



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY HEALTH AND SAFETY POLICY

<i>Date Ratified:</i>	<i>12 July 2017</i>
<i>Frequency of Review</i>	<i>Every two years</i>
<i>Next Review Date:</i>	<i>July 2019</i>

Standing on the Shoulders of Giants Theatre Company Ltd is committed to protecting the health and safety of its employees, freelancers and all others with whom our work brings us into contact. The Company strives to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.

The Company recognises its responsibilities under the Health and Safety at Work Act and related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety Policy. The duties of the Company are set out in Appendix A.

The Policy will be reviewed every 3 years, or sooner if working practices change.

The final responsibility for the safety and well-being of staff rests with the Board of Directors, but the day to day management of the policy rests with the Company's regular staff and, where delegated, to freelance or temporary staff employed for productions.

The Office

It is the Administrator's responsibility to ensure that each member of staff or freelancer is aware of, and executes, their responsibility for Health and Safety issues. However, the Artistic Director is responsible for Health and Safety issues in the Company's permanent office base. Each new member of staff who will be based in the office will be given an induction by the Artistic Director in usage of office equipment and other Health and Safety issues pertaining to the office.

Rehearsals/Production

For touring productions, it is the Production Manager's responsibility, once instructed and informed by the Administrator, to oversee and ensure Health and Safety Issues relating to the production and its staff, including Stage Management, during the production and rehearsal period. This includes ensuring that the set, props and costumes conform to all necessary regulations (including fire-proofing etc) and overseeing their correct usage by cast and production staff; identifying any potential risks in use by cast and Stage Management and providing necessary training where appropriate.

On Tour

Once on tour, a member of the Stage Management team will have responsibility for Health and Safety matters and will be the point of contact between venues on tour and the touring company (including actors), with responsibility for liaising with the venues and being aware of the venue's own Health and Safety Policy. The set, props and costumes should be handled with the training given initially by the Production Manager. Any problems which cannot be



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dealt with by the designated Stage Manager should be reported to the Production Manager in the first instance and, ultimately, to the Administrator.

Transport

Full training will be given to each member of the Stage Management team required to drive any transport containing set, costumes, props etc. Training will also be given in the loading/unloading of any transport of set, props and costumes by the Production Manager.

Accidents

The Company keeps two accident books, one for use on tour, and one for use in the office. All accidents must be logged in the appropriate book and a full account of the circumstances given to the Administrator and Production Manager. It is the Administrator's ultimate responsibility to initiate any action which must be taken as a result of the accident, or to ensure that the appropriate action takes place.

Responsibilities of each individual staff member

- To take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts or omissions;
- To use protective equipment if provided and follow safety instructions given;
- To co-operate with other staff members and the company in the implementation of health and safety procedures;
- Not to interfere with or misuse anything provided in the interests of health and safety;
- To report any danger, defect, accident or near miss to the general manager;
- To follow given training and procedures for fire; first aid; hazardous substances; security and the use of equipment.



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APPENDIX A

Standing on the Shoulders of Giants Theatre Company Ltd Health and Safety Duties

This note summarises the main duties of employers under Health and Safety legislation. It is not intended to provide a comprehensive statement of the law. The duties covered apply to all members who are employers (even if they are not building-based). Self-employed members should note that many of the duties also apply to them.

You are reminded that failure to carry out your health and safety duties could be a criminal offence.

You must do the following:

- Have a written Health and Safety policy if you employ five or more people. This must:
 - State your general policy on health and safety;
 - Describe the organisation for carrying out your policy, e.g. set out which individuals (e.g. General Manager, Production Manager, etc.) are responsible for implementation of the policy in specific areas of your business;
 - Describe the arrangements for carrying out your policy, e.g. arrangements for identifying and avoiding hazards; dealing with injury, fire and other emergencies; the consultation, instruction, training, and supervision of employees; first aid and the monitoring of implementation of the policy. The constitution and terms of reference of any safety committee should be included if applicable;
- Be brought to the notice of all your employees;
- Be revised whenever appropriate, and every revision must be brought to your employees' attention;
- Carry out risk assessments, i.e. assess the risks in your workplace to employees and non-employees. This involves looking for hazards, deciding who might be harmed and how, and evaluating the risks and deciding whether existing precautions are adequate or whether more should be done. If you have five or more employees you must record significant findings. All employers must review their assessment and revise it if necessary;
- In addition to the requirement to carry out 'general' risk assessments above, carry out where appropriate specific risk assessments, e.g. under the COSHH (control of substances hazardous to health) regulations 1999 you must assess risks relating to certain hazardous substances frequently found in wardrobe departments.

You or your employees may need to obtain training, instruction or guidance from specialist organisations when carrying out risk assessments;

- Notify the relevant Health and Safety Enforcement authority, i.e. your local authority or local branch of the HSE when you occupy premises. (local authorities usually have responsibility for theatres); display your current employer's liability (compulsory insurance) certificate (available from your insurer or insurance broker);
- Of the display a copy statutory 'Health & Safety Law - what you should know' poster or distribute the approved leaflet to each employee;

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- Provide adequate and appropriate equipment and facilities for first aid to be carried out. The minimum provision is a first aid box and a person appointed to take charge of first aid arrangements. A record must be kept of any first aid treatment given;
- Notify your local authority or HSE inspector and keep a record of fatal and major injury accidents, accidents causing more than three days' incapacity for work, dangerous occurrences (e.g. a fire or explosion which stops work for more than 24 hours) and certain work-related diseases;
- Provide information, instruction, training and supervision to ensure the health and safety at work of all employees;
- Consult trade union safety representatives, employee representatives or employees themselves on issues such as changes affecting health and safety and the provision of information and training;
- Take account of the special needs of new employees, employees under 18 and new or expectant mothers;
- Provide certain information to the parents or guardians of children under 16 before the child starts work;
- Exchange information on hazards and risks and co-ordinate health and safety measures with other employers and self-employed persons sharing the premises;
- Provide information on risks to health and safety and the necessary control measures to the employees of others who are working on or visiting your premises;
- Ensure that non-employees (e.g. contractors, the general public, visitors, etc.) Are not exposed to any risks resulting from workplace activities.

A list of the main pieces of Health and Safety legislation and a list of health and safety publications to which you may find it helpful to refer are listed below.

Further information, advice and training are available from a number of organisations including:

Association of British Theatre Technicians: +44 (0) 20 7242 9200
Health and Safety Executive www.hse.gov.uk/index.htm