



## HEALTH AND SAFETY POLICY

The Rep Theatre Project 'theRTproject' recognises its moral and legal health and safety responsibilities and the following sections of this policy detail how these responsibilities will be met. In addition to this 'theRTproject' aims to adopt the Plan, Do, Check, Act approach to managing health and safety:

Using a 'Plan-Do-Check-Act' model, the **Senior Management** require all areas of our organisation to embrace and promote sensible, proactive, and positive risk management. To help achieve this, the following must be a minimum that is carried out and followed:

Area		Action required
Plan	Policy	Provide and keep up to date policies and procedures to help reduce risks.
Do	Risk profile	Identify hazards and carry out risk assessments to devise risk reduction measures.
	Organise	Ensure competent personnel are identified, and trained, to help reduce risks.
	Implement	Ensure the risk assessment process is a 'live' document, kept constantly under review.
Check	Measure	Carry out regular documented workplace reviews/checks.
	Investigate	Record all accidents, incidents and near miss events to aim to avoid reoccurrences.
Act	Review	Regularly review and assess arrangements to evaluate their effectiveness.
	Learn	Ensure any recommendations from the reviews are acted upon.

Everyone has a health and safety responsibility and each individual is asked to:

- Co-operate on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take care of their own health and safety and that of others
- Report any health and safety concerns as soon as possible

**Senior Management** will endeavour to provide sufficient resources to enable this policy to be a success. This at times may include working with external advisers to provide practical advice, guidance and support.

## **1. Management Responsibilities**

### **Chief Operating Officer**

The **COO** has overall responsibility for the implementation of 'theRTproject's' policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

### **Senior Managers**

These managers are wholly accountable to the **Chief Operating Officer** for the implementation and monitoring of the policy within the area of their specified responsibility.

### **Appointed Safety Officer**

The **Safety Officer**, is responsible for coordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- The production and maintenance of the Company's policy and ensuring that 'theRTproject's' Guidelines are consistent with policy
- The monitoring and reporting on the effectiveness of the policy
- The provision of general advice regarding legislation and compliance
- The identification of health and safety training needs. The **Safety Officer** also acts on behalf of the **Chief Operating Officer**, as the 'theRTproject's' formal link with the Environment Health Departments and other external agencies.
- The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services.

## **2. Health and Safety Management Process**

The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The implementation of the Health and Safety at Work Act, associated Codes of Practice and other relevant directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

If unpredictable health and safety issues arise during the year, the **Chief Operating Officer** must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

### **3. Health, Safety and Welfare Guidelines**

It is the policy of 'theRTproject' to require the **Director** to produce appropriate risk assessments and guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the **Senior Management Team** to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

### **4. Annual Audit and Regular Risk Assessments**

It is the policy of 'theRTproject' to require a thorough examination of Health and Safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
- departmental guidelines
- relevant regulations
- environmental factors
- staff attitudes
- staff instructions
- methods of work
- contingency plans
- recording and provision of information about accidents and hazards and the assessment of risk

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the **Chief Operating Officer** and will be carried out by the **Safety Officer**. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the Core Staff Members to carry out regular checks of areas they are responsible for and to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Core Staff Members have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when and where necessary

## **5. Safety Representatives**

'theRTproject' will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant **Director**. They may also formally report hazardous or unsafe circumstances to their line manager and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **6. Records, Statistics and Monitoring**

'theRTproject' will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the **Safety Officer**, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the **Chief Operating Officer**.

## **7. Reports to the Health and Safety Executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive, shall rest with the Chief Operating Officer as delegated to the Safety Officer.

## **8. Specialist Advisory Bodies**

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by

the **COO** from expert individuals or bodies outside the 'theRTproject'.

## **9. The Occupational Health Service**

It is the policy of 'theRTproject' to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals. Any issues or concerns highlighted will be actioned accordingly working in partnership with the Occupational Health advice and guidance.

## **10. First Aid**

It is the policy of 'theRTproject' to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1981). The **Safety Officer** is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **11. Fire**

The **Chief Operating Officer** is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all 'theRTproject' premises. The **Chief Operating Officer** delegates these responsibilities to the fire officers in ensuring that they carry out their required roles accordingly in the event of any evacuation of the premises. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **12. Food Hygiene**

Those Staff members who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the **Safety Officer**.

## **13. Lifting and Handling**

Managers are responsible for informing staff of safe lifting techniques. The **Safety Officer** will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

## **14. Non-Smoking on Company Premises**

'theRTproject's policy is that there will be no smoking in its buildings and the no smoking policy adhered to. The overall aim is to reduce smoking and so save life, reduce risk of fire,

prevent unnecessary illness and chronic disability. These rules also extend to e- cigarettes / vaping.

### **15.Control of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations (COSHH) require 'theRTproject' to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. 'theRTproject' must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The **Safety Officer** is responsible for implementing these Regulations.

### **16.Control of Working Time**

'theRTproject' is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances such as within a production schedule. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

### **17.Health and Safety and the Individual Employee**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself/herself and of other persons who may be affected by his acts or omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility alongside, 'theRTproject' for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

### **18.People Working on the Site Premises Not Employed by 'theRTproject'**

Persons working on or within 'theRTproject' premises who are employed by other organisations are expected to follow 'theRTproject' Health and Safety Policies with regard to the safety of employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

### **19.Visitors and Members of the Public**

'theRTproject' wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to their establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their **Safety Officer** and **Chief Operating Officer**. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

## **20. Contractors**

'theRTproject' wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in 'theRTproject's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a **Director** will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether to invite the Contractor to tender again.

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