

HEALTH & SAFETY POLICY

A company member is defined as any employee, freelancer, volunteer, work placement individual or board member of Attic Theatre Company (London) Ltd.

Attic is committed to protecting the health and safety of its company members and all others with whom our work brings us into contact.

Company members equally have a duty to exercise personal responsibility and do everything to prevent injury to themselves and others by working safely and efficiently.

The company's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide company members with such information, training and supervision as they need for this purpose.

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

The policy will be reviewed annually or more frequently if work practices etc. change.

The final overall responsibility for the safety and well-being of company members rests with the Board of Trustees, but the day to day management of the policy has been delegated as detailed below. All company members are made aware of their own responsibilities. The company believes that co-operation and consultation with all company members are essential.

A copy of the policy statement is made available to each company member and forms part of their induction and contract. Copies of the full policy are available from the General Manager.

Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.

It is a requirement of this policy that the status and operation of Health and Safety operated by venues with whom the company enter into a contract relationship is adequate in the view of the Production or Senior staff manager representing the Company at the Venue.

DIVISION OF RESPONSIBILITIES

BOARD OF TRUSTEES

Final responsibility rests with the Board of Trustees as the employer. Their responsibilities include:

- To discuss and adopt the Health and Safety policy.
- To discuss Health and Safety issues at a Board meeting at least once a year.
- To receive and discuss written reports of near misses, defects and accidents.

GENERAL MANAGER

The Trustees nominate the General Manager as the Health & Safety Officer for the Company with day to day responsibility for ensuring that this policy is put into practice by:

- Overseeing the implementation of health and safety policy issues by all company members.
- Be aware and take appropriate action in response to new Health & Safety legislation
- Providing first aid kits and accident/incident books.
- Producing and distributing the health and safety policy statement to all company members.
- With the Production Manager/Stage Management to provide information on manual handling for all company members to whom this relates.
- Ensuring that all equipment used in the office is inspected, maintained, in good working

order, is fit for its purpose and used only by persons competent to do so.

- With the General Manager to ensure that the premises comply with the Workplace regulations, the Offices Shops and Railway Premises Act and other legislation on temperature, ventilation etc.
- To carry out and record risk assessments for the office, which will be reported to the General Manager. Action required to remove/control risks will be approved by the Artistic Director.
- Ensuring that action required to remove/control risks is implemented.
- Supported by the Artistic Director, keeping up to date with employer responsibilities on health and safety.
- Supported by the Artistic Director, answering questions from company members and consulting with them about the policy and related matters.
- Supported by the Artistic Director, providing induction to company members in Health and Safety matters.
- With the Artistic Director and Production Manager/Stage Management/Freelance Practitioners, receiving reports from other company members on accidents, near misses and defects and to report these to the Board of Trustees. To report any relevant incidents to the necessary authorities (under RIDDOR).
- Training - ensure relevant staff are trained in matters which relate to Health and Safety eg LX rigging, lifting and handling.
- Ensure all staff and contractors are aware that the Library and offices is a non-smoking building.

THE ARTISTIC DIRECTOR

The Trustees nominate the Artistic Director as the Health & Safety Officer for the Company in rehearsals, production and any activity outside of the main office. They hold day to day responsibility for ensuring that this policy is put into practice by:

- Supporting the General Manager by ensuring health and safety standards are maintained/improved.
- Supporting the General Manager in keeping up to date with employer responsibilities and in providing induction to company members in health and safety matters.
- Keeping Health and Safety on the agenda for production meetings and tour meetings and ensuring that relevant production risk assessments and safe working practices are undertaken, supported by the Production Manager, General Manager, Stage Management and/or Freelance Practitioners.

THE PRODUCTION MANAGER/STAGE MANAGEMENT

The Production Manager and Stage Management supports the Artistic Director in their implementation of the Health & Safety Policy by all Company members by

- Carrying out and recording production-related risk assessments for each work area, activity and/or company member and reporting these to the Artistic Director/General Manager.
- Action required to remove/control risks will be approved by the Artistic Director/General Manager.
- Ensuring that action required to remove/control risks is implemented.
- Ensuring that all company members are provided with the necessary information on Health and Safety matters, in particular about substances (including COSHH assessments), plant and equipment with which they come into contact.
- Ensuring that all electrical equipment is maintained in good working order and tested regularly under the Portable Appliance Testing (PAT) regulations and such testing recorded.
- Ensuring that productions comply with the regulations regarding fireproofing, the use of firearms, special effects e.g. laser and strobe, and safety and licensing requirements on the use of children and animals.
- Ensuring that all hand and power tools and ladders in use on tour are suitable for use, and used only by persons competent to use them.
- Ensuring the safe storage, handling, and transport of any dangerous substances used.
- Ensuring productions and projects comply with regulations regarding working at height eg aerialists, set construction, LX rigging and focussing.
- Being aware of safe limits on noise levels and providing any necessary checks on work processes, and personal protective equipment if needed.

