



HEALTH AND SAFETY

POLICY

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General Statement

National Theatre Wales (hereafter known as NTW) is fully committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an employer and as a company. To achieve those objectives it has appointed designated members of staff to be responsible for Company Health and Safety, to keep workplace health, safety and welfare under constant review, to liaise with the enforcing authorities whenever necessary, and to keep the company and the board of directors up to date with new legislation, regulations and British Standards in order to ensure compliance with the law. Beyond this the Board acknowledge that a positive approach to Health and Safety is necessary to ensure a company wide adoption.

The main responsibility for Health and Safety is shared between the Board and the Chief Executive.

People are the core asset of NTW's undertaking. NTW aims to foster a culture supportive of Health and Safety by providing visible and active leadership that implements clear management systems through which hazards are identified and risks are controlled.

NTW will, so far as is reasonably practicable;

Provide and maintain plant and systems of work that are safe and without risks to health - that is a safe place of work, and a safe system of work.

Identify Hazards to employees and third parties affected by the work and to control those risks adequately.

Ensure the safety and absence of risk to health in connection with the use, handling, storage or transportation of articles and substances.

To continue improving through auditing and review.

Provide such information, instruction and training and supervision as may be necessary to ensure the Health and Safety at work of its employees.

Make regular risk assessments available to its employees.

Provide employees with health surveillance where necessary.

Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

Regularly consult with its employees on matters concerning health and safety.

The shared nature of theatre work places means that NTW will:

Take all reasonable steps to inform the other employers concerned of risks to their employees' health and safety caused by NTW undertaking.

Clive Jones – Chair, Board of Trustees

Signed:.....

Dated:

NTW are the government funded English Language National Theatre Company for Wales. The company has an office in Castle Arcade in the centre of Cardiff and produces theatre shows in a range of spaces, ranging from theatre venues to woods throughout Wales and occasionally beyond. The company pursues a vigorous program of artist development and community engagement; this work is mainly off site.

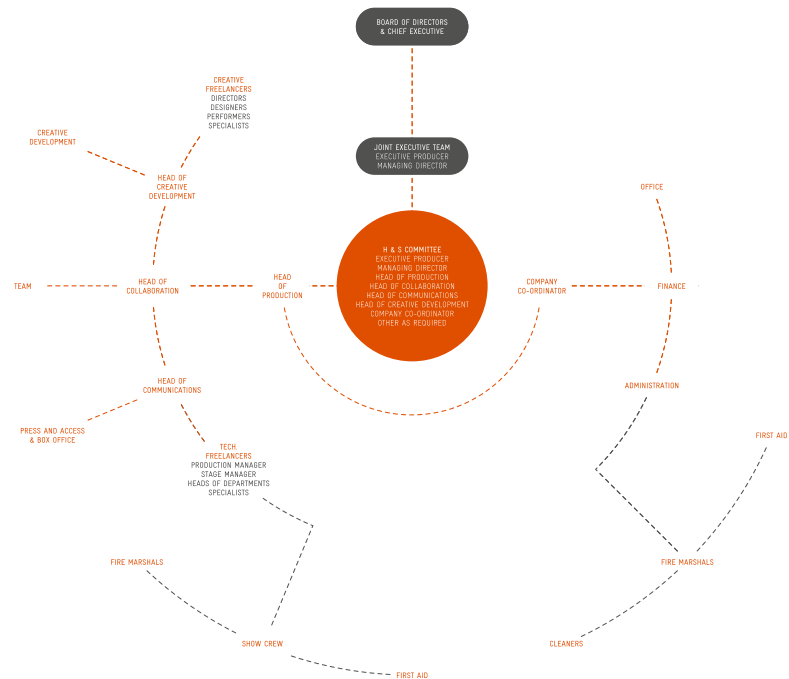
NTW has a core staff of 15 full time and 5 part-time staff with additional staff employed, as the work requires.

Organisation & Responsibilities

Safety is the concern of everyone, management and employees at all levels.

The Directors of the company and the Chief Executive are responsible for the overall Health and Safety policy, its implementation and monitoring. To achieve this tasks are delegated but responsibility remains with the Directors.

Job Descriptions: Roles and Responsibilities



The Managing Director and the Head of Production are responsible for the day-to-day implementation of the policy.

Chief Executive/Artistic Director, Executive Producer, Managing Director and Head of Production are responsible for reporting investigations and recording accidents.

The Company Co-Ordinator is responsible for First Aid at Work cover in the Cardiff office.

The Head of Production is responsible for First Aid at Work cover on site.

The Company Coordinator is responsible for fire precautions, fire drill and evacuation procedures and safety inspections in the office.

When on site the Head of Production or Production Manager is responsible for fire precautions, fire drill and evacuation procedures and safety inspections relating to NTW staff and crew.

The Chief Executive/Artistic Director, Head of Production and Managing Director are responsible for the training program.

The Managing Director is responsible for ensuring that legal requirements are met.

The Chief Executive/Artistic Director, Executive Producer, Managing Director and Head of Production are responsible for the control of contractors.

Individual job descriptions for all employees contain specific reference to roles and responsibilities with regard to Health and Safety.

Staff Responsibilities

Board of Trustees	
Responsibilities	Has, with the Chief Executive, ultimate responsibility for ensuring the Company fