

Centrestage Productions

**YOUTH
THEATRE**

Document Reference Number:

CPYT/007

Health and Safety Policy

Prepared by: Mike Mullen

Approved by: Trustees

Effective from: 14th Nov 2024

Date: 14th Nov 2024

Review date: Nov 2025

Policy Review / Change History

Version	Date of Review	Description of change	Approved
1.0	9 th November 2023	New Policy	
2.0	14 th November 2023	Change of contact email address at foot of policy. Change of title from The Arch Chair to Facilities Manager Change of personnel from Louise Harris-Scott to Scott Hadley Change of Facilities Manager email address.	

1. INTRODUCTION

Centrestage Productions Youth Theatre (CPYT) is committed to high standards in Health and Safety. In particular CPYT will:

- Provide adequate control of the health and safety risks arising from its work activities.
- Maintain safe and healthy working conditions.
- Ensure the safe maintenance of plant and equipment.
- Provide a safe environment for its members, patrons and audiences.
- Provide information, instruction and supervision for members.
- Strive to prevent accidents.
- Review this policy annually and revise as necessary.

2. ORGANISATION OF HEALTH AND SAFETY

The trustees of Centrestage Productions Youth Theatre have overall responsibility for Health and Safety at The Arch. The person delegated by the trustees to have day to day responsibility for the implementation of this policy is **The Facilities Manager**

Name – Scott Hadley

Position – Facilities Manager

Telephone – 023 8025 1037

Email – cpytfacilitiesmanager@gmail.com

3. RESPONSIBILITIES

The **Management Committee** is responsible for ensuring the implementation of the Health & Safety Policy by monitoring and reviewing the work of The Arch Chair, who is responsible for the management of Health and Safety.

The **Facilities Manager** is responsible for:

- Ensuring risk assessments are completed in both technical and audience areas.
- Ensuring that there are regular inspections of the theatre.
- Ensuring equipment is checked by competent individuals as required.
- Ensuring that the agreed Fire Policy and procedures are carried out.
- Providing appropriate protective equipment and encouraging its use.
- Investigating accidents, and reporting accidents to the committee where appropriate.
- Advising the committee on any changes to policy or procedures.
- Ensuring the Health and Safety Policy and practices are reviewed on an annual basis.
- Monitoring and advising other roles which have specific Health and Safety responsibilities.

The **CPYT Chair** is responsible for the safety and wellbeing of the audience and FOH/Bar staff on a show night. Only members who have received the necessary training are permitted to carry out this role.

The **Stage Manager** is responsible for the safety and wellbeing of the crew during rehearsals and show nights and should identify all production specific risks and produce a production specific risk assessment to complement the general risk assessment. When the Stage Manager is not present the **Director** will be responsible.

The **Designated Safeguarding Lead (DSL)** is responsible for the safety and wellbeing of the cast during rehearsals and show nights, when the DSL isn't available the Deputy DSL or Appointed Person will be responsible.

The **Lead Set Builder** is responsible for the safety and wellbeing of everyone involved in construction or painting of the set, and in dismantling it on get out.

All **CPYT Members** have a responsibility to:

- Cooperate with the above roles on Health and Safety matters.
- Make themselves aware of escape routes from the building.
- Make themselves aware of the location of the First Aid box and the accident book.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own safety.
- Report all health and safety concerns to The Facilities Manager.

It is the duty of all employees, volunteers, hirers, and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage, or other situation with which might cause injury and cannot be rectified immediately they should inform the person above as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

- First Aid Box: Ann Pawley
- Reporting of accidents: Mike Mullen
- Fire precautions and checks: Scott Hadley
- Training in use of hazardous substances and equipment: Mike Mullen
- Risk Assessment and Inspections: Scott Hadley
- Information to contractors: Scott Hadley
- Information to hirers: Scott Hadley
- Insurance: Mike Mullen

A plan of The Arch is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box and stop cock is located on the notice board.

