



# HEALTH AND SAFETY POLICY

## Policy Overview

Tin Shed Theatre Co is committed to protecting the health and safety of all its team including volunteers, artists, contractors and all others with whom our work brings us into contact.

The company's policy is to provide and maintain safe systems of work for all those working for or on behalf of the company and to provide members of the volunteer team with such information, training and supervision as they need in order to maintain these safe systems.

The company recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by adopting this Health and Safety Policy.

This Policy will be reviewed annually or more frequently if there are significant changes to our work practice. Separate Risk Assessment and Method Statements will be provided on a project to project basis.

The company believes in cooperation and consultation with all artists/volunteers and it is essential that all artists/volunteers are made aware of their responsibilities.

Action may be taken under the company's disciplinary procedure for failure to comply with this Health and Safety procedure.

## Structure and Responsibilities

### Company Stage Manager and Company Creative Producer

The CSM and CCP shall be responsible for the effective implementation of the company's Health and Safety Policy. They shall be kept informed of all incidents or accidents relating to this policy and take action to prevent reoccurrence. They shall regularly inspect the sites to check that Health and Safety measures are being maintained and Health and Safety practices are being followed. They shall instruct volunteers precisely and clearly on their duties with regard to Health and Safety. They shall be responsible for ensuring that outside contractors, freelancers, artistes etc. are aware of this Policy and produce suitable risk assessments for their work.

### Volunteers/Artists/Management

All Volunteers/Artists/Management must make themselves fully aware of the company's Health and Safety Policy and RAMS when applicable, to this end:

Shall observe and promote all safety rules at all times.

Familiarise themselves with the evacuation procedure and nearest emergency exits.

Report any accident or dangerous occurrence to the Company Stage Manager.

Shall not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.

Volunteers shall not make any repairs or carry out maintenance work of any description unless authorised to do so. Professionals may do so once Risk Assessing the work.

Shall comply with all hazard warning signs and notices displayed on the premises.

Must not obstruct any fire escape route, fire equipment or fire doors.

Must report to the Company Manager any medical condition, which could affect the safety of themselves or others.

Professionals must provide Risk Assessments to the Company Stage Manager, covering the area of their activity. This includes Technical Manager and Designers/Riggers

### Communication

Management will keep Volunteers/Artists/Management informed of any changes that are made to this Fire Safety procedures and Fire Risk Assessment. Management will also ensure that all contractors, hirers and the like are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

### Procedures

Management have introduced the following procedures in order to maintain high standards of fire safety: All escape routes will be clearly signed and kept free from obstructions at all times.

All fire-related equipment will be regularly serviced and maintained. If any volunteer/Professional notices defective or missing equipment, they must report it immediately to

the CSM.

This Policy forms part of every Volunteers/ Artists/Management involvement. Failure to comply may be treated as a disciplinary matter.

### COVID-19

Tin Shed Theatre Co. are committed to working within the safe guidelines set out by the Welsh Government with regards to Covid-19. We will endeavour to give all employees and volunteers the most up to date information that can be provided. The Company Stage Manager will assist with any enquiries with regards to protocols and expectations of any persons working with the company. It must be shared with the CSM if you are vulnerable to the symptoms of Covid-19 (this does not affect your right to work with us but ensures that we are putting in the safe and correct measures).

### Procedures In The Event Of A Fire

On discovering a fire investigate the source and cause of the suspected fire.

If you feel that it is safe to do so, attempt to extinguish any small fire using the equipment provided but DO NOT put yourself at any personal risk. If you find yourself using more than one extinguisher or are incapable of fighting the fire, if it is impossible or unsafe to extinguish the fire promptly raise the alarm.

Alert those in your immediate vicinity and immediately activate the fire alarm. (Alarms will be shown once on site) Dial 999 and notify the Emergency Services.

If it is a false alarm or the fire has been extinguished, there is no need to activate the alarm, notify Emergency Services or evacuate the premises. Any false alarm or successful extinguishing of a fire must be reported to the CSM immediately.

