

# Woking Youth Theatre Health & Safety Policy

## Health And Safety Policy Statement

This health and safety policy forms part of the health and safety arrangements at Woking Youth Theatre (WYT):

The policy itself consists of three sections:

1. Aims & Intent – the WYT declaration of how it will manage health and safety.
2. Organisation & Responsibilities – a summary of the roles and responsibilities for the committee, workshop leaders and others who work with WYT in relation to meeting these standards.
3. Standards & Expectations – a summary of the key standards and expectations for managing health and safety.

## Aims And Intent

It is the policy of WYT to ensure, so far as is reasonably practicable:

1. Safe and healthy working conditions for its members and workshop leaders
2. The safety of its premises and equipment
3. That freelance workers, participants and members of the public are not exposed to risks to their health and safety

WYT recognises its responsibilities under the Health and Safety etc. at Work Act 1974 and other related legislation and seeks to satisfy its obligations by achieving these general aims. The policy is relevant to activities within the Y-Pod building, Rhoda McGaw Theatre and other places of work in circumstances where the location does not have its own health and safety policy.

Implementation of this policy is reviewed regularly by the committee and the policy itself will be formally reviewed on an annual basis or more frequently if required due to changes in our organisation, work practices or changes in health and safety legislation.

## Organisation And Responsibilities

### WYT Committee

Ultimate responsibility for health and safety matters lies with the committee. The committee is responsible for ensuring that all workshop leaders and directors fulfil his/her responsibility for implementing this policy. This will be achieved through a meeting prior to the commencement of teaching or directing the annual show.

The committee will be responsible for the implementation of the following:

- Ensuring suitable and sufficient risk assessments are carried out and kept up to date
- Reviewing risk control measures
- Ensuring that the building is fit for purpose, safe for use and maintained in that condition
- Making sure that all workshop leaders, directors and members are aware of the fire exits and various fire systems available to them.

### **Core Staff**

All workshop leaders, directors and members are responsible for ensuring that the relevant arrangements detailed in the Health & Safety Procedure Manual are adopted within their own areas of control and have a duty to look after their own health and safety and that of anyone else that might be affected by their actions. In particular this involves:

- Making sure the control measures identified in any relevant risk assessment are put into place for the activity or work environment they are overseeing
- Reporting and investigating any health and safety incident
- Providing adequate opportunity for consultation and communication with other employees and freelancers within their areas of responsibility
- Ensuring that suitable and sufficient information, training, instruction and supervision is provided to ensure the health and safety of all other employees and freelancers working within, or affected by, activities being carried out under their areas of control.

### **Standards & Expectations**

The organisation will be guided by HSE standards and Health & Safety legislation. The effective implementation of procedures will be monitored by the committee. Procedures and guidance will be reviewed annually to ensure they meet the changing needs of the organisation and its premises.

WYT strive to impress upon all workshop leaders, directors and members that health and safety is the responsibility of all and to encourage a culture where simple actions are taken when a minor risk is noted (e.g. moving a trip hazard, wiping up spilt liquid on the floor) and more significant risks are reported and dealt with promptly.

### **General Health and Safety Terms**

#### **First Aid**

During classes, rehearsals and performances suitable first aid arrangements must be available. Workshop Leaders and Directors should be made aware of how to summon a first aider/medical assistance if required.

#### **Medical information**

Workshop Leaders/Directors are to ensure information on the medical conditions (and medications taken), including allergies, of members is known to them and acted upon as drama

activities can bring members into contact with make-up, paints and other substances such as smoke machines, dry ice and also laser lights.

### **Manual Handling**

Only those who have undergone suitable manual handling training should undertake manual handling and securing of flats and any other equipment or items that require moving or handling.

### **Special effects**

Special effects should only be handled under the strict supervision of a suitably trained competent person. A risk assessment must be carried out by a competent person for any special effects such as, for example, lasers, smoke machines and dry ice. Pyrotechnics or special effects must always be hired from reputable suppliers and should always be fixed in accordance with the manufacturer's instructions using properly designed and constructed devices.

### **Stage Platforms and Rostra**

Some stage platforms and rostra need to be clipped or fastened together. Staff should ensure the stage platform and rostra is inspected before use to ensure it is suitably fastened together and the manufacturer's instructions are fully adhered to.