

### **POLICY STATEMENT**

It is our aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and volunteers, and to provide information, instruction and supervision as is needed for this purpose.

We also accept our responsibility to minimise the risks to other people who may be affected by our activities such as visitors, audience members and those attending classes. We have both public and employers liability insurance.

The Seagull Lowestoft Community Interest Company ('the Organisation'), actively seeks support from all staff and volunteers, in achieving the objectives of this Health and Safety Policy ("the Policy").

The Policy will be kept up to date as required and reviewed annually.

Risk assessments, procedures and Health & Safety Executive booklets are held in the Theatre Office and can be accessed at any time.

### **A. Day to day health and safety responsibilities:**

1. The Directors are ultimately responsible for health and safety matters – Des Reynolds has agreed to take prime responsibility. The Theatre Technical Manager is responsible for day to day health and safety matters relating to the premises at The Seagull, Morton Road, Lowestoft. ("the premises"). When a performance is on in the Theatre, the House Manager has responsibility for informing volunteers and actors of their responsibilities in case of emergency and would coordinate an evacuation.
2. The Directors are responsible for ensuring that risk assessments are carried out by a competent person, copies of which should be forwarded to the Theatre Technical Manager and kept in the theatre office.
3. Any staff and volunteers that choose to work from home are responsible for all day to day health and safety matters relating to their home working and should carry out workstation risk assessments, copies of which should be forwarded to the Theatre Manager.
4. Staff and volunteers working away from the theatre building/touring need to follow this Policy.
5. It is the duty of all employees and volunteers while at work:-
  - To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
  - To co-operate with team leaders and the manager to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
  - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
6. Any abuse of health and safety responsibilities by an employee or volunteer may lead to disciplinary proceedings being taken against him/her.

## B. Monitoring the Health and Safety Policy

The Directors are responsible for checking the Policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged
- Employees and volunteers are working to health and safety rules
- Employees and volunteers are safety conscious

## C. Cleaner

The self employed cleaner is responsible for his/her own health and safety procedures and is required to carry out COSHH assessments on all hazardous substances used and notify these to the Theatre Manager. All substances must be kept locked in the cleaning cupboard.

## D. General safety and conduct of employees and volunteers

Employees and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. The Health and Safety Policy is a document that must be read, understood and implemented by all employees. Staff and volunteers must not promote or participate in any activity that is likely to result in an accident or injury.

**Risk Assessments:** Risk Assessments have been carried out throughout the building and assessment records are all available for inspection in the theatre office. Risk assessments will be carried out for each theatre production managed by the Seagull team. Visiting groups and theatre companies should carry out their own risk assessments for the activity they carry out.

**Accidents:** If an accident occurs it is the injured person's responsibility to notify the Theatre Manager, and/or Office Volunteer who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Directors.

**Lone Working:** We recognise that employees, volunteers and the cleaner will often be working alone in part of the building. In this situation take extra care to ensure doors are locked and not to undertake any task that would usually be done with two people. If an emergency situation occurs telephone 999 (9 for outside line). Notify Ian Fosten (01502) 562 768 or Karen Read 07538 990112 as soon as possible.

**First Aid:** The First Aid boxes are located in the theatre workshop and behind the bar on the ground floor, and in the theatre office on the second floor. Signs are displayed.

**Safety Training:** All staff and volunteers are given induction training relating to evacuation procedures, accident procedures and availability of first aid. Other training is carried out according to need.

**Communication:** Health and Safety is an agenda item for all Directors meetings which are normally held every month. Staff and volunteers are encouraged to raise any matter of concern with the Theatre Manager or Directors at any time.

**Smoking:** Smoking is not allowed in any part of the theatre building. Smoking is permitted outside the premises - ensure the area is left clear and safe.

**Fire Precautions:** Fire drills are carried out at least annually. Following evacuation all staff and volunteers should report to the assembly point, which is by the sign and car park exit on Morton road. The Office Volunteers will co-ordinate the fire drills.

The fire alarm is located by the Box Office and is tested each Tuesday at 12 noon by the Office Volunteers. They also carry out monthly visual checks on all fire extinguishers. All fire extinguishers are serviced annually by Lowestoft Fire, or other qualified contractor. All drills checks and annual servicing are recorded in the Fire Log Book and kept by the Box Office.

**Personal Protective Equipment :** No personal protective equipment is considered necessary on a day to day basis. A risk assessment will be carried out for each activity and PPE will be used necessary.

**Electrical Safety:** Relevant portable electrical appliances are checked and PAT tested as directed by the Health and Safety Executive. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition.

**Vehicle Safety :** Never drive or operate a vehicle on the Organisation's business unless you are authorised to do so and hold the appropriate licence and business insurance.

**Manual Handling:** The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no employee or volunteer is expected to lift over 25kg without assistance. If in doubt, then wait until you can seek advice and get help to lift safely.

**Display Screen Equipment :** Staff and volunteers using display screen equipment for long periods should take regular breaks and ensure that they are sitting comfortably to reduce the risk of strains. Regular and prolonged users of the VDU are entitled to a free eye test if requested.

**Hazardous Substances:** In general, the cleaner is the only person who uses hazardous substances and these are kept in a locked cupboard. The cleaner is responsible for risk assessment of the substances.

From time to time Seagull led theatrical performances will use hazardous substances. In this case a separate assessment will be made and filed in the office and box office.

**Venue Rental:** Those hiring space in the building will receive Health and Safety information relating to the Seagull and are expected to adhere to this.

**Good Working Practices:**

- Staff and volunteers and visitors will record their arrival and departure in the daily log maintained in the office, so that at all times the persons on the premises can be ascertained in the event of an emergency. Groups renting part of the building will be responsible for recording details of all members of their group.
- Keep all passageways clear of obstructions
- Do not obstruct any Fire Exit
- Keep all electrical leads tidy and ensure that they do not form an obstruction
- When alone in the theatre building ensure that the entrance doors are closed and secure. Do not work at height whilst working alone or undertake any task that would normally be done with two or more people.
- Staff and volunteers travelling to other premises on Seagull business should make sure others in the office are aware of their movements.
- Staff and volunteers responsible for booking other venues/theatres must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992.
- The last person out of the theatre building at any time should check that everything that needs to be switched off has been, that all external doors and windows are locked and all internal doors closed. A list of things to remember is in the theatre office.

Des Reynolds

Reviewed November 2015

Note: With thanks to SAVO for providing a model policy