
Health and Safety Policy

This is the statement of general policy and arrangements for:

FREEWHEELERS THEATRE AND MEDIA LTD

The General Manager has overall and final responsibility for Health and Safety.

The Health and Safety Co-ordinator has the day-to-day responsibility of ensuring this policy is put into practice:

Governing regulations: Health and Safety at Work regulations 1999 and updates as they are published.

STATEMENT OF GENERAL POLICY

To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

Responsibility: **General Manager**

Action/Arrangements:

Relevant risk assessments will be carried out and actions arising out of those assessments implemented. (Risk assessments will be reviewed whenever working habits or conditions change.)

Clear instructions and information, and adequate training, to ensure employees are competent to do their work.

Responsibility: **Health and Safety Coordinator**

Action/Arrangements:

Staff, volunteers and subcontractors will be given health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment.

The Company will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.

The Company will engage and consult with employees and volunteers on day-to-day health and safety conditions.

Health and Safety publicity materials will be prominently displayed.

Responsibility: **General Manager**
Health and Safety Coordinator
All staff
Bridge Centre Manager

Action/Arrangements:

Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Maintain signage, ensuring that the following are prominently visible:

HSE A3 Health and Safety poster.*

Action to be taken in case of fire.*

Details of the Freewheelers first aiders.

Details of the Freewheelers fire wardens.

Freewheelers statement of health and safety.

**This may be already in place by the building's management*

Publish emergency procedures – evacuation in case of fire or other significant incident.

Responsibility

General Manager

Action/Arrangements:

Escape routes will be well signed and kept clear at all times.

Evacuation plans will be tested from time to time (at least once a term) and updated as necessary.

The Company will ensure that fire risk assessments are up to date.

The Company will maintain safe and healthy working conditions.

The Company will provide and maintain plant, equipment and machinery, and ensure safe storage/use of hazardous substances.

Responsibility

Health and Safety Coordinator

Action/Arrangements:

Toilets, washing facilities and drinking water will be provided.

A system will be in place for routine inspections and testing of equipment and machinery, and for ensuring that action is promptly taken to address any defects.

END OF POLICY

Next review Jul 2020

Health and Safety Risk Assessment

Introduction

This Risk Assessment should be used in conjunction with the Company’s Health and Safety Policy.

Objectives

To ensure that possible health and safety issues are identified and appropriate action is taken to deal with them in a timely manner.

Risk Review Schedule

This assessment shall be reviewed every six months or sooner if new risks become known.

Risks Identified and Assessed

Electrical

Probability	Low
Likely Scenario	Injury or death caused by electric shock.
Mitigation	Regular PAT testing of all high (mains) voltage equipment, repairing if possible. Otherwise destroying failed items. No high voltage equipment to be used without the appropriate, in-date, test label attached. Regular monitoring of all equipment in use, including personal equipment.
Responsibilities	Assistant Health and Safety Co-ordinator.

Falling objects

Probability	Medium
Likely Scenario	High mounted fixtures become detached. Objects in storage cupboards fall from shelves.
Mitigation	Periodic checks of fixtures. Avoid heavy objects being stored on high shelves.
Responsibilities	Health and Safety Co-ordinator.

Fire

See separate policy.

Fittings and Fixtures

Probability	Low
Likely Scenario	Injury caused by collision with fixed objects.
Mitigation	Ensure that potential hazard are clearly marked with safety tape. Remove obstacles if possible.
Responsibilities	Health and Safety Co-ordinator.

Hazardous substances

Probability	Medium
Likely Scenario	Injury caused by contact with cleaning agents etc.
Mitigation	Cleaning materials to be kept in a secure cupboard. (No member of the Company handles these).
Responsibilities	Health and Safety Co-ordinator

Manual handling

Probability	Medium
Likely Scenario	Injury or strain to the lower back caused by incorrect handling of heavy objects.
Mitigation	Conduct informal training in manual handling. Display posters on storage cupboard doors.
Responsibilities	Health and Safety Co-ordinator

Mobility aids

Probability	Low
Likely Scenario	Injury caused by tripping over mobility aids, Assistance dog leads, feet run over by wheelchairs or trapped within the wheel spokes.
Mitigation	Briefing of visitors on interaction with mobility aids. Specific briefing during inductions.
Responsibilities	Health and Safety Co-ordinator.

Noise

Probability	High
Likely Scenario	Unpredictable reactions to sudden loud noises.
Mitigation	Studio doors to be kept closed to minimise noise in the foyer area. Staff and volunteers to be made aware of the likely impact on various individuals and how to handle the situation.
Responsibilities	Health and Safety Co-ordinator

Pests

Probability	Low
Likely Scenario	Illness caused by contact with rodents, cockroaches, bugs, etc.
Mitigation	Professional company called to deal with the problem.
Responsibilities	Bridge Centre Manager.

Scalds and burns

Probability	Medium
Likely Scenario	Injury from hot surfaces (i.e. Cooker) or hot water (kettle, water boiler, etc.)
Mitigation	Staff to monitor kitchen at busy times and ask people to leave if it is over crowded. Switch cooker, hob and any water boiling equipment off at the wall isolator when not in use.
Responsibilities	Health and Safety Co-ordinator.

Snow and Icing Conditions

See separate policy.

Spillages or Water Leaks

Probability	Medium
Likely Scenario	Injury caused by slipping on spilt liquids or leaks.
Mitigation	Ensure that spillages are cleaned up immediately. Leaks are identified and action taken to have the cause repaired as soon as is practical. Place 'Wet Floor' signs as appropriate.

Responsibilities All Staff

Trips and Entanglement

Probability Low

Likely Scenario Injury caused by tripping over temporary equipment, flooring, cables etc.

Mitigation Wherever possible, equipment such as tripods, speakers, etc should be placed outside the main movement areas. Floor mats should be held in place with tape. Cables to be routed around the outside of the room or taped to the floor where this is not possible. No cables are to be laid across entrance doors.

Responsibilities Health and Safety Co-ordinator.

Vulnerable participants

Probability Low

Likely Scenario Vulnerable persons may be at greater risk from a range of hazard issues.

Mitigation All staff & volunteers must be DBS checked. Vulnerable people should work in groups under supervision. Staff should be trained on management of Epilepsy episodes and mental health issues. See specialist policies on Vulnerable Adults and Child Protection.

Responsibilities All staff

Vulnerable participants leaving the building

Probability High

Likely Scenario Vulnerable persons leaving the building unsupervised may injure themselves or become disoriented.

Mitigation 'STOP!' signs placed on entrances and exits at head height. At least one staff member, volunteer or parent present in each room a member is in at all times. Regular reminders to staff, volunteers and members.

Responsibilities All staff

Working alone

Probability	Medium
Likely Scenario	An accident occurs where the individual may not be able to summon assistance.
Mitigation	At least two people to be on site at all times.
Responsibilities	Health and Safety Co-ordinator.

Working at height

Probability	Medium
Likely Scenario	Injury caused by falling from ladders etc.
Mitigation	Use of ladders discouraged in favour of step ladders. Use of chairs, tables etc to gain height discouraged. Where a ladder is essential, it must be manned at the foot. Professionals hired to work at height in theatres.
Responsibilities	Health and Safety Co-ordinator.

END OF ASSESSMENT

Next review Jul 2020
