Green Room Place (GRP) Health & Safety Policy

Updated & Approved by Company Directors and Qualified Senior Pastoral Staff on November 20th, 2026.

GREEN ROOM PLACE LTD. (GRP)

Green Room Music Summer Camp (GRMSC)

2027 Residential Programme

Venue: Stamford School, Stamford, Lincolnshire, England

Programme Dates: 19-23 July 2027

Policy Updated: 20 November 2026

Policy Status: Approved

Approved By: Green Room Place Ltd. Company Directors and Senior Pastoral & Safeguarding Team

Approval Date: 20 November 2026

Effective Date: 20 November 2026

Next Scheduled Review: Before 19 July 2027, or earlier if required

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1. Policy Statement

Green Room Place Ltd. (GRP) is committed to providing a safe, healthy, supportive and professionally managed environment for all students, staff, visiting faculty, contractors and visitors participating in Green Room Music Summer Camp (GRMSC).

The health, safety and wellbeing of every young person attending our residential music courses is of paramount importance.

GRMSC provides specialist music education through its Piano, Music Theory and Singing Performance courses, alongside supervised residential accommodation, recreational activities and organised performances.

We recognise our responsibility to identify and minimise foreseeable risks associated with these activities and to ensure that appropriate safeguards are maintained throughout the programme.

GRP is committed to:

- Providing a safe and suitable environment for all students, staff and visitors.
- Identifying hazards and implementing appropriate preventative measures.
- Maintaining effective supervision during educational, recreational and residential activities.
- Providing appropriate first aid, medical support and emergency procedures.
- Ensuring that all staff understand their health and safety responsibilities.
- Promoting a positive culture in which concerns are reported and addressed promptly.
- Making reasonable adjustments for students with disabilities, medical conditions and additional support needs.
- Working collaboratively with Stamford School and other relevant organisations to maintain appropriate safety standards.

This policy operates alongside GRP's Safeguarding & Child Protection Policy and other relevant operational policies.

2. Legislative Framework

This policy has been developed with reference to applicable UK legislation and relevant statutory and non-statutory guidance, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Health and Safety (First-Aid) Regulations 1981.
- Regulatory Reform (Fire Safety) Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Equality Act 2010.
- Children Act 1989 and Children Act 2004, where applicable.
- Food Information Regulations 2014 and relevant food safety legislation.
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Department for Education guidance concerning safeguarding in out-of-school settings.
- Relevant Health and Safety Executive (HSE) guidance.

GRP will take account of any relevant legislative or guidance changes before the commencement of the 2027 programme.

3. Roles and Responsibilities

3.1 Company Directors

The Directors of Green Room Place Ltd. retain overall responsibility for ensuring that appropriate health and safety arrangements are established and maintained.

Their responsibilities include:

- Ensuring that suitable policies, procedures and risk assessments are in place.
- Providing adequate resources, equipment and training.
- Ensuring that suitably competent personnel are appointed to relevant responsibilities.
- Reviewing significant incidents and ensuring appropriate corrective action is taken.
- Maintaining effective communication with Stamford School regarding shared safety responsibilities.
- Ensuring that appropriate insurance arrangements are maintained.

3.2 Artistic Director & Designated Safeguarding Lead

Will Fowler - Artistic Director, Head of Piano & Designated Safeguarding Lead (DSL)

The Artistic Director has overall operational oversight of the programme, working alongside the senior welfare team and Nominated Health & Safety Officer.

Responsibilities include:

- Ensuring that health and safety considerations are integrated into the daily operation of GRMSC.
- Supporting the implementation of relevant policies and risk assessments.
- Ensuring that educational and performance activities are appropriately supervised.
- Liaising with senior staff regarding incidents, emergencies and significant concerns.
- Ensuring that safeguarding concerns are managed in accordance with the Safeguarding & Child Protection Policy.

Health and safety concerns involving possible abuse, neglect or other safeguarding issues must be referred through the appropriate safeguarding procedures.

