

HEALTH AND SAFETY POLICY

GREENWICH & LEWISHAM YOUNG PEOPLE'S THEATRE

The Tramshed, 51-53 Woolwich New Road, Woolwich, London Se18 6ST

This policy and statement describes the duties of staff and the arrangements for health, safety and welfare at GLYPT – Greenwich and Lewisham Young People's Theatre.

POLICY STATEMENT

The policy of GLYPT is to provide and maintain a safe and healthy working environment and to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

GLYPT will ensure that conditions, equipment and systems of work are of a satisfactory standard and provide such information, training and support as staff require to undertake their working activities safely.


GLYPT also accepts responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangement, which we will take to implement the policy, are set out below.

Safety and accident prevention shall be treated as an integral part of every activity and will have parity with any other aspect of GLYPT's activities. It shall be achieved by all staff diligently discharging their duties.

The policy will take into account changes in working practices and legislation.

To ensure this policy and its implementation will be reviewed annually.



Signed

Jeremy James CEO /
Artistic Director

Date 15th June 2013

N.B. This is an interim statement; GLYPT's Health & Safety Policy is currently under review

ARRANGEMENTS FOR IMPLEMENTATION

The Board of Directors, through its Management Team, has overall responsibility for the health and safety of all persons on GLYPT's premises and persons on GLYPT's arranged activities. This responsibility extends to any person who may be adversely affected by GLYPT's activities.

The Management Team are responsible for the implementation of GLYPT's Health & Safety Policy, with the General Manager taking overall responsibility.

GLYPT's Health and Safety Committee will review safety systems and develop strategies for the improvement of safe practices within the company.

THE HEALTH AND SAFETY COMMITTEE

The Committee will consist of the General Manager and the Production Manager who will consult with other staff and Board Members as required.

The Committee will meet periodically but not less than twice a year.

Functions of the Committee shall be:

- To receive notice of and consider major incidents, accidents and other information affecting the health and safety at GLYPT;
- To consider the findings of accident investigations and, where it is thought appropriate, act on the recommendations;
- To review health and safety arrangements within GLYPT and make recommendations for improvement;
- To review new legislation and consider the likely affect on health and safety within GLYPT and consider the changes necessary to meet the needs of new regulations;
- To take suggestions from staff on health and safety matters;
- To work with the Management Team to implement the health and safety recommendations;
- To make representations on all safety matters to the Board of Directors .

MANAGEMENT TEAM RESPONSIBILITIES

The Management Team will:

- Establish the Health and Safety policy of GLYPT and ensure it is implemented;
- Monitor the effectiveness of the policy;
- Allocate the resources necessary to ensure the requirements of the policy can be fulfilled;
- Support the intent of the Safety Policy to secure the health and safety of staff, students/pupils, visitors and members of the public;
- Ensure that all staff at GLYPT receive the training necessary for them to carry out their work without undue risks to their own health and safety or the health and safety of others;
- Refrain from condoning any activity which breaches Statutory Regulations, or Local Authorities' codes of practice
- Draw up evacuation and fire safety requirements;

Ensure that all new and existing staff understand the fire, accident and bomb alert procedures and are given every assistance to perform their duties in a safe manner;
Instigate safety surveys within GLYPT, receive and review all accident reports and implement remedial measures;
Formulate GLYPT's policy on medicines on premises occupied or used by GLYPT;
Draw up arrangements for any joint use of the premises and other facilities;
Ensure there is liaison between GLYPT and the providers of any catering and cleaning services;
Ensure that risk assessments required under various health and safety legislation are undertaken by the appropriate trained and competent staff;
Co-operate with accredited safety representatives in their efforts to carry out their functions including inspections and investigations as the need arises;
Receive written reports from the safety representatives and respond in writing within a reasonable period;
Monitor and review the policy as often as is necessary;
Meet their responsibilities as members of staff; and
Set a personal example.

