

Health and Safety Policy



This policy outlines the Society's policy on health and safety. This policy has been put in place by the group members and will be regularly reviewed. It may be amended at any time.

▶▶ General Statement of Intent

GOODROW PRODUCTION'S believes that excellence in the management of health and safety is an essential element within the Society. People are the most important asset to GOODROW PRODUCTION'S and the Society is totally committed to ensuring their health, safety and welfare at all times.

From a legal perspective, GOODROW PRODUCTION'S is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Society will strive to go beyond the requirements of legislation.

The Society is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our activities;
- To consult with our members on matters affecting their Health & Safety;
- To provide and maintain safe systems of work and equipment;
- To ensure safe handling and use of hazardous substances;
- To provide information, instruction and supervision for all society members, subcontractors, and general theatre staff;
- To ensure all society members, sub-contractors, and general theatre staff are competent to do their tasks, and to give them adequate training;
- To prevent accidents;
- To maintain safe and healthy working conditions;
- To provide a safe environment for audience members and visitors that attend our productions; and
- To review and revise this policy at regular intervals.

► Organisation

Overall responsibility for health and safety is that of: The Trustees.

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

→ The Management Committee

→ Duties of Society Members

All society members and volunteers are required to:

- Co-operate with the Society Trustees and Management Committee on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to an appropriate members of the Management Committee.

Non-compliance with health and safety rules and procedures may result in disciplinary proceedings.

►► Arrangements for Implementation

All society policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, the society will carry out risk assessments of all actions or omissions that present a risk to its members or others persons directly or indirectly involved for example audience members and sub-contractors. These risk assessments will be carried out in line with NODA SAFE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

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A member of the Management Committee

Approval for the required action to remove or control risks will be given by the: The Management Committee

Risk Assessments will be kept in:

→ The appropriate GOODROW PRODUCTION'S shared folder and made available on the GOODROW PRODUCTION'S website

→ **Production File**

→ The society operates a documented health and safety production file provided by our health and safety consultants, NODA SAFE, who are our competent advisers on all aspects of health and safety.

The health and safety management system is the responsibility of: A nominated person

Consultation and briefing of Society Members

→ The society will consult and brief its members on health and safety in accordance with our commitment to the safe running of our activities.

Consultation with Society Members will take place: Via email from time to time.

Briefing with Society Members will take place at:

→ The first rehearsal of each production, and at the beginning of every workshop, trip or ad hoc activity.

→ **Safe Use of Equipment & Materials**

The society will ensure that all equipment & materials are suitable and without risks to health and safety, in accordance with the societies commitment to providing the safe running of activities.

Responsibility for identifying all equipment & materials needing maintenance is that of:

The Properties and Premises Managers or Stage Manager

Any problems with equipment & materials should be reported to: The Properties and Premises Managers or Stage Manager **Responsibility**

→ **for checking that new equipment & materials meets health and safety standards before it is purchased is that of:** The Management

→ Committee

Safe Handling and Use of Potentially Hazardous Substances

The society will assess and control health risks from exposure to hazardous substances. Only approved products will be used in our productions.

Responsibility for identifying all hazardous substances that need assessing: The Properties and Premises Managers



Hazardous Substance Assessments will be carried out by: The Properties and Premises Managers

Approval for the required action to remove or control risks will be given by: The Management Committee

Hazardous Substance Assessments will be kept in: The appropriate



GOODROW PRODUCTION'S shared folder



Accidents, First Aid and Work Related Ill-Health



The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from the activity or a member of the public / student being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the Accident Book. In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is as follows:

- Care for injured person(s) including contacting emergency where necessary
- Control hazards/secure accident site, if safe to do so
- Notification of the incident to NODA Safe, who will advise of appropriate action to take.
- Investigate promptly

First aid boxes are available from

The activity leader (and at productions the Stage Manager and Front of House Manager)



A list of first aiders attending the activity will be held by

The activity leader (and at productions the Stage Manager and Front of House Manager)

All accidents and work related ill-health are recorded in the accident book, which is held by

The activity leader

Responsibility for reporting accidents, diseases and dangerous occurrences to NODA

➔ **Safe is that of:**

The Management Committee

Monitoring

➔ To check our activity conditions, and ensure our safe working practices are being followed, we will:

Undertake pre-activity checks

➔

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of: The activity leader

➔

Escape routes are checked by/every:

By the activity leader (and at production by the Stage Manager and Front of House Manager before audience members are permitted onto the premises)

In the event of an emergency person(s) responsible for roll call and giving any

➔

necessary information to the fire officer are:

The activity leader (or at productions the Stage Manager)

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Visitors

➔ The society acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its activities - this includes visitors to Society premises i.e. audience members and contractors.

In particular adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.

Policy Management

Date adopted	19 th February 2016
Date for review by Board	18 th February 2017
Person responsible for policy implementation and queries	Ian Bowley