3.3 Nominated Health & Safety Officer (HSO)

Rhiannon Bennett - Head of Boarding and Welfare, Deputy Designated Safeguarding Lead & Nominated Health & Safety Officer

Rhiannon Bennett will oversee the day-to-day implementation of GRP's Health & Safety Policy during GRMSC 2027, working alongside the Artistic Director, Deputy Head & Nurse, and relevant Stamford School personnel.

Her responsibilities include:

- Coordinating and reviewing risk assessments.
- Monitoring health and safety procedures throughout the programme.
- Identifying, reporting and addressing potential hazards.
- Overseeing accident, incident and near-miss reporting.
- Coordinating fire safety arrangements and emergency preparedness with Stamford School.

- Ensuring appropriate residential health and safety procedures are followed.
- Communicating significant concerns to the Artistic Director and Company Directors.
- Ensuring corrective actions are implemented where safety deficiencies are identified.

Rhiannon will coordinate health and safety arrangements across the programme but may delegate specific operational tasks to appropriately qualified or competent members of staff.

3.4 Deputy Health & Safety Officer (Deputy HSO)

Sophie Wells - Deputy Head, Nurse, Deputy Designated Safeguarding Lead & Deputy Health & Safety Officer

Sophie Wells will support the Nominated Health & Safety Officer and deputise in her absence.

Her responsibilities include:

- Coordinating medical and first-aid arrangements.
- Overseeing medication management and relevant student healthcare plans.
- Responding to illness, injury and medical emergencies within the scope of her professional qualifications and responsibilities.
- Supporting the review of health-related risks and incidents.
- Advising staff on medical and health-related safety concerns.
- Supporting emergency planning and implementation.
- Maintaining appropriate medical documentation.
- Communicating significant medical concerns to the senior management team and parents or guardians where necessary.

3.5 Boarding and Welfare Responsibilities

The Head of Boarding and Welfare, supported by the Deputy Head and relevant members of the residential team, will oversee the health, safety and welfare arrangements within the boarding environment.

Responsibilities include:

- Coordinating boarding supervision and welfare arrangements.
- Ensuring appropriate student registration and headcounts.
- Monitoring residential facilities and reporting hazards.
- Overseeing safe evening and overnight arrangements.
- Supporting the management of student medical and welfare needs.
- Ensuring students understand residential expectations and safety procedures.
- Liaising with parents and guardians where necessary.
- Ensuring that staff understand their duties during residential and overnight periods.

3.6 All Staff and Visiting Faculty

All staff members, visiting lecturers, teaching assistants, contractors and volunteers must:

- Take reasonable care of their own health and safety and that of others.
- Follow GRP's policies and operational instructions.
- Report hazards, accidents, injuries and concerns promptly.
- Use equipment responsibly and appropriately.
- Maintain suitable supervision of students under their care.
- Participate in relevant safety briefings and training.
- Avoid undertaking duties for which they are not appropriately trained or authorised.

All personnel must cooperate with the HSO, Deputy HSO and senior management team.

Overall accountability for health and safety remains with Green Room Place Ltd. and its Company Directors.

4. Risk Assessments

GRP will ensure that suitable and sufficient risk assessments are undertaken before the commencement of GRMSC 2027.

Risk assessments will consider the nature of each activity, the age and needs of participants, the environment and the measures required to reduce foreseeable risks.

4.1 Pre-Programme Assessments

The HSO, supported by the Deputy HSO and relevant senior staff, will coordinate assessments covering:

- Teaching rooms, rehearsal spaces and performance areas.
- Boarding accommodation and communal facilities.
- Fire safety and evacuation arrangements.
- Movement between buildings and campus locations.
- Medical conditions, disabilities and additional support requirements.
- Musical instruments, electrical equipment and associated cables.
- Food provision, allergies and dietary requirements.
- Recreational activities and free-time arrangements.
- Arrival, registration, collection and departure procedures.
- Staffing, supervision and emergency cover.
- Severe weather, excessive heat and other environmental hazards.

4.2 Stamford School Risk Assessments

As GRMSC 2027 will take place at Stamford School, Green Room Place Ltd. will obtain and retain copies of all relevant venue-specific risk assessments and associated health and safety documentation provided by Stamford School.