#### Fire Extinguishers

There are three types of Fire Extinguisher that can be used; these being Co2 (Carbon Dioxide), Water and Foam. Locations of fire extinguishers will be provided on every new site.

CO2 fire extinguishers are suitable only for use on flammable liquid fires and fire involving electrical equipment; stage lighting, fuses,

computers etc.

Water and Foam Extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment.

#### Fire Alarm

Fire evacuation alarm and route will be shared with the full team when onsite.

The Fire Assembly points will be provided in individual Event Plans/RAMS.

Should we need to evacuate a site we must ensure that we assist with the efficient evacuation of the site, paying particular attention to wheelchair users, the elderly or infirm and observing the following:

Remain calm and logical at all times during the evacuation.

Continue with the evacuation even if the alarm stops.

Do not collect personal belongings and encourage patrons to do the same.

Do not run and encourage patrons to do the same.

Do not re-enter the site/buildings until instructed to do so by the Fire Services or CSM and ensure that patrons do the same.

### Your Safety

The safety of Volunteers/Artists/Management, including members of the public, is paramount and at no time should any unnecessary risk be taken.

### First Aid

Any accident or injury that occurs no matter how minor, must be reported to the CSM who will complete an Accident / Injury Report Form. First Aid boxes will be provided and location will be shared when on site.

All First Aid boxes will be monitored to ensure that they are correctly stocked, listing the contents in each box. Management will be responsible for maintaining First Aid boxes and provisions.

Unless trained and qualified, First Aid must not be administered to Patrons by a Volunteer. All accidents and injuries to Patrons must be reported to the CSM and it is the responsibility of the CSM to decide whether an ambulance is necessary.

## General Workplace Safety and Training

TSTC recognises that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training volunteers in the correct usage of equipment. As freelancers, Artists are required to be up-to-date on training and this must be provided by themselves as part of their freelancer contracts. When working alongside volunteers it is the artist's responsibility to ensure that they are kept safe.

## Drug and Alcohol Policy

TSTC operates a no tolerance approach to the use of illegal drugs. If anyone is found to be in the possession of illegal substances or suspected to be under the influence of either drugs or alcohol whilst on premises, they will be asked to leave immediately and an investigation will commence, in line with the Theatre's Disciplinary Procedure.

## Smoke Free Policy

This policy has been developed to protect all volunteers, patrons and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of the company that all our workplaces are smoke free and that all volunteers have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

This policy applies to all volunteers, visitors or patrons.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## Work Related Stress Policy

Stress can affect anyone and is not a sign of weakness. The company recognises that work-related stress can damage the mental and physical health of its volunteers/Artists (and anyone working with the company) and that

stress is a Health and Safety issue which must be taken seriously by the organisation.

### TSTC will work to:

- Identify all workplace stressors and conduct risk assessments to eliminate or control the risks from stress. These risks will be regularly reviewed.
- Provide training for all managers and supervisory staff in good management practices if required. Ensure good two-way communication between themselves and their team.
- Ensure that bullying and harassment is not tolerated within their area of responsibility. Monitor working hours to ensure that the team is not overloaded or overworking.
- Ensure the team has adequate opportunities for rest, meals and refreshments.
- Attend training as requested in good practice and Health and Safety.
- Ensure lone workers are provided with effective supervision and support.
- Encourage a culture where stress is not regarded as a weakness.

## Workplace Security

Always ask people to identify themselves before allowing access to any unknown persons into any restricted area.

TSTC recommends that valuables are not brought onto the premises or working site as the company does not accept responsibility for any personal loss of money or valuables.

## Special Groups at Risk

### Young Persons

Management of Health and Safety at work Regulations 1999 specify requirements on volunteers who have not yet reached the age of 18. These requirements include:

Taking particular account of certain specified factors when carrying out or reviewing risk assessments.

A Risk Assessment is carried out before the young person begins work.

