hospitalisation  
- damage to equipment or property
- 5 Fatality  
- extensive property or equipment damage

**Risk Rating = Likelihood X Severity**

- 1 – 2 No action required
- 3 – 6 Possible action required
- 8 – 12 Action required
- 15 – 25 Urgent action required now !**





DSE User:		Assessment Date:	
Department:		Assessor:	

	Hazard	Yes	No	Comments
<b>1. POSTURE</b>				
1.1	Is the head upright, not bent down or backwards?			
1.2	Is the head facing forwards most of the time?			
1.3	Is the trunk held straight?			
1.4	Is the lower back supported?			
1.5	Is the user sitting right back into chair?			
1.6	Are shoulders relaxed?			
1.7	Are arms relaxed by sides, elbows below shoulders?			
1.8	Are forearms horizontal? (90° with upper arms)			
1.9	Are wrists in line with forearms?			
<b>2. CHAIR</b>				
2.1	Is the chair stable?			
2.2	Does the chair have a working seat, back height and tilt adjustment?			
2.3	Can the backrest be adjusted for height and angle?			
2.4	Does the chair have a working swivel mechanism?			
2.5	Does the chair have at least five working castors?			
2.6	Does the chair have a working seat height adjustment?			
2.7	Does the user know how to adjust their chair?			
2.8	Is the seat height correct? (Are thighs horizontal and lower legs at right angles?)			
2.9	Are the armrests at a height and length that enables the user to sit at the right height and distance from their keyboard?			
2.10	Is the backrest positioned at correct height/angle?			
2.11	When working at their computer, is the user able to place their feet flat on the floor, without too much pressure from the seat on the backs of their legs? (Is a footrest needed?)			
<b>3. DISPLAY SCREEN</b>				
3.1	Is screen directly in front of and square to user?			
3.2	Is the screen at the correct height?			
3.3	Is the screen at the correct viewing distance?			
3.4	Does the user use a separate monitor?			
3.5	Does the screen swivel and tilt?			
3.6	Are the characters clear and readable?			
3.7	Does the user know how to adjust the text size?			
3.8	Is the image stable, i.e. free of flicker?			
3.9	Are brightness and/or contrast controls adjustable?			
3.10	Does the user know how to adjust brightness and/or contrast?			

	Hazard	Yes	No	Comments
3.11	Is the screen free from glare and reflections?			
<b>4. KEYBOARD</b>				
4.1	Is the keyboard separate from the screen?			
4.2	Can the keyboard be tilted?			
4.3	Is it possible to find a comfortable keying position?			
4.4	Is there enough space to rest the hands in front of the keyboard?			
4.5	Is the user comfortable without a wrist rest?			
4.6	Are the characters on the keys easily readable and do the keys function correctly?			
<b>5. MOUSE, TRACKBALL ETC</b>				
5.1	Does the mouse perform adequately? If not, please explain why.			
5.2	Is the mouse device positioned close to the user, i.e. right beside the keyboard?			
5.3	Does wrist and forearm require support when using the mouse?			
5.4	Does the user know how to adjust the software settings to adjust device for speed and accuracy of pointer?			
5.5	Does the user know how to clean the mouse?			
<b>6. SOFTWARE</b>				
6.1	Does the user find the software friendly and easy to use?			
6.2	Does the software respond quickly and give clear feedback and messages?			
6.3	Is the user able to operate all the software which they are expected to use as part of their job?			
<b>7. FURNITURE</b>				
7.1	Is the user's work surface large enough for all their necessary equipment, papers etc?			
7.2	Can the user comfortably reach all their equipment and papers with the most frequently used items closest to them?			
7.3	If applicable, is the document holder positioned correctly?			
7.4	Are surfaces free from glare and reflection?			
7.5	Is there enough room for the user to change position and vary movement?			
7.6	Is the area free of clutter that presents a possible trip or fall hazard?			
7.7	Have all cables been suitably tied to prevent a possible trip hazard?			
<b>8. ENVIRONMENT</b>				
8.1	Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			
8.2	Is the air quality acceptable?			
8.3	Are levels of heat comfortable?			
8.4	Are levels of noise comfortable?			
<b>9. GENERAL</b>				
9.1	Is the user free of any discomfort or other symptoms which may be attributable to working with their VDU?			
9.2	Has the user been advised of their entitlement to eyesight testing?			







AED Report Form Number \_\_\_\_\_

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) REPORT FORM**

**Incident Details**

Date: \_\_\_\_\_ Time of call to First Aider \_\_\_\_\_

Time of arrival of Defibrillator on scene \_\_\_\_\_

Location of Incident \_\_\_\_\_

Names of First Aider(s) involved \_\_\_\_\_

Names of Approved AED user involved \_\_\_\_\_

Names of other personnel involved \_\_\_\_\_

**Casualty Details**

Surname: \_\_\_\_\_ First Name(s) \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

History leading to event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Casualty taken to (hospital name) \_\_\_\_\_

By (Ambulance details) \_\_\_\_\_

Accompanied to hospital by (Name if applicable) \_\_\_\_\_

Accident Book Entry made by \_\_\_\_\_ Accident Form Number \_\_\_\_\_

Riddor Report Form Submitted by \_\_\_\_\_ Date \_\_\_\_\_

**Details of the Incident**

Was the arrest witnessed? YES / NO \_\_\_\_\_ Time \_\_\_\_\_

CPR performed prior to arrive of AED YES / NO \_\_\_\_\_

CPR performed by \_\_\_\_\_ (Name)

Was effective CPR being performed before arrive of trained first aider(s)? YES / NO

Please circle the method of CPR used

Mouth to mouth                      Mouth to face shield                      Mouth to pocket mask

Bag / Valve / mask                      Automatic ventilator

Supplementary oxygen administered? YES / NO \_\_\_\_\_

AED Approved User Name \_\_\_\_\_

Number of shocks delivered \_\_\_\_\_

Total length of resuscitation efforts (before relieved by ambulance crew) \_\_\_\_\_

Outcome (if known) \_\_\_\_\_

**General Information**

AED make and model \_\_\_\_\_

AED serial Number \_\_\_\_\_

Did the AED machine perform satisfactorily YES / NO

If no, please give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Critical incident de-brief offered to personnel attending YES / NO

Offered and carried out by \_\_\_\_\_ Written record kept YES / NO

After Use Service check carried out by \_\_\_\_\_ Date \_\_\_\_\_

Form Filed by Name \_\_\_\_\_ Date \_\_\_\_\_