These documents will be reviewed by GRP's Nominated Health & Safety Officer (HSO), in consultation with the Deputy HSO and relevant school personnel, to ensure that the venue's existing safety arrangements are understood and appropriately incorporated into GRMSC's operational procedures.

GRP will work collaboratively with Stamford School to identify any additional risks arising specifically from the delivery of its residential music programme and will undertake supplementary risk assessments where necessary.

Copies of the relevant documentation will be securely maintained by GRP and made accessible to authorised staff as required.

4.3 Ongoing Risk Monitoring

Risk management will continue throughout the programme.

Staff must report new hazards or changes in circumstances promptly to the HSO or Deputy HSO.

The HSO will coordinate the assessment of any identified risks and ensure that appropriate control measures are implemented.

Activities may be modified, postponed or cancelled where risks cannot be adequately controlled.

4.4 Individual Risk Assessments

Where appropriate, individual assessments and support plans will be prepared for students with particular medical, physical, behavioural or other additional needs.

These will be developed in consultation with parents or guardians and relevant professionals where necessary.

The Deputy HSO will provide relevant medical advice and support within the scope of her professional competence.

5. First Aid and Medical Care

5.1 First-Aid Provision

GRP will ensure that appropriate first-aid arrangements are maintained throughout the residential programme, including evenings and overnight periods.

First-aid provision will be determined through a documented assessment of needs, taking account of student numbers, activities, medical requirements, the venue and available medical assistance.

Appropriately trained personnel must be available throughout the programme.

Suitable first-aid equipment will be readily accessible in designated locations.

The Deputy HSO will coordinate first-aid provision, with oversight from the HSO.

5.2 Medical Information

Parents or guardians must provide relevant medical information before their child's attendance.

This may include:

- Existing medical conditions and diagnoses relevant to safe participation.
- Allergies and risk of anaphylaxis.
- Prescribed medication and administration instructions.
- Dietary requirements.
- Disabilities and additional support needs.
- Emergency contacts.
- Relevant healthcare instructions or emergency care plans.

Medical information will be reviewed by authorised personnel before the programme begins.

Where necessary, GRP may request clarification or additional information to ensure that appropriate arrangements can be made.

5.3 Medication Management

Medication arrangements must be agreed before or upon a student's arrival.

Medication will be:

- Identified and recorded appropriately.
- Stored securely and in accordance with its instructions.
- Accessible when clinically necessary.
- Managed only by appropriately authorised and competent personnel.
- Administered or supervised in accordance with agreed instructions and parental consent, where required.

Students who are authorised to carry essential emergency medication, such as adrenaline auto-injectors or asthma inhalers, must have appropriate arrangements in place to ensure timely access.

The administration of medication will be recorded where appropriate.

Students must not share medication with others.

5.4 Illness and Injury

Any student who becomes ill or injured must inform a staff member as soon as possible.

Staff will ensure that the student receives appropriate assistance and medical attention.

Where necessary:

- The Deputy HSO, nurse or designated first aider will be contacted.
- The student will be supervised in an appropriate location.
- Parents or guardians will be informed.
- Emergency medical services will be contacted.
- Arrangements will be made for further assessment or treatment.

In a life-threatening emergency, staff must call 999 immediately and follow the instructions of emergency services.

5.5 Medical Emergencies

GRP will maintain procedures for responding to serious medical incidents, including:

- Severe allergic reactions.
- Asthma attacks.
- Seizures.
- Significant injuries.
- Loss of consciousness.
- Acute mental health crises.
- Other serious or rapidly developing medical conditions.

Staff will be informed of relevant individual emergency healthcare plans on a need-to-know basis.

Parental consent forms and emergency contact information will be readily accessible to authorised personnel.

Emergency treatment must not be delayed while attempting to contact a parent or guardian.

5.6 Infectious Illness

Students and staff experiencing symptoms of a potentially infectious illness must notify the appropriate senior staff member.

GRP will follow relevant public health guidance and consider appropriate measures, including enhanced hygiene, temporary separation from communal activities, medical advice or collection by a parent or guardian.

Decisions will take account of the wellbeing of the individual and the wider residential community.

6. Residential Accommodation and Boarding Safety

6.1 Accommodation

GRMSC 2027 will use designated boarding accommodation at Stamford School.

The HSO and Head of Boarding and Welfare will work with the venue to establish appropriate arrangements concerning:

- Room allocation.
- Fire precautions and emergency exits.
- Security and access arrangements.
- Washing and toilet facilities.
- General cleanliness and maintenance.
- Overnight supervision.
- Access to first aid and emergency assistance.

Any identified deficiencies must be reported and addressed promptly.

6.2 Sleeping Arrangements

GRP will ensure that all sleeping arrangements are safe, appropriate and suitable for the age, gender and individual needs of students, with due consideration given to privacy, dignity, safeguarding and personal wellbeing.

Male and female students will be accommodated in entirely separate, designated boarding areas or buildings, ensuring appropriate separation, privacy and security throughout the residential programme.

Appropriate arrangements will be made for students with individual accommodation needs, including those relating to disability, gender identity, medical requirements or other personal circumstances. Such arrangements will be considered sensitively, in consultation with the student and their parent or guardian where appropriate, and in accordance with GRP's safeguarding responsibilities.

All room allocations and designated accommodation areas will be approved by the Head of Boarding and Welfare. Students must remain within their assigned accommodation areas and are not permitted to enter accommodation areas designated for another gender without express staff authorisation, except where necessary in an emergency.

Accommodation rules, privacy expectations and restrictions on access to bedrooms and boarding areas will be clearly explained to all students during their residential induction.

6.3 Overnight Supervision

Appropriate welfare supervision will be maintained throughout the night.

A designated member of the residential team must be available to respond to emergencies, illness or welfare concerns.

The Head of Boarding and Welfare will maintain a clear system for:

- Identifying which staff members are on duty.
- Confirming student presence at bedtime.
- Responding to overnight emergencies.
- Escalating concerns to senior staff.
- Contacting emergency services where necessary.

Students will be informed how to contact a member of staff during the night.

6.4 Residential Boundaries

Students must remain within designated and authorised areas unless participating in an approved supervised activity or movement.

Students are not permitted to leave the campus independently during the residential programme without specific prior approval under GRP's procedures.

Access to restricted, staff-only or potentially hazardous areas is prohibited.

6.5 Privacy and Personal Safety

Staff must respect students' privacy, dignity and personal boundaries.

Any necessary entry into student bedrooms must follow GRP's safeguarding procedures, except where immediate action is required to protect health or safety.

Students must report any concerns about accommodation, personal safety or another individual's behaviour to a member of the welfare team.

7. Student Supervision and Accountability

7.1 General Supervision

All students will be subject to suitable supervision arrangements throughout the residential programme.

Supervision levels will be determined through risk assessment, taking account of:

- Student ages and maturity.
- Group size.
- Individual support needs.
- Location and nature of activities.
- Environmental hazards.
- Availability and competence of staff.

GRP will not rely solely on a fixed staff-to-student ratio as evidence of adequate supervision.

7.2 Registration and Headcounts

Attendance and student whereabouts will be monitored through appropriate registration and headcount procedures.

Checks will take place at designated points during the day, including as appropriate:

- Morning registration.
- Before and after organised activities.
- Transitions between designated locations.
- Meal periods.
- Evening registration.
- Bedtime.

Staff must promptly report any unexplained absence.

7.3 Movement Around Campus

Students will receive clear instructions regarding permitted routes and campus boundaries.

Group movements will be supervised where required by the relevant risk assessment.

Students must not enter unfamiliar or restricted areas without authorisation.

7.4 Missing Student Procedure

If a student cannot be accounted for:

1. The staff member identifying the absence must immediately notify the Head of Boarding and Welfare or another designated senior staff member.
2. The HSO and DSL must be informed.
3. A coordinated search of relevant locations will begin without delay.
4. Attendance records and the student's last known whereabouts will be checked.
5. Police and other emergency services will be contacted promptly where circumstances indicate immediate danger, or otherwise in accordance with the missing student procedure.

