



HEALTH & SAFETY POLICY



You can download this document at www.candt.org

Copies can also be obtained from:

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HEALTH AND SAFETY POLICY

C&T is committed to protecting the health and safety of its employees, freelancers, volunteers and all others with whom our work brings us into contact. The Company's policy is 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 other related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

The policy will be reviewed annually, or more frequently if work practices etc. change.

The final overall responsibility for the safety and wellbeing of the staff rests with the Board of Directors, but the day to day management of the policy has been delegated as detailed elsewhere in this policy. All staff members are made aware of their own responsibilities. On all matters regarding health and safety the company believes that co-operation and consultation with staff members is essential.

A copy of this policy will be given to each staff member at the beginning of their employment forming the basis of their induction on Health and Safety issues. In addition, the Administrator will hold a further information leaflets issued by the Health and Safety Executive on a variety of related topics which will be available for consultation by all members of staff. Further copies of this policy are also available from the Administrator.

Staff should be aware that any neglect or abuse of Health and Safety requirements may result in action through the company disciplinary procedure and may lead to dismissal.

Division of Responsibilities

Final responsibility for Health and Safety rests with the Board of Directors as the employer:

- To discuss and adopt the Health and Safety policy.
- To discuss Health and Safety issues at the Board at least once a year.
- To receive and discuss written reports of near-misses, defects and accidents.

Responsibility for ensuring compliance with all matters relating to the premises lie with the University of Worcester:

- To ensure compliance will legislation such as Workplace regulations, the Offices Shops and Railway Premises Act and other legislation relating to temperature, ventilation etc.
- To ensure provision of an adequate fire alarm system, fire fighting equipment and the maintenance of the equipment.
- To organise and run fire drills, display emergency notices and fire exit signs.
- To ensure that work areas, corridors, stairs, gangways, toilets, wash basins, kitchen etc are kept safe and clean by cleaning, maintenance and repair.

The Artistic Director is responsible to the Board on all matters of Health and Safety, but delegates the day-to-day running as follows:

Administrator:

- To research and generate the Health and Safety Policy and revisions to it.
- To keep up to date with employer responsibilities on health and safety.
- To produce and distribute the policy to all staff members.
- To answer questions from the staff about the policy and related matters.
- To ensure the day to day compliance with the relevant Health and Safety (including fire, first aid) regulations within the office premises.

- To ensure that all equipment used in the office premises is maintained in good working order (including PAT testing for electrical appliances), is fit for its purpose and used only by staff competent to do so.
- To ensure that computer work stations are designed to meet the requirements of the VDU Workstations regulations, and all users are aware of the health and safety issues involved in their use.
- To ensure the implementation of Health and Safety policy issues by other staff members when they are working away from base.
- To ensure induction to new staff members in Health and Safety matters.
- To ensure that risk assessments for all work areas and activities are carried out and recorded.
- To provide First Aid kits and accident/incident books.
- To be the Appointed Person for First Aid for the company during normal working hours and to organise cover when absent.
- To organise training or provide information on manual handling for all staff to whom this relates.
- To receive reports from other staff on accidents, near misses and defects and report these to the Board of Directors. To report any relevant incidents to the necessary authorities (under RIDDOR).
- To report any matters relating to the premises to the University of Worcester.

Animateurs/Drama Workers:

- To carry out a risk assessment of any potential work spaces to be used by the company.
- To ensure that the van is well maintained and in good working order.
- To ensure that all electrical equipment is maintained in good working order and if necessary tested regularly under the Portable Appliance Testing (PAT) regulations and such testing recorded.
- To ensure that all staff members involved in workshop, technical, rehearsal and performance work have the necessary information and/or training to carry out manual handling safely.
- To ensure that first aid boxes are available in the van and any work spaces used by the Company.
- To liaise with the venues visited to ensure safe working practices and the safety of audiences for the Company's work.
- To supervise and where necessary train any other workers, including work placements, as necessary on Health and Safety issues.
- To ensure that all hand and power tools and ladders in use in the workshop or on technical work on tour are suitable for their use, and used only by persons competent to use them.
- To display and maintain safety notices and safe systems of working for all relevant tools and processes.
- To maintain and make proper use of any safety equipment provided.
- To keep safety on the agenda in Production meetings.

All Staff Members:

- To take reasonable care for the health and safety of him/herself and others who may be affected by his or her acts or omissions.
- To use protective equipment provided and follow safety instructions given.
- To co-operate with other staff members and the Company in the operation of the Health and Safety policy.
- 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 Administrator.
- To follow procedures for fire, first aid, hazardous substances, security and the use of equipment.

Health and Safety – Information for Staff

All accidents must be reported and noted in the accident and incident book, which is kept in the Administrator's office (M94). Any serious accidents or injuries may need to be notified under RIDDOR.

There is a First Aid box kept in the office and another one in the van.

The person responsible for the First Aid Box in the office is

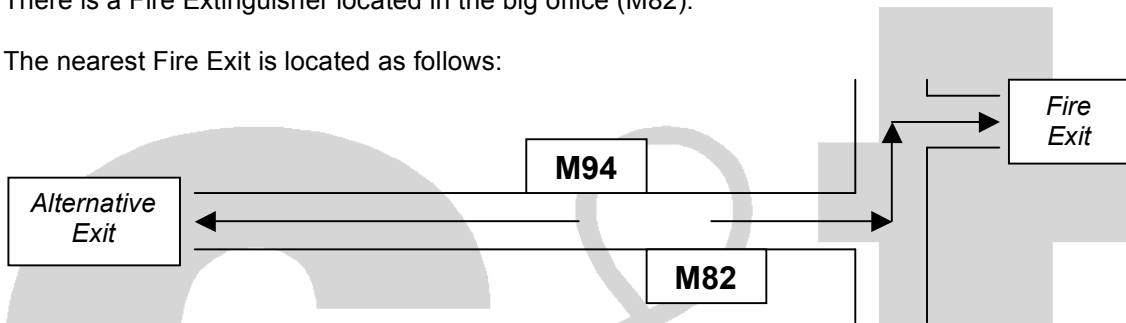
and for the First Aid Box in the van is

The appointed person for First Aid is

In addition, there are appointed First Aiders throughout the University site. During office hours call the Health Centre on ext.5104 or Reception on 0 to locate the nearest First Aider. Out of office hours, call Security on 5168 – all Security personnel are First Aiders.

There is a Fire Extinguisher located in the big office (M82).

The nearest Fire Exit is located as follows:



Please take the time to familiarise yourself with fire exits and muster points around the building.

General Fire Safety such as drills, maintenance of fire exits etc. is the responsibility of Security on ext. 5168.

General notices relating to Health and Safety will be displayed in the Admin office. Copies of this Health and Safety Policy and other information leaflets issued by the Health and Safety Executive on a variety of related topics are available for consultation by all members of staff. A file will be kept in the office by the Administrator.

FURTHER INFORMATION

Health & Safety Executive

www.hse.gov.uk

Visit the website for information on Health and Safety issues and to download their free publications.

They operate a confidential telephone helpline called HSE Infoline. Staff there draw on extensive resources of HSE information to:

- answer general enquiries
- tell you about our publications
- help you find your way round HSE

The HSE Infoline is 08701 545500, open 8.30am to 5.0pm Monday to Friday.

British Safety Council

Visit their website: www.britishsafetycouncil.org

