

# Louth Playgoers Society Limited



## **Policy Title – Health and Safety**

### **Purpose**

The Louth Playgoers Society Ltd. believes that excellence in the management of health and safety is an essential element within its theatrical productions – a good health and safety record goes hand in hand with excellence in performance.

People are the most important asset to this society, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From a legal perspective, the society is committed to ensuring that it complies with all relevant health and safety 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 theatrical, production and artistic activities;
- To consult with our Society staff and volunteers 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 volunteers, sub-contractors, and general theatre staff;
- To ensure all volunteers, 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.

### Policy Governance

The following table identifies who is accountable, responsible, informed or consulted with in regard to this policy.

- Responsible – the person(s) responsible for developing the policy
- Accountable – the person who has ultimate accountability and authority for the policy
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment
- Informed – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	The Chairman of the Board
<b>Accountable</b>	The Board
<b>Consulted</b>	Theatre Manager
<b>Informed</b>	All Volunteers and employees

### Overall responsibility for health and safety is that of:

The Society Trustees / Board

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

Theatre Manager

### Duties of Volunteers and Theatre staff

All staff and volunteers are required to:

- Co-operate with the Society's Trustees / 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 the Theatre Manager.

**Non-compliance with health and safety rules and procedures can result in staff/volunteers being asked to appear before the committee to explain their actions, and where necessary the committee reserves the right to ask them to leave the society where deemed appropriate.**

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

## **1. 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 employees, volunteers 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:

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

**Risk assessments will be undertaken by:**

- Stage Manager

**Approval for the required action to remove or control risks will be given by the:**

- The Society's Board

**Risk Assessments will be kept in:**

- The Management Office

## **2. Consultation with Volunteers and Employees**

The society will consult with its volunteers and employees in accordance with our commitment to the safe running of our theatrical, production and artistic activities

**Consultation with volunteers and employees will be provided in:**

- Pre-Production Meetings
- Management Meetings
- Sub Committee meetings

## **3. Safe Use of Production Equipment & Materials**

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

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

- Theatre Stage Manager

**Any problems with production equipment & materials should be reported to:**

- Theatre Stage Manager

**Responsibility for checking that new production equipment & materials meet health and safety standards before it is purchased is that of:**

- Theatre Stage Manager

#### **4. 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:**

- Theatre/Stage Manager

**Hazardous Substance Assessments will be carried out by:**

- Theatre/Stage Manager

**Approval for the required action to remove or control risks will be given by:**

- Theatre/Stage Manager

**Hazardous Substance Assessments will be kept in:**

- Management Office

## **5. 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 production 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 services where necessary
- Control hazards/secure accident site, if safe to do so
- Notification of the incident to HSE if required, who will advise of appropriate action to take.
- Investigate promptly

**First aid box(es) is/are kept in:**

- Workshop
- Office
- Box Office
- Kitchen

The Theatre Manager will review the contents of each First Aid box on a monthly basis.

**The appointed person(s)/ first aider(s) is/are:**

- Theatre Management will appoint a First Aider on a show by show basis and will be communicated if required.

**All accidents and work related ill-health are recorded in the accident book, which is kept in:**

- Box Office

**Responsibility for reporting accidents, diseases and dangerous occurrences to the HSE is that of:**

- Theatre Manager

## **6. Monitoring**

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

- Undertake pre-production checks. These will be carried out by the Stage Manager of the production and Number one Front of House volunteer.

## **7. 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:**

- Theatre Manager

**Escape routes are checked by/every:**

- Stage Manager daily and prior to audience members being permitted onto the premises. These will be carried out by the Stage Manager of the production and Number one Front of House volunteer.

**In the event of an emergency person(s) responsible for roll call and giving any necessary information to the fire officer are:**

- The Show Stage Manager

## **8. 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 theatrical, production and artistic 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.