6. Parents or guardians will be informed at an appropriate stage, without delaying emergency action.
7. The incident and actions taken will be documented.

The safety of the missing student and other participants must remain the primary consideration.

8. Fire Safety and Emergency Evacuation

GRP will cooperate with Stamford School and relevant duty holders to ensure that appropriate fire safety arrangements are in place.

8.1 Fire Prevention

Staff and students must:

- Keep fire exits and escape routes clear.
- Report damaged electrical equipment or potential fire hazards.
- Follow restrictions on cooking equipment, candles and other ignition sources.
- Avoid overloading electrical sockets.
- Comply with the venue's fire safety instructions.

8.2 Fire Evacuation

Before the programme begins, staff will be familiarised with relevant evacuation routes, alarm procedures and assembly points.

Students will receive fire safety instructions during their induction.

An appropriate evacuation practice will be arranged at the start of the residency in coordination with Stamford School.

In the event of a fire alarm:

- Activities must stop immediately.
- Students and staff must evacuate using designated safe routes.
- Lifts must not be used unless specifically authorised within an appropriate evacuation plan.
- Students must report to the designated assembly point.
- Staff will conduct headcounts and identify any missing individuals.
- No person may re-enter the building until authorised.

The HSO will coordinate GRP's fire safety arrangements in cooperation with Stamford School.

8.3 Individual Evacuation Needs

Where a student or staff member requires assistance during evacuation, an appropriate individual evacuation plan will be prepared in consultation with the venue and relevant parties.

9. Safety During Music Courses and Activities

9.1 Piano Course

Piano teaching and practice areas will be arranged to minimise foreseeable risks.

Considerations include:

- Safe positioning of pianos, benches and other equipment.
- Appropriate seating and posture.
- Safe adjustment of piano benches and stools.
- Prevention of trip hazards.
- Appropriate use of practice rooms.
- Suitable breaks during extended periods of practice.
- Safe operation of digital instruments and electrical equipment.

Students must not attempt to move heavy instruments or equipment without staff authorisation.

9.2 Singing Performance Course

Singing activities will be delivered in a manner that supports vocal and physical wellbeing.

Faculty will consider:

- Appropriate vocal warm-ups.
- Hydration and rest periods.
- Avoidance of excessive vocal strain.
- Safe physical movement and stagecraft exercises.
- Appropriate use of rehearsal and performance spaces.
- Safe positioning of furniture, props and equipment.

Students must not be encouraged to undertake physically or vocally demanding activities beyond their reasonable capabilities.

9.3 Music Theory Course

Music Theory teaching spaces will be maintained in a safe and suitable condition.

Considerations include:

- Appropriate seating and desk arrangements.
- Suitable lighting and ventilation.

- Safe use of computers and other electrical equipment.
- Reasonable breaks from extended written or screen-based activities.
- Appropriate arrangements for students requiring additional learning or physical support.

9.4 Musical Instruments and Equipment

All equipment must be used safely and appropriately.

Faulty equipment must be taken out of use and reported immediately.

Electrical cables must be secured where necessary to reduce the risk of trips and falls.

Students must not independently adjust or operate unfamiliar technical equipment without authorisation.

9.5 Performances and Rehearsals

Any organised performance will be subject to appropriate planning and risk assessment.

Considerations will include:

- Stage access and exit routes.
- Safe movement of instruments and equipment.
- Electrical safety.
- Audience arrangements.
- Appropriate supervision.
- Emergency evacuation.
- Sound levels and exposure.
- Safe handling of stage furniture and props.

The final performance arrangements must be approved by the responsible senior staff member.

10. Food Safety, Allergies and Hydration

GRP recognises the importance of appropriate food provision and the management of dietary needs during residential programmes.

10.1 Catering Arrangements

GRP will liaise with the venue and catering provider regarding food safety arrangements.

