



Steps Drama Learning Development

POLICY: Health & Safety offsite

Health & Safety and Risk Assessments – Client Delivery

The safety of clients, delegates and the Steps team is of paramount importance to us whilst delivering our programmes. In advance of and on the day of sessions we work in association with the relevant parties to ensure that all aspects of health and safety have been considered and that any risks are appropriately controlled.

This includes but is not limited to the following:

- Client/Offsite premises liaison
- Independent Model Risk Assessment
- Liaising with client on risk assessment findings to implement effective Control Measures

Client Premises. Where sessions are delivered at the client premises, we liaise with the relevant person (client contact or appropriate Health and Safety representative), to familiarise ourselves with their policies and procedures and risk assessment arrangements. Session planning and the requests for the arrangement and set up of the room are made with these procedures in mind. Additional 'on the day' measures include fire evacuation/drill procedures, disabled access and first aid arrangements.

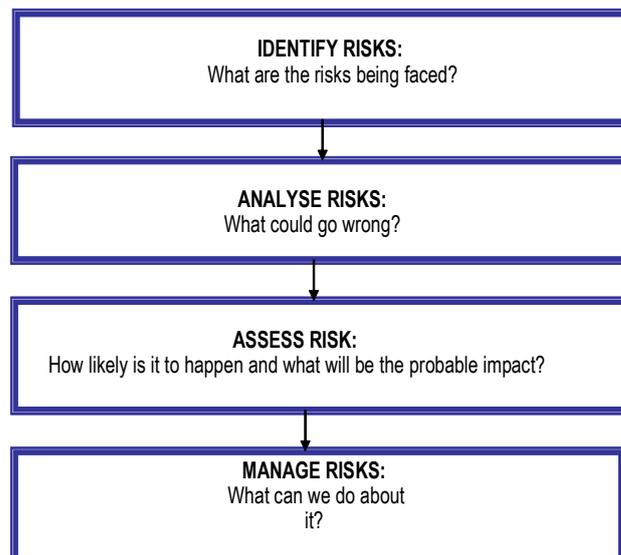
Offsite premises. Where sessions are delivered at offsite premises - such as training venues or hotels etc. - we will liaise with the relevant person (venue contact or appropriate Health & Safety representative) to familiarise ourselves with their policies and procedures and risk assessment arrangements. Session planning and the requests for the arrangement and set up of the room are made with these procedures in mind. Additional 'on the day' measures include fire evacuation/drill procedures, disabled access and first aid arrangements.

Independent Model Risk Assessment: In addition to the above, the delivery team use our model risk assessment to further ensure the safety of the team and delegates. Our policy and approach to Risk Assessments is outlined below.

Implementing effective control measures. Where risks are identified, the Steps team will liaise with the appropriate person to ensure control measures are put in place to reduce and/or eliminate those risks. This is done in consultation with the appropriate person from the delivery premises (as they have knowledge and authority of the site). Any serious issues are immediately brought to the attention of the main client contact to ensure effective consultation and the appropriate resolution to the problem.

Risk Assessment Procedure

- Aims:
 - To be aware of the various risks facing the organisation and the impact these risks could have on the organisation.
 - To produce a workable disaster recovery plan that Steps can implement.
 - To 'do something before it happens' and be prepared for 'if and when it happens'.
- Methodology



- **Identification & Analysis of Risk**
Steps will identify the risk/s involved and categorise them according to the likelihood of occurrence and their impact. These categories are:
 - High Risk; High Impact
 - High Risk, Low Impact
 - Low Risk, High Impact
 - Low Risk, Low Impact

- **Assessment, Management & Control**
Steps will then analyse the risk/s and decide how to best manage and control them. Depending on various factors such as the nature, impact and likelihood of the risk/s, these may be eliminated altogether, contained or minimised.

- **Recommendations**
Recommendations are made and, more importantly, implemented within an agreed timescale.

- **Review & Maintenance of Plan**
Risk assessments are reviewed biannually (or more frequently depending on the risk/s) to ensure that new risk/s are controlled and existing ones are adequately managed.

MODEL RISK ASSESSMENT FOR TRAINING ROOMS

| RISK AREA | MANAGEMENT OF RISK | (Y/N) | CONTROL MEASURE TAKEN |
|--|---|-------|-----------------------|
| <p>Ventilation/Heating</p> <p>Lighting</p> <p>Number of delegates per training venue</p> <p>Emergency Procedures</p> <p>Traffic Routes</p> <p>Disabled Access</p> <p>Room Setup</p> | <p>The training venue should be well ventilated and have temperature controls for comfort.</p> <p>The training venue should be lit appropriately.</p> <p>The venue should not be required to exceed maximum capacity.</p> <p>Delegates and Steps staff are well briefed on what to do in the event of an emergency (such as fire and evacuation).</p> <p>The training venue and passages leading to the venue should be clear of items to avoid trips and falls.</p> <p>The training venue should be fully accessible.</p> <p>Liaise with contact at venue to ensure the training room is set up in accordance with the event requirements and hazards are minimised.</p> | | |