- Ensuring that first aid boxes (provided by the General Manager) are available in the rehearsal room and on tour.
- Liaising with the venues visited to ensure safe working practices, and the safety of audiences for the company's work.
- Supervising and where necessary training any other workers, including work placements, volunteers etc as necessary on production-related Health and Safety issues.
- Discussing with freelancers, especially designers and makers, health and safety issues on design, working practices, substances etc.
- Putting safety on the agenda in Production meetings.

ALL COMPANY MEMBERS (EMPLOYEES, FREELANCERS, VOLUNTEERS, WORK PLACEMENT INDIVIDUALS & TRUSTEES)

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To use protective equipment provided and follow safety instructions given.
- To co-operate fully with other company members in the operation of the Health and Safety policy.
- Not to interfere with or misuse anything provided in the interests of health and safety.
- To report any danger, defect, accident or near miss to either the Artistic Director, General Manager or Production Manager/Stage Manager.
- To follow procedures for fire, first aid, hazardous substances, security and the use of equipment.

ARRANGEMENTS

THE BASICS

In the office the following will be displayed clearly:

- First aid box
- Employer's Liability Insurance certificate
- The poster "Health and Safety Law: What you should know"
- Fire Fighting equipment
- Fire Exit Sign

ACCIDENTS

IN THE OFFICE:

- All accidents must be reported and noted in the accident and incident book
- The person responsible for the First Aid Box is the General Manager
- The person responsible for the accident and incident book is the General Manager.

ON TOUR/IN REHEARSALS:

- All accidents must be reported and noted in the accident and incident book.
- The person responsible for the First Aid box and Accident book will be appointed by the Artistic Director prior to or on the first day of activity commencement.
- When the company numbers five or more, an appointed person for First Aid will be selected. This person will have either completed an appropriate First Aid course, or will be asked to attend one.

FIRE PROCEDURES

IN THE OFFICE:

- The General Manager is responsible for visually checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms on a daily basis.
- All fire exits in the office must be unobstructed at all times.
- All new workers shall be made aware of the arrangements for fire safety as part of induction.

ON TOUR/IN REHEARSALS:

- Company members will be provided with a risk assessment checklist to complete when working away from the office base. This will include making all company members aware of fire procedures specific to the venue and accommodation, and will be completed before activity commences.

- The Artistic Director may delegate responsibility of Fire Safety to Stage Management or Production Management during the rehearsal process and assign a designated Fire Officer throughout the duration of the activity.

ARRANGEMENTS FOR TOURING:

The Artistic Director will ensure that:

ON THE FIRST DAY OF REHEARSALS:

- A Health and Safety Representative is appointed within the company whose responsibility it is to liaise with and receive advice from the Artistic Director, Production Manager, Stage Manager and/or General Manager.
- A First Aid box and an Accidents and Incidents Book are provided.

PRIOR TO TOUR COMMENCEMENT:

- Risk assessments and appropriate safe working practices have been completed by the Production Manager/Stage Manager for company activities.
- The above have been read out and made clear to all.
- Any other Health and Safety issues specific to that project have been dealt with clearly to all.
- The Health and Safety Representative is happy to continue in that role and deal with any areas of concern that they raise.

DURING THE TOUR:

- Health and Safety is placed on the agenda for all tour meetings.
- The Appointed Health and Safety Representative is asked to liaise and inform the Artistic Director and/or General Manager on the following issues:
- Touring first aid box is kept fully supplied
- Usage of Accident and Incident book
- Reporting any 'near-misses'.
- Equipment failures and the general state of repair of all equipment.
- Any and all Health and Safety issues as they arise
- Touring company's adherence to Attic's Health and Safety Policy.

MONITORING AND REVIEW

- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at Tour Meetings and De-briefs.
- Accidents and Incidents will be reported to the Board of Trustees.
- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at the Board of Trustees annually.