Relevant information about student allergies and dietary requirements will be communicated securely to appropriate catering personnel.

10.2 Allergies

Parents or guardians must disclose known allergies and provide relevant medical instructions.

Where necessary, an individual allergy management plan will be prepared.

Students with serious allergies must have suitable arrangements for access to their prescribed emergency medication.

Staff must understand the relevant emergency response procedures.

Reasonable steps will be taken to reduce the risk of allergen exposure; however, an environment entirely free from allergens cannot be guaranteed.

10.3 Hydration

Drinking water will be accessible throughout the programme.

Students will be encouraged to maintain appropriate hydration, particularly during singing, physical activities and periods of warm weather.

10.4 Food Hygiene

Staff and students must follow appropriate hygiene practices, including handwashing before meals and after using toilet facilities.

Food must not be stored or prepared in unsuitable areas.

11. Hygiene, Cleanliness and Infection Prevention

GRP will work with Stamford School to ensure that teaching, communal and residential facilities are maintained to an appropriate standard of cleanliness.

Students and staff will be encouraged to:

- Wash hands regularly.
- Maintain appropriate personal hygiene.
- Dispose of waste responsibly.
- Keep personal and communal spaces tidy.
- Report hygiene or sanitation concerns promptly.
- Follow relevant infection prevention instructions.

Any significant concerns regarding cleaning, ventilation, sanitation or maintenance must be communicated to the venue and HSO.

12. Transport, Arrival and Departure

12.1 Arrival and Registration

Students must complete the designated arrival and registration process.

GRP will confirm relevant contact information, medical arrangements and authorised collection details.

Students must not be left without appropriate supervision during the formal handover process.

12.2 Transport Arrangements

Where GRP organises transport, suitable safety arrangements and relevant risk assessments will be required.

Any transport provider must hold appropriate licences and insurance and comply with applicable legal requirements.

Students must follow staff instructions and use seat belts where provided and required.

12.3 Independent Travel

Students aged 16–17 travelling independently, including international students, may do so only where specifically approved in advance by GRP and supported by appropriate written parental or guardian consent.

Individual travel arrangements must be reviewed, and students must comply with the agreed arrival and departure procedures.

GRP does not provide accommodation or supervision outside the published residential programme dates unless explicitly agreed in writing.

12.4 Departure and Collection

Students may only be released in accordance with the approved departure arrangements.

Changes to collection arrangements must be verified with an authorised parent or guardian.

Any concerns regarding a student's safe departure must be referred to the Head of Boarding and Welfare or appropriate senior staff member.

13. Behaviour and Personal Safety

GRP expects all participants to contribute to a respectful and safe environment.

Behaviour that endangers the health, safety or welfare of others will not be tolerated.

This includes:

- Physical aggression or threatening behaviour.
- Bullying, harassment or intimidation.
- Unsafe or unauthorised use of equipment.
- Deliberate damage to property.
- Disregard of safety instructions.
- Unauthorised departure from designated areas.
- Possession or misuse of prohibited substances or dangerous items.

Concerns will be managed in accordance with GRP's Behaviour Policy and Safeguarding & Child Protection Policy.

Where a student's behaviour presents a significant or continuing safety risk, GRP may take proportionate action, including additional supervision, restrictions on particular activities or arrangements for early collection.

Such decisions will take account of safeguarding responsibilities, individual circumstances and the welfare of all students.

14. Students with Additional Needs and Disabilities

GRP is committed to promoting accessibility, inclusion and equal opportunities.

The organisation will consider reasonable adjustments to enable students with disabilities or additional support needs to participate safely and meaningfully.

Where appropriate, arrangements may include:

- Adapted teaching or activity arrangements.
- Accessible facilities.
- Individual healthcare plans.
- Additional supervision or support.
- Adjustments to timetables or rest periods.
- Individual evacuation arrangements.
- Alternative communication methods.

GRP will consult parents or guardians and, where necessary, relevant professionals to identify suitable arrangements.

All decisions will be consistent with applicable equality and safeguarding obligations.

15. Mental Health and Emotional Wellbeing

GRP recognises that residential experiences may present emotional challenges, particularly for younger students or those attending away from home for the first time.

The Boarding and Welfare team will promote a supportive and inclusive environment.

Staff should remain attentive to signs of:

- Homesickness.
- Anxiety or emotional distress.
- Social isolation.
- Bullying or exclusion.
- Excessive fatigue.
- Other significant changes in wellbeing.

Students will be encouraged to speak with trusted staff members when experiencing difficulties.

Concerns requiring additional support will be referred to the Head of Boarding and Welfare, DSL or other appropriate senior staff member.

Where a student presents an immediate risk to themselves or others, staff must take urgent protective action and seek appropriate professional or emergency assistance.

Confidentiality will be respected, subject to the need to share information for safeguarding or health and safety purposes.

16. Environmental and Weather-Related Safety

GRP will monitor environmental conditions and take appropriate precautions where these may affect the health or safety of participants.

16.1 Hot Weather

During periods of elevated temperatures, staff will consider:

- Adequate access to drinking water.
- Suitable ventilation.
- Opportunities for rest.
- Appropriate clothing.
- Reduced exposure to direct sunlight.
- Modification of strenuous activities where necessary.

16.2 Severe Weather

Outdoor activities and campus movements may be modified, postponed or cancelled in the event of adverse weather.

The senior team will monitor relevant weather warnings and take reasonable precautions.

16.3 Building and Environmental Hazards

Hazards such as damaged flooring, unsafe furniture, water leaks, inadequate lighting or faulty electrical equipment must be reported promptly.

Affected areas may be restricted until appropriate remedial action is taken.

17. Accident, Incident and Near-Miss Reporting

All accidents, injuries, significant illnesses, dangerous occurrences and near misses must be reported promptly.

17.1 Internal Reporting

Staff must:

1. Ensure that immediate safety needs are addressed.
2. Obtain first aid or emergency assistance where necessary.
3. Inform the HSO or Deputy HSO.
4. Complete the required incident documentation.
5. Record relevant actions taken and any necessary follow-up.

Records must be factual, accurate and completed as soon as reasonably practicable.

17.2 Parental Notification

Parents or guardians will be informed promptly where an incident involves:

- A significant injury.
- Medical treatment beyond minor first aid.
- A serious illness.
- A hospital attendance.
- A substantial welfare concern.
- Any other incident where parental involvement is reasonably required.

Minor incidents will be communicated as appropriate to their nature and circumstances.

17.3 RIDDOR Reporting

The HSO, supported by the Deputy HSO, will assess whether any incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Where a reporting requirement applies to GRP, the responsible person will ensure the necessary notification is made within the applicable statutory timeframe.

Incidents will not automatically be treated as RIDDOR-reportable solely because medical attention was required.

17.4 Incident Review

Significant incidents and recurring concerns will be reviewed by the HSO and relevant senior staff to identify necessary improvements.

Actions may include updated risk assessments, amended procedures, additional training or changes to equipment or supervision.

18. Emergency Planning and Critical Incidents

GRP will maintain appropriate emergency arrangements for the residential programme.

Potential emergencies include:

- Fire or building evacuation.
- Serious medical incidents.
- Missing students.
- Severe weather.
- Security threats or unauthorised persons.
- Significant building or utility failures.
- Serious transport incidents.
- Other events that threaten the safety or welfare of participants.

The HSO, supported by the Deputy HSO and Artistic Director, will coordinate arrangements for:

- Emergency decision-making.
- Contacting emergency services.
- Accounting for students and staff.
- Liaising with Stamford School.
- Communicating with parents or guardians.
- Arranging temporary relocation where necessary.
- Documenting incidents and subsequent actions.

Staff must follow instructions issued by the designated incident lead and emergency services.

Any emergency response must prioritise the immediate protection of life and safety.

19. Staff Training and Induction

All staff will receive an appropriate induction before undertaking their duties.