Do not allow the young person to complete certain tasks if the Risk Assessment identifies a significant risk which cannot be eliminated. In a case where the young person is a child:

A further requirement is to provide specified information to parents/guardians.

### **New and Expectant Mothers**

The law requires volunteers to identify any specific risks in the workplace that could pose a Health or Safety risk to new and expectant mothers. It is then required that all identified safety hazards and risks are taken care of and removed by the Theatre.

TSTC will follow all expectations of the above special groups to ensure the safety and protection of its volunteers, patrons and visitors.

### **Working at Height**

TSTC recognises that nominated and approved volunteers may be required to work at height using equipment provided by the company.

The company is aware that one of the major causes of injury is falls from height. It will therefore review any work from height before it occurs. RAMS must be provided by the professional conducting the work at height.

The person deemed in charge of operation in hand is responsible for ensuring that:

The equipment provided for their use is suitable for use and carries the appropriate certification both for its authenticity and serviceability.

Volunteers/Artists/Management have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations.

That access to the working area is denied to non-approved personnel.

That the equipment whether owned by the company or hired in meets the minimum requirements as laid down in the respective British or European Standard.

Appropriate PPE must be worn at all times whenever anybody is working at height.

### **Workplace Health & Safety Guidance**

Here is some general workplace Health and Safety guidance which you are expected to follow:

On spotting a hazard which you are able to remove safely and without additional specialist skills, do so immediately. e.g. simple trip hazards caused by boxes or other

obstructions in corridors, small spillages. Be vigilant about these sorts of easily removable hazards. Slippery floor surfaces are particularly dangerous.

You should never stand on chairs, desks etc. using only an approved ladder to reach objects at height.

You should never attempt to fix anything they are not qualified to fix or remove hazards that they are not qualified to remove. This includes electrical work, plumbing, woodwork etc.

Light bulbs and smoke detector batteries should be replaced by the Technical Manager.

If you find that a piece of equipment is faulty, the CSM or Manager must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as 'Out Of Order'. This is especially important if the Manager is not immediately available. If found during a performance, this information should be included in the Show Report.

Ensure that all lights and non-essential electronic equipment is switched off and all doors and windows are closed at the end of an event.

Only lift heavy or awkward items when you are familiar with the recommended manual handling procedures.

All team members should use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous. This includes the use of some cleaning fluids, e.g. bleach.

### **Working with members of the public**

TSTC and all who work with them must remain polite and calm in all dealings with members of the public.

All should ensure that they are well informed by keeping up to date with production information – a volunteer may need to describe a show or name the actors, for example.

We must listen carefully to any complaints and take all complaints seriously.

We should ensure that we know who to refer specific complaints to and if that person is not available, take as many details as possible rather than trying to deal with the complaint themselves (name, address, phone number, full details of the complaint).

Never give out information that you are not completely certain of or are not authorised to give out. This includes information on future productions which have not yet been published.

All team members should make their own judgement as to what is urgent and contact appropriate persons if necessary. If by telephone, such calls must always be done in private, not in front of Patrons.

## Insurance

TSTC has a comprehensive insurance cover for all its activities. Our public liability insurance certificate is available on request. Freelancers equipment and belongings are not covered under TSTC insurance.

## Risk Assessments

The purpose of Risk Assessments is to enable decisions to be made on the need for action and the priority of action required in terms of eliminating hazards, reducing hazards at the source or controlling exposure to hazards. TSTC will actively use formal Risk Assessments, making sure they are carried out and reviewed when working conditions, locations or practices change.

*If you have any questions or concerns about Health and Safety at any point do not hesitate to discuss these with Theatre Management.*

**NAME:** Georgina Harris (Creative Producer)  
**CONTACT DETAILS:** 07921366038  
**DATE:** 16/01/2023

**DIGITAL SIGNATURE:** 

**Signed on behalf of the board of directors by Naomi Underwood**  
**NAME:** Naomi Underwood (Board Member for Tin Shed Theatre CIC)  
**CONTACT DETAILS:** 07713756713  
**DATE:** 16/01/2023

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