# **Health and safety policy**



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| This is the statement of general policy and arrangements for: | **Hothouse Theatre (Name of company)** |  | Overall and final responsibility for health and safety is that of: | **Hothouse Theatre (Name of employer)** |  | Day-to-day responsibility for ensuring this policy is put into practice is delegated to: | **Guy Jones - Workshop Leader** |  | Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (customise to meet your own situation) |  | To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Guy Jones | Undertake generic risk assessments for activities, including moving and handling equipment, safe use of equipment, working with the public, lone working and environmental risk assessments. Associated policies - safeguarding/IT safety |  | To provide adequate training to ensure employees are competent to do their work. | Guy Jones | Health and safety induction training to include all current risk assessements, safe useage of equipment and how to undertake active risk assessments . On going supervision during projects will address any specific risk issues. Specialist training provided if identified. |  | To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Guy Jones | Full briefing prior to any projects and ongoing support during projects. On going supervision through-out projects provided. Review of any accidents and incidents. Sign off by board. Feedbackto staff on lessons learnt and risk improvement measures |  | To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: [www.communities.gov.uk/firesafety](http://www.communities.gov.uk/firesafety). | Guy Jones | Fire evacuation procedures checked at venues prior to use and communicated to staff and clients. |  | To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Guy Jones | Ensure equipment is regularly serviced and undertake visual check of equipment before use. PAT every 3 years. |

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| Health and safety law poster is displayed: | Office - 4 Broadwalk, Nottingham NG6 0LL | \_First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR:  (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923 | Protable | \_Signed: (Employer) | Nick Blinston (Chair) | Date: | 28th November 2016 | \_Subject to review, monitoring and revision by: | Guy Jones and Board | Every: | 12 | months or sooner if work activity changes |

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Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk).

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

# **Risk assessment**

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

**We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (**[**www.hse.gov.uk/risk/casestudies**](http://www.hse.gov.uk/risk/casestudies)**). Simply choose the example closest to your business.**

### Company name: **Hothouse Theatre**

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |  | Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately, offices cleaned each evening. | Better housekeeping in staff kitchen  needed, eg on spills.  Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitor  Manager | From now on  01/10/07 | 01/10/07  01/10/07 |  | Lone Working | Staff | Staff always accompanied by Co-ordinator. Co-ordinator does lone work. He risk assesses all venues, inside and out, has an alarm, fully charged mobile and informs line manager of visit and safe return | No other actions required unless staff lone work. They are then to be briefed on safe working practices | Guy Jones | When required if staff lone work | When required if staff lone work |  | Manual Handling of Equipment | Staff | Equipment set up under instruction of Co-ordinator using safe management systems | Moving and handling training to be provided | Guy Jones | Ongoing |  |  | Computer useage | Co-ordinator and supervised acess by young people aged 8 - 18 | Desk top assessment completed | Ongoing monitoring by Co-ordinator | Guy Jones | Ongoing |  |

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| Slips, trips and falls. |

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| Staff, young people and members of the public may trip over electrical wires. | All wires covered by gaffer tape. Consideration made on where equipment is placed. Hazards are pointed out to those in the environment. Shortest possible route used for trailing cables. Staff to wear suitable footwear. | On going good housekeeping | Guy Jones | On going |  | \_COSHH | Staff, young people and members of the public. Currently no chemicals used. Potential for use is smke machine in future. Assessment to be completed and signed off by Chair prior to use | No COSHH assessment carried out to date | Undertake COSHH assessment as required | Guy Jones | Prior to use |  | \_Lighting equipment | Staff, young people and members of the public could be hit by unstable lighting. | All lighting is erected by the Coordinator who is competent in its usage. Active risk assessments undertaken to ensure lighting is correctly positioned and stable | On going good housekeeping | Guy Jones | On going | On going | \_Partnership working | Staff and young people undertaking activities led by other organizations e.g. Nottinghamshire Wildlife Trust | Supervision of young people by Coordinator and support worker. Hothouse to confirm host organization has suitable liability cover, risk assessments and safe working practices | Ongoing monitoring and checking for new projects | Guy Jones | Ongoing | Ongoing | \_Transportation and road sense | Young people being accompanied to different venues, including public transport and private vehicles and minibus rental. | Supervision of young people by Coordinator and support worker. Suitable business use insurance cover for private vehicles. Use reputable minibus rental companies. Vehicle check on collection. | Ongoing monitoring and reinforcement of road safety. All passengers required to wear seatbelts. First aid kit carried | Guy Jones | Ongoing | Ongoing | \_Working outdoors | Staff and young people working outside. Animal faeces. Sharps | Supervision of young people by Coordinator and support worker. Young people made aware of potential hazards. Emergency contact details available if required. | Ongoing monitoring and reinforcement | Guy Jones | Ongoing | Ongoing | \_Off site visit procedures | Young people requiring emergency support whilst off site | Consent forms collected, including emergency contact and key medical information. | Ongoing monitoring and reinforcement | Guy Jones | Ongoing | Ongoing |

\_Assessment review date: November 2017 (usually within one year, or earlier if working habits or conditions change)