This will include relevant information about:

- Health and safety responsibilities.
- Fire evacuation procedures.
- First-aid and medical arrangements.
- Emergency communication.
- Student supervision and headcounts.
- Residential boundaries and procedures.
- Accident and incident reporting.
- Safeguarding responsibilities.
- Relevant individual student healthcare or support arrangements.
- Safe use of equipment and facilities.

Additional role-specific training will be provided where necessary.

The HSO will coordinate relevant health and safety briefings, supported by the Deputy HSO for medical matters.

GRP will maintain appropriate records of relevant training, qualifications and staff briefings.

20. Coordination with Stamford School

GRP recognises the importance of effective cooperation with Stamford School as the host venue.

Before the residential programme, the HSO will liaise with the venue to confirm relevant arrangements regarding:

- Access to designated facilities.
- Building maintenance and hazard reporting.
- Fire safety and evacuation procedures.
- Emergency access and contact arrangements.
- Boarding facilities and security.
- Catering and food allergen management.
- Cleaning and sanitation.
- Relevant venue restrictions.
- Responsibilities for shared spaces and equipment.

The responsibilities of GRP and the venue must be clearly understood by relevant personnel.

Where venue procedures apply, GRP staff and students will be required to comply with them.

21. Record-Keeping and Confidentiality

GRP will maintain appropriate records relating to health and safety, including:

- Risk assessments.
- Accident and incident reports.
- Relevant medical information.
- Medication administration records.
- Emergency contact details.
- Staff training records.
- Fire and emergency briefings.
- Relevant safety inspections and corrective actions.

Records containing personal or medical information will be handled securely and in accordance with applicable data protection legislation and GRP's Privacy Policy.

Access will be restricted to authorised personnel with a legitimate need to know.

Information will be retained and securely disposed of in accordance with GRP's records retention arrangements and applicable legal requirements.

22. Parent and Guardian Communication

GRP recognises the importance of clear communication with parents and guardians.

Before the programme, parents and guardians will receive relevant information regarding:

- Arrival and departure procedures.
- Emergency contact arrangements.
- Medical information and medication requirements.
- Residential expectations.
- Student supervision and personal safety arrangements.
- Relevant camp rules and procedures.

Parents and guardians must provide accurate information and notify GRP of any significant changes before the programme begins.

During the residential course, GRP will communicate significant health, safety and welfare concerns promptly and appropriately.

23. Monitoring, Review and Continuous Improvement

This policy will be reviewed at least annually and before each residential programme.

Additional reviews may be undertaken following:

- Significant accidents or incidents.
- Changes in legislation or relevant guidance.
- Changes to the venue or programme.
- Identification of new or significant risks.
- Feedback from staff, students or parents.
- Recommendations arising from inspections or risk assessments.

GRP is committed to continuous improvement and will take reasonable steps to strengthen safety arrangements where opportunities for improvement are identified.

The HSO will coordinate operational reviews and present significant recommendations to the Company Directors.

24. Related Policies and Procedures

This Health & Safety Policy should be read alongside the following GRP documents, where applicable:

- Safeguarding & Child Protection Policy.
- Staff Code of Conduct.
- Student Behaviour Policy.
- Anti-Bullying Policy.
- First Aid & Medical Procedures.
- Medication Administration Procedures.
- Fire Safety & Emergency Evacuation Procedures.
- Missing Student Procedure.
- Risk Assessments.
- Privacy Policy.
- Residential Boarding and Welfare Procedures.
- Accident and Incident Reporting Procedures.

Where a safety concern also constitutes a safeguarding concern, the Safeguarding & Child Protection Policy and relevant safeguarding reporting procedures must be followed.

25. Policy Approval

This policy has been prepared for Green Room Music Summer Camp 2027 and will be submitted for approval by the Directors of Green Room Place Ltd.

Following approval, the policy will apply to all relevant GRP activities associated with the programme.

All staff members, visiting faculty and relevant contractors are expected to familiarise themselves with and comply with its provisions.

GREEN ROOM PLACE LTD.

Green Room Music Summer Camp (GRMSC)

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The safety, dignity and wellbeing of every child are central to Green Room Place Ltd.'s educational and residential activities.