PRODUCTION AND RESOURCE MANAGER

The Production and Resource Manager is responsible for:

Ensuring the company complies with current health and safety legislation
Implementing safe systems of practice in the premises and ensuring that these are communicated to staff and users.
Ensuring the safety of the building for staff and public use.
Carrying out risk assessments including a fire risk assessment of the building and implementing the procedures identified
Undertaking or arranging the testing of portable electrical equipment;
Ensuring, with the designer of each project or production, that set, props and costumes comply with Health and Safety regulations;
Undertaking, maintaining and reviewing records of risk assessments of activities and spaces used by GLYPT;
Ensuring that assessments have been undertaken on all substances considered hazardous to health as required by the Control of Substance Hazardous to Health Regulations 1995 (COSHH) and that the safety requirements, deemed necessary by the assessments, are complied with by all users of the substances;
Ensuring that any new substances added to GLYPT's inventory are assessed for COSHH;
Ensuring that contractors employed meet the same standard of health and safety criteria as GLYPT's activities;
Maintaining the records of testing and other registers as required by regulations and GLYPT's Codes of Practice;
Liaising with the appropriate Authorities to ensure that they and their staff are aware of health and safety developments in their field of expertise;
Carrying out of regular inspections and submitting reports on their findings to the Management Team;

Ensuring action is taken to rectify any health and safety concerns as a result of inspections and other discovered risks;
Arranging for staff training and information;
Passing on health and safety information received to appropriate people;
Acting on reports from above or below within the hierarchy;
Meeting their responsibilities as members of staff; and
Setting a personal example.

ALL STAFF

It is the responsibility of **all staff** to:

Be familiar with GLYPT's safety policy and his/her responsibilities under the policy as a member of staff;

Understand his/her responsibilities under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 ;

Have knowledge of his/her responsibilities under other relevant Health and Safety legislation having an effect on GLYPT's activities;

Be familiar with the agreed Health and Safety Codes of Practice relating to GLYPT's activities;

Carry out safety inspections and risk assessments on all the activities within his/her sphere of operation;

Identify any training needs within their normal areas;

All employees have the responsibility to co-operate with managers to achieve a healthy and safe working environment and to take reasonable care of themselves and others;

Any employee, supervisor or manager noticing a health or safety problem should act immediately to rectify it, if possible. If they cannot do this they should immediately inform the Health and Safety Officer or appropriate member of the Management Team.

OFFICE ARRANGEMENTS

GLYPT ensures that all office equipment is in safe and good working condition and well-maintained.

GLYPT abides by government regulations controlling the use of computer equipment in the workplace.

All employees should be equipped with the appropriate safeguards for their needs as follows:

Suitable workstations

Correct seating

Appropriate lighting

Sufficient leg room

Allowed and encouraged to take regular breaks

Necessary training and development

Screen guards and wrist rests available if required

PRODUCTION PROCEDURES

The Designer and Production Manager are jointly responsible for ensuring that touring set and

costumes comply with Health and Safety regulations. A Health and Safety Audit and risk assessment must be drawn up in writing for each production and reviewed at each production meeting.

Production Employees are responsible for overseeing their own personal protective equipment and should inform Management of any hazardous job, outside of normal requirements in the production period.

No employee can be asked to undertake work for which they are not qualified such as work with electrical equipment.

The Production Manager will ensure that all employees are trained sufficiently so that they can carry out their work safely. Touring teams are to be given guidance on lifting.

The Production Manager is to ensure that all electrical equipment is P.A.T. tested annually and checked before being taken out on tour.

The Company Stage manager of each performing company is responsible for Health and Safety procedures in the rehearsal room and for the Health and Safety of performers while out on tour.

Working at Height

Work at height in the theatre must only be undertaken using appropriate access equipment. This is either the extendable ladder or the tallelescope. This equipment must only be used by persons trained in its safe use and following the current health and safety legislation and safety guidelines. There must always be another person present when any person is working at height.

FIRST AID/ACCIDENTS AT WORK

First Aid boxes and accident books are located in the downstairs outer office space and provided for Touring Companies, rehearsal rooms and workshops where appropriate. As most workshops take place within community centres or schools, only very basic supplies are provided, for providing the most quick and convenient assistance, on the assumption that these institutions will have their own First Aid boxes. It is the responsibility of all staff when using the equipment to let the First Aider or appointed person know when supplies need to be replaced.

