

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Now in a Minute Theatre

Our health and safety policy is to:

- prevent accidents to employers/ volunteers and work related ill health.
- abiding my health and safety regulations in working environments (schools, venues), including clear knowledge of evacuation procedure and responsibility- provide clear and well informed training on health and safety issues when working and then using the venues/school's personal policy to amend and add detail to this.
- provide a safe and well maintained equipment during work.
- ensure safe handling of such equipment including electric and motorised equipment.
- to review and revise this policy regularly

Signed

Ella Rides

Print name

10/09/2019

Date

10/11/2019

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Ella Rides (Trustee)

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

Stage manager (assigned for each section of performance)

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Ella Rides and Stage manager - Risk assessment, safety, consulting employees and volunteers, accidents, first aid and work related ill health.

Ella Rides - monitoring and revising policy, accident and ill health investigation, emergency procedures, fire and evacuation.

Stage manager - maintaining equipment, providing imenant information, information, training and supervision of employers and volunteers.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- We will complete risk assessments prior to employers or volunteers starting work.
- We will edit and review risk assessments when working environment (venues) change.

Training

- Prior to work starting with new employers or volunteers they will be given health and safety inductions and we will provide appropriate training. (E.g lighting or heavy lifting and wiring equipment).
- Stage management will be on site during transitioning and get in and get outs to overview so no need for staff to work remotely.

Consultation

- We will provide an open and safe environment for concerns and comments from staff to be raised
- Anything reported will be noted and if appropriate, it will be formally amended on documents at the review.

Evacuation

- We will ensure that fire and evacuation escape routes, in the working environment, are kept clear and do not block any signs at any times.
- All staff will be aware of evacuation lanes in different venues.