4. RISK ASSESSMENTS

Effective risk assessment is a central part of creating a safe working environment. It involves the careful examination of the theatre to identify anything which could cause harm to individuals and ensures that sufficient precautions have been taken to prevent harm. The aim is to reduce risk and prevent accidents. The five steps to effective risk assessment are:

1. Identify the hazard – ignore the trivial and concentrate on the significant.
2. Decide who might be harmed and how.
3. Assess the risk and whether existing precautions are adequate. Assess whether the hazard can be removed, or the risk reduced. If the risk is high, stop that activity.
4. Record the findings on the risk assessment forms.
5. Review the assessments at least annually.

If further action is required resulting from a risk assessment, this will be organised by The Facilities Manager. The Director and/or Stage Manager for each production shall produce a production specific risk assessment that will complement the general risk assessment, covering any additional risks that are present due to the nature of that production. The production specific risk assessment should be read and signed by all members of the production.

5. SAFE PREMISES AND EQUIPMENT

The Facilities Manager is responsible for arranging inspection of all buildings and fixed equipment including:

- electrical and heating installations, including all stage lighting and lanterns.
- hot water boilers.
- bar equipment.
- kitchen equipment.
- portable electrical appliances.

Responsibility for repair and improvement of issues identified will depend upon the nature of the problem and will be decided on by The Facilities Manager and The Arch Committee.

6. ACCIDENTS AND FIRST AID

All accidents to members, patrons or the public will be recorded in the accident book. This will be kept with the first aid box which is stored by the office.

7. EMERGENCY PROCEDURES – FIRE AND EVACUATION

A trustee with responsibility for testing the fire risk assessment is Scott Hadley

The Facilities Manager is responsible for ensuring a fire risk assessment is undertaken.

The implementation of findings from a fire risk assessment will be the responsibility of The Arch Committee, advised by The Facilities Manager

Fire extinguishers and air conditioning units will be checked annually.

Company hired to maintain and service fire extinguishers –

Name: Resmar Limited

Address: Fitzherbert Road, Adec House, Farlington, Portsmouth, Hampshire, PO6 1RU.

Tel No: 023 9221 5700

Location of Service Record: Notice board in porch.

9. PROCEDURE IN CASE OF ACCIDENTS

The location of the nearest hospital Accident and Emergency/Casualty department is:

- **Winchester Accident and Emergency**
- **Southampton General Hospital Accident and Emergency**

The location and telephone number for the nearest doctors surgery is:

- **The Knightwood Surgery: 023 8074 3400**

The First Aid Box is located outside the Office.

The person responsible for keeping this up-to-date is; Ann Pawley

The accident book is kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Trustee responsible, who is: Scott Hadley

The person responsible for completing RIDDOR forms and reporting accidents is Scott Hadley

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs, or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5m high.
- Unintended collapse of a building under construction or alteration, or of a wall or floor.
- Explosion or fire.

8. SAFETY RULES

- All hirers will be expected to read the whole of the hall hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be shown the location of the accident book and health and safety information.
- It is the intention of the Management Committee to comply with all health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- Employees, volunteers, hirers, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Committee with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.
- The Management Committee have carried out risk assessments. The following practices must be followed in order to minimise risks.
 - Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
 - Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property and portable electrical appliance which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs).
- Do not stack more than seven chairs.
- Do not allow children into the kitchen area except under close supervision . Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.

8. COMPETENCY FOR TASKS AND TRAINING

The Facilities Manager will require a high degree of competency in Health and Safety and CPYT will make training available where appropriate.

The Arch Committee will ensure that those taking any of the other safety-critical roles have been properly trained and inducted for their role.

9. INSURANCE

Name of Insurer – NODA underwritten by Ansvar

Address: Affinity House, Bindon Road, Taunton, TA 2 6AA

Policy Number: CPP2367871

Date of Renewal: 03/11/2024

10. MONITORING

The Management Committee will review this policy annually.

Those with responsibility for aspects of health and safety will report to the Management Committee to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive (see section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority.
- The local Environmental Health department.

Signed:  Chair