

Making Theatre Gaining Skills C.I.C.

Health & Safety Policy

The overall aim of our Health and Safety Policy is to ensure, so far as is reasonably possible, the health, safety and welfare of employees, non-employees and anyone else who may be affected by our activities. **It should be reviewed in conjunction with our Health and Safety handbook.**

Making Theatre Gaining Skills C.I.C. recognise their duties under **The Health and Safety at Work Act 1974**, European regulations and professional requirements. This is demonstrated by complying with current legislation and adherence to best practice and through identifying and controlling risks.

This policy has been devised following consultation with freelance colleagues and professional umbrella bodies in order to encourage commitment and ensure we meet our aim and objectives as stated below:

The company will, so far as is reasonably possible:

1. Put arrangements and resources in place to effectively manage health and safety aimed at continually improving standards and business function.
2. Review the policy at planned intervals to identify any changes that affects the business function and revise as necessary.
3. Plan and implement a risk assessment programme in order to manage risks.
4. Provide appropriate information, instruction, training and supervision.
5. Maintain a safe and healthy working environment.
6. Reduce the risk of injury and ill health by providing suitable and sufficient safety equipment.
7. Operate an accident reporting and recording system which includes investigating, analysing and preventing recurrence of all types of accident.
8. Provide first aid facilities which are adequate and appropriate to the level of risk.
9. Ensure procedures are in place to identify all types of emergencies and provide suitable safety measures.
10. Provide and maintain safe equipment and safe systems of work.
11. Prevent injuries resulting from moving and handling by assessing activities.
12. Manage situations of conflict associated with internal and external customers.
13. Identify causes of stress, minimise risks and provide ongoing support.
14. Consider the safety of all persons who are working alone.
15. Have effective consultation and communication methods in place which encourages the participation of all persons and provides opportunities to raise issues or concerns and develop safe working practices.
16. Identify and agree the duties and responsibilities of everyone.
17. Understanding of and agreement to the policy is required.
18. This statement is displayed to provide information for all interested parties.

Employer: Hilary Strong (Director) Making Theatre Gaining Skills C.I.C.
Accountable for Management, Co-ordinators, Employees and Non-Employees

- Assume overall responsibility for health and safety.
- Devise and implement a health and safety management system.
- Overall and final responsibility for preparing, implementing, monitoring, reviewing and revising the policy.
- Understand and keep up to date with the main requirements of legislation and its application to small-scale theatre production activities.
- Keep up to date with requirements for professional standards.
- Allocate sufficient and appropriate resources to manage health and safety.
- Demonstrate commitment and carry out safe working practices to provide direction for others.
- Monitor and manage performance and behaviour of employees and non-employees in line with the policy.
- Identify training needs, provide relevant training and maintain training records.
- Ensure the safe use and maintenance of all equipment.
- Ensure all accidents are recorded, investigated and acted upon.
- Ensure agreed methods of working are complied with.

Employees accountable to: Employer (Making Theatre Gaining Skills C.I.C.)

- Carry out all activities in line with the Health and Safety policy.
- Report unsafe acts and conditions.
- Use and maintain personal safety equipment/clothing.
- Use equipment and materials instructed in a safe manner.
- Only undertake activities which you are trained and competent to carry out.
- Always behave in a way which does not put yourself or others at risk.
- Take reasonable care for yourself and others who may be affected.
- Assist with inducting new members of staff.
- Assist in accident reporting, investigation and prevention.
- Identify and report any hazardous situations, defective equipment and take immediate action to minimise the risk of injury.