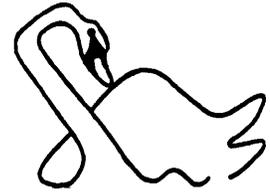


The Swan Theatre Company

HEALTH & SAFETY POLICY



1. INTRODUCTION

The Swan Theatre Company is committed to high standards in Health and Safety. In particular the Company will:

- provide adequate control of the health and safety risks arising from its work activities;
- maintain safe and healthy working conditions;
- ensure the safe maintenance of plant and equipment;
- provide a safe environment for its members, patrons and audiences;
- provide information, instruction and supervision for members;
- strive to prevent accidents;
- review this policy annually and revise as necessary.

2. RESPONSIBILITIES

The **Committee** is responsible for ensuring the implementation of the Health & Safety Policy by monitoring and reviewing the work of the Facilities Manager, who is responsible for the management of Health and Safety.

The **Facilities Manager** is responsible for:

- ensuring risk assessments are completed in both technical and audience areas;
- ensuring that there are regular inspections of the theatre;
- ensuring equipment is checked by competent individuals as required;
- ensuring that the agreed Fire Policy and procedures are carried out;
- providing appropriate protective equipment and encouraging its use;
- investigating accidents, and reporting accidents to the committee where appropriate;
- advising the committee on any changes to policy or procedures;
- ensuring the Health and Safety Policy and practices are reviewed on an annual basis;
- monitoring and advising other roles which have specific Health and Safety responsibilities.

The **Theatre Manager** is responsible for the safety and wellbeing of the audience and FOH/Bar staff on a show night. Only Members who have received the necessary training are permitted to carry out this role.

The **Stage Manager** is responsible for the safety and wellbeing of cast and crew during rehearsals and show nights and should identify all production specific risks and produce a production specific risk assessment to complement the general risk assessment. When the Stage Manager is not present the **Director** will be responsible.

The **Lead Set Builder** is responsible for the safety and wellbeing of everyone involved in construction or painting of the set, and in dismantling it on get out.

All **Swan Theatre Full Members** have a responsibility to:

- co-operate with the above roles on Health and Safety matters;
- make themselves aware of escape routes from the theatre;
- make themselves aware of the location of the First Aid box and the accident book kept therein;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own safety;
- report all health and safety concerns to the Facilities Manager.

3. RISK ASSESSMENTS

Effective risk assessment is a central part of creating a safe working environment. It involves the careful examination of the theatre to identify anything which could cause harm to individuals and ensures that sufficient precautions have been taken to prevent harm. The aim is to reduce risk and prevent accidents. The five steps to effective risk assessment are:

1. Identify the hazard – ignore the trivial and concentrate on the significant.
2. Decide who might be harmed and how.
3. Assess the risk and whether existing precautions are adequate. Assess whether the hazard can be removed, or the risk reduced. If the risk is high, stop that activity.
4. Record the findings on the risk assessment forms.
5. Review the assessments at least annually.

If further action is required resulting from a risk assessment, this will be organised by the Facilities Manager. Section 4 of the Health and Safety Log holds the general risk assessment which covers all routine activity in the Theatre. The Stage Manager for each production shall produce a production specific risk assessment that will complement the general risk assessment, covering any additional risks that are present due to the nature of that production. The production specific risk assessment should be read and signed all members of the production and held in section 4 of the Health and Safety Log.

4. SAFE PLANT AND EQUIPMENT

The Facilities Manager is responsible for arranging inspection of all buildings and fixed equipment including:

- electrical and heating installations, including all stage lighting and lanterns;
- hot water boilers;
- bar equipment;
- kitchen equipment;
- portable electrical appliances.

Responsibility for repair and improvement of issues identified will depend upon the nature of the problem and will be decided on by the Facilities Manager.

5. ACCIDENTS AND FIRST AID

All accidents to members, patrons or the public will be recorded in the accident book. This will be kept in the first aid box which is stored behind the Box Office desk.

6 EMERGENCY PROCEDURES – FIRE AND EVACUATION

The Facilities Manager is responsible for ensuring a fire risk assessment is undertaken.

The implementation of findings from a fire risk assessment will be the responsibility of the Committee, advised by the Facilities Manager. Fire extinguishers will be checked annually.

7. COMPETENCY FOR TASKS AND TRAINING

The Facilities Manager will require a high degree of competency in Health and Safety and the theatre company will make training available where appropriate.

The Committee will ensure that those taking any of the other safety-critical roles have been properly trained and inducted for their role.

8. MONITORING

There will be a regular review of all Health and Safety matters by the Committee, in conjunction with the Facilities Manager.