Any accident should be reported immediately to the General Manager, Production and Resource Manager or Company Stage Manager, or other nominated person as appropriate. Accidents should be recorded in the accident book and records kept as required by HSE guidelines on data protection.

The First Aider or Appointed Person will:

Maintain the First Aid facilities within GLYPT, ensuring that only the authorised items are available;

Undertake first aid duties as necessary in case of accidents to any person at GLYPT or any other activity with which they are involved;

Ensure that, where necessary, emergency treatment or assistance is obtained for any person in need;

The Management Team will assume responsibilities of the Appointed Person in the absence of a Nominated First Aider;
Inform any parent or guardian of an accident or incident to their child or charge;
Co-ordinate the investigation and reporting of accidents and administer accident records for GLYPT;
Make the reports necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
Inform members of staff of the need to complete the statutory accident book (form BI510) which will be kept readily accessible at all reasonable times for the injured person or someone acting on their behalf;
Analyse accident reports to determine if there are any areas or activities of particular concern which are shown to be of particular concern

Safety advisers/ Consultants

The main functions of health and safety advisers/consultants, if required, are:
Establishing timetables and methodology for health and safety audit;
Carrying out health and safety audits;
Advising on health and safety policy revisions;
Assisting in the implementation of the safety policy;
Helping in investigations;
Advising on monitoring procedures.

LONE WORKERS

There will be occasions when a member of staff has to work alone in the Tramshed. This may be production or technical staff in the Theatre or staff working alone in the office out of hours or due to absence of other colleagues through illness, working off site or holiday.

In the case of a person working alone e.g. in the theatre, while other staff are present in the building, the lone worker must make sure that colleagues are aware of his/her presence and activities and follow risk assessments for those activities.

Working on ladders or tallscope should not be undertaken by a lone worker.

Working with electrical equipment or construction work, must only be done by persons trained to use such equipment and the worker must notify a manager or colleague of the work they are doing.

Contact should be maintained with other staff in the building via phone or radio.

A member of staff working alone anywhere in the premises must ensure that a line manager or other nominated colleague is aware that they are in the building alone, and how long they expect to be there.

All fire exits must be unlocked and care taken that the main entrance magnetic lock is engaged.

The main door should only be unlocked using the release button beside the door so that the caller can be seen and the door secured afterwards.

The lone worker must be trained in emergency procedures and familiar with the layout of the building.

On leaving the building, the person working alone should phone the nominated contact to let

them know they are no longer on the premises. The nominated contact should be told when to expect this call and if it not received, make contact with the lone worker.

FIRE SAFETY

General Information

It is essential that all members of staff know the fire and evacuation procedures in case of emergency.

At The Tramshed (see also separate Fire Risk Assessment)

In the event of a fire drill or in the event of any fire, the following procedures must be undertaken:

On hearing the fire alarm, all employees immediately stop work that is being done. Employees are responsible for alerting other members of staff immediately. If hearing impaired personnel are present, whatever means practicable, other than shouting, should be used to alert them. If young people or other visitors are present, staff should escort them to the muster points in a calm and orderly fashion. Refer to fire action details posted in the building; leave by the quickest safe route and assemble at muster point as directed.

Any staff member discovering a fire should immediately inform the General Manager or other member of the Management Team who will immediately inform the Fire Brigade. All personnel should then follow fire action instructions.

If it is safe to do so fireproof cabinets containing confidential documents should be closed as should windows and doors as each room is cleared.

The General Manager, or the most senior person present, is responsible for ensuring that the offices have been evacuated.

The location of any gas cylinders or other potentially dangerous equipment or substances should be known and the Senior Fire Officer informed on their arrival.

Staff should not assume that the entrance they use to enter the building is the most appropriate exit.

If it is safe to do so, trained staff may attempt to fight the fire but only if it is limited in size using the fire fighting equipment but only after calling for assistance and warning those in the area.

Staff should only use the extinguishers if confident and instructed on the safe use of fire extinguishers and if they know the appropriate extinguisher to use on a small containable fire.

Staff must not place themselves in danger and should stay between the fire and a Fire Exit.

Before any firefighting is undertaken all young people, visitors and other staff must have been

evacuated.

Staff must not return to the building until informed that the building is safe by the Person in Charge

Staff, young people and visitors should not leave the site until they have reported to the Person in Charge and obtained permission.

On hearing the fire alarm all external telephone calls should be discontinued and no new calls, other than by the person reporting the fire or other authorised person, be made.

If it is safe to do so staff with mobile phones should take them with them in case they are needed for communication purposes.

Staff away from their normal place of work should leave the building and report to the muster point.

At other sites used by GLYPT

Staff should familiarise themselves with the escape routes from any premises used by GLYPT and refer to individual site risk assessments and fire procedures posted on those premises.

If a fire alarm sounds during a Youth Arts Workshop, staff should immediately evacuate themselves and all young people in their care as directed by the fire action procedures posted. Support workers should take the registers with them in order to call a roll after evacuation, provided it is safe to do so.

If an alarm sounds at a rehearsal or performance venue it is the responsibility of the Stage Manager to ensure safe evacuation of GLYPT personnel and visitors.

If a member of GLYPT staff discovers a fire at a venue being used for workshops, performance or rehearsal, they should immediately inform colleagues and arrange evacuation according to fire action procedures in place. They should also inform the management of the building and/or raise the alarm as appropriate.

BOMB THREATS

Introduction

During times of heightened tension and increased terrorist activity information that a bomb has been placed on the premises may be received.

In most cases the call will be a malicious or childish hoax but any call must, until proved otherwise, be taken in all seriousness.

The decision on the authenticity of the call may only be taken by the appropriate authority, the Police.

Action by Person Answering the Telephone

On receiving a bomb warning telephone call, the person answering the telephone should try to

obtain as much information as possible. This may require an act on their part to encourage the caller to continue talking.

The telephonist should make notes of the information obtained and try to establish if, in their opinion, the call is genuine.

Notes should be made of any background noises, eg. is there any laughter or childish noises?

The Management Team or the most Senior Person on site should be informed immediately.

Action by the Management Team and others.

The Person in Charge will inform the Police. Due to the danger of explosive devices being placed outside the building in evacuation areas the evacuation procedure should not be initiated at this stage unless there is strong suspicion that a package or other object in the building may be dangerous.

After discussion with the Police a decision can be made to evacuate or initiate a search for any suspicious packages or objects.

Staff may be informed by word of mouth or the public address system if available, of the emergency situation and be asked to search their area of work for any suspicious packages.

Staff should report the results of searches to the person in charge who will have taken up station in the control area (Reception office) designated in the Fire Evacuation Procedure for them to receive information.

Under no circumstances should any suspicious object or package be touched or moved.

Staff should not congregate in groups or stand round a suspicious package.

They should move away and inform their supervisor and others in the vicinity.

REACTIVE MONITORING OF ACCIDENTS AND DANGEROUS OCCURRENCES

Reactive monitoring looks at incidents, accidents, and occupational ill health through the investigation and analysis of statistics.

It includes investigating complaints.

Obviously all accidents involving injury need to be investigated. However, it has been shown that there is a relationship between events involving minor or no injury and those involving major injuries.

Only a small proportion of accidents result in harm, but the personal element makes it a priority to investigate injury accidents.

It has been found that the severity of injury is a poor indicator of risk and it is more important to

consider the potential of the incident rather than the actual outcome.

It is essential that staff are encouraged to report near misses.

Much information may be obtained from the investigation of near misses.

A culture of 'no blame' should be encouraged where staff are able to report an unsafe act or situation knowing that no blame will be attached.

A positive action for improvement should be initiated.

(It may be appropriate for the office staff to make reports, keep records and analyse accident trends.)

Jane Mackintosh

ProductionManager