

2012/13 season

Health and Safety Policy



Altrincham Garrick Playhouse

2012/13 season

HEALTH AND SAFETY POLICY

For purposes of this document, all references to 'the theatre' will relate to the Garrick Playhouse Theatre, Barrington Road, Altrincham Cheshire, which is owned/managed/administrated by both the Altrincham Garrick Society Ltd (Co Reg No 2899281) and Altrincham Playhouse Limited (Co Reg No 259988)

STATEMENT OF INTENT

The theatre management are completely committed to the achievements of high standards for health and safety in relation to employees, volunteers, contractors and others who may be affected by the theatres activities. In accordance with the requirements of The Health and Safety at Work Act 1974 we will take all possible steps to ensure the health and safety of staff, volunteers, contractors, the audience, those working on the site and anyone who might be affected by the operation of the theatre.

We recognise that the audience may be made up of all ages, levels of cognitive abilities and physical abilities. We also recognise that people or places outside of the theatre site might be affected by activities taking place within it. The theatre accepts its duty of care under common law and its obligations under all health, safety and welfare regulations. Sufficient resources, including finance, manpower and training, will be provided and the issues of health and safety are on an equal par with other commercial, promotional and aesthetic factors for our productions.

The theatre will endeavour to take all reasonable steps to ensure that those outside organisations which might visit the premises and are responsible for their own health and safety arrangements, carry them out, by the provision of such information as is required. Any acts or omissions made by such outside employers are at their own risk. Any such acts or omissions brought to the notice of the theatre management will be pointed out to those concerned and their work may be stopped and the relevant authorities notified. Any organisations which work in an unsafe manner may be removed from the site and future access denied.

Signed:  Chair of Executive Committee

 Joint Chair Board of Trustees

 Joint Chair Board of Trustees

Date: 16.11.12

INTRODUCTION

This document is published so that all employees and volunteers will recognise the importance the theatre attaches to a safe and healthy working environment. Although in the main staffed by volunteers, because the theatre has at least one paid employee it is considered an employer for the purposes of health and safety law. This Health and Safety Policy is formulated in accordance with the requirements of section 2(3) of the Health & Safety at Work Act 1974 and other Health and Safety related legislation. Section 3 of the Health and Safety at Work Act requires employers to ensure that, so far as is reasonably practicable¹, volunteers working for them are not exposed to risks to their health or safety. The Management of Health and Safety at Work Regulations 1999 place a duty on employers to assess risks to the health and safety of voluntary workers. The theatre requires everyone who works within it in whatever capacity, to comply with the standards as laid out in this document.

RESPONSIBILITIES

The Chairs of both the Executive and the Board of Trustees -whether paid or unpaid - are accountable for health and safety management of the venue and they will ensure that suitable responsibilities' for health and safety management are allocated and accepted. Health and safety issues will be an agenda item for meetings at both levels and reports may be requested from the theatre manager and stage director or any department head. All staff and volunteers have a duty for their own health and safety and that of others who may be affected by their acts or omissions. A failure to observe this duty is taken very seriously and may lead to disciplinary action being taken. It may also be deemed to be a criminal offence under health, safety and welfare legislation.

SYSTEMS AND PROCEDURES

The theatre will endeavour to put systems into place and thus maintain a safe working environment by:

- Providing training (where relevant) and briefing staff, with particular respect of induction, skills training, testing and records.
- The recognition of the need to care for the safety of members of the public, visitors and persons outside the site who might be affected by the work and environment undertaken by the theatre.
- Taking particular care to the training and work undertaken by younger, inexperienced or vulnerable workers
- Ensuring suitable First Aid provision
- Ensuring accident, disease, hazard and defect reporting and investigation procedures are in place
- Ensuring suitable and sufficient fire precautions and evacuation procedures are in place and practiced
- Ensuring all those who work within the theatre are aware of the child protection policy as it applies to children within the theatre

ASSESSMENT OF RISK

All work processes carry a degree of risk but that degree has to be assessed. That assessment has to take account of the level of the risk, the likelihood of it happening and then balance that against the cost of reducing or eliminating that risk. A standard risk assessment process will be used. Copies of risk assessments undertaken will be held by the theatre manager who is responsible for ensuring the information is available to those concerned and for periodic review. Risk assessments for productions or

¹ For a definition of 'so far as is reasonably practicable' see Worksafe Factsheet 'Basic Health and Safety Law'.

visiting societies will be held by the stage director. Risk assessments are also required of contractors and others working on the site, they will be held by the theatre manager for the duration of the works. A safety management document, which will include an assessment of risks will be required for each visiting theatre company and should detail all relevant organisational aspects for their production. It should set out clearly any management structures they have in place for implementing their safety policy. Such a document will be specific to each group and will be reviewed before each show, even if they are regular visitors to the theatre.

LEGISLATION

To ensure compliance with the legislation, particular regard will be given to ensuring that: -

- Every item on site is suitable, properly installed and maintained in a safe condition. This includes temporary structures such as staging and scenery.
- All plant machinery and tools provided is safe to use, correctly installed, used and maintained.
- Procedures are defined covering the safe use, handling (including manual handling) and transport of articles and substances, in order to minimize the risk to employees, other persons and also the environment.
- All waste generated in the operation of the venue is suitably disposed of.
- Adequate welfare facilities are provided.
- There is the provision of information, records, instruction, training and supervision to ensure safety in the workplace.

DISABILITY

The theatre accepts that a higher than usual duty of care is called for where persons with disabilities are involved and fully recognises the Disability Discrimination Act.

REPORTING DEFECTS

All employees and volunteers must report any defects or malfunctions or any possible or potential hazard which they cannot deal with. Work should be stopped if any system or area has become unsafe in any way.

RESOURCES

The planning process for any works in the theatre (including productions) will ensure that health and safety requirements are taken into account as a major priority. Adequate resources will be provided to ensure that arrangements for health and safety are effectively introduced and maintained.

MONITORING

The theatre will monitor health, safety and welfare issues and review performance, with a view to evolving, adapting and thereby striving to achieve the best quality of standards at all times by way of inspecting and auditing:-

- Contractors and visitors control arrangements
- Relevant safety information for employees and others working on the site
- Safety monitoring, recording, consultative and development procedures
- Protective clothing requirements and provision to specific processes and locations
- Audience management and care systems
- Traffic management systems

- Management of systems regarding plant and machinery with particular regard to health and safety performance. These include commissioning procedures, maintenance, training and guarding requirements and records.
- Control measures for hazardous substances, detailing the assessment process.
- Health monitoring and surveillance procedures
- Control arrangements for noise, detailing assessment arrangements.
- Control arrangements for electrical safety detailing maintenance requirements and records
- Safe handling and storage arrangements including manual handling assessments.
- Kitchen/catering safety and hygiene requirements.
- Suitable arrangements for employees with disabilities.

ADVISORY BODIES

Advice on health and safety matters will be sought as appropriate from a contracted health and safety consultant, the Health and Safety Executive, relevant local council officers or the emergency services.

ORGANISATION

The theatre manager or nominated deputy is the person responsible for the premises and he may delegate duties to other staff and volunteers. At all times key people are to be clearly identified and they must have accepted those duties and functions.

ACCIDENT AND INCIDENT RECORDING

All accidents must be reported to the theatre manager or nominated deputy and recorded in the accident book. It will be the responsibility of the theatre manager or their nominated deputy to make enquiries to determine the cause of any accidents in the workplace. The results of any investigations must be recorded; photographs may be used where appropriate. Relevant accidents, incidents and diseases (Reporting of Injuries; Diseases and Dangerous Occurrences Regulations - RIDDOR) arising from the work of the theatre or at the site must be reported via the appropriate method to the Health and Safety Executive - usually via their website on-line reporting form. The report should be made by the theatre manager or their nominated deputy, immediately the basic facts of the incident are known.

AUDIT

The theatre will arrange for safety audits of the whole site to be conducted by an external safety consultant and/or internal audit teams periodically. Findings from audits will result in an action plan which will be acted upon by the Executive and Board of Trustees.

REVIEW

This policy document is subject to review and re-affirmation annually by the Chairs of the Executive and Board of Trustees or more frequently, as determined by organisational change, legislation or other significant factors. The policy is available to all staff and volunteers through the theatre website and a copy is posted on the bar, backstage and front office notice boards.

This is the statement of general policy and arrangements for:

Altrincham Garrick Theatre

Overall and final responsibility for health and safety is that of:

Chairmen of the Executive and Board of Trustees

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Neville Roby – Theatre Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Neville Roby	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
Ensure adequate training is provided to employees so they are competent to do their work.	Neville Roby – staff Department Heads - volunteers	Staff and contractors given necessary health and safety induction and provided with appropriate training for their duties. Volunteers are given such training as is suitable for their work areas within the theatre. Theatre handbook available for staff and volunteers.
To engage and consult with employees on day-to-day health and safety conditions.:	Neville Roby and all staff Phil Gleave – Stage and Technical teams	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Neville Roby Stage Manager or duty stage technician – backstage areas during productions	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire points and extinguisher checks carried out weekly and Fire log updated.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Neville Roby Workshop staff Stage Director	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.
Ensuring all those who work within the theatre are aware of the child protection policy as it applies to children within the theatre	Jon White	Maintaining and reviewing Child Protection Policy. Ensuring chaperones are in place where necessary. Liaising with local council agents.
To ensure all waste generated in the operation of the venue is suitably disposed of	Neville Roby	Disposal of waste in accordance with current regulations
Health and safety poster is displayed: Backstage corridor notice board		
First-aid box and accident book are located: In box office. Additional First Aid kits are provided in Wardrobe, at the Stage Managers position and in the Workshop		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923		
Signed: (Employer)		Date:
Subject to review, monitoring and revision by:	Executive Committee	Every: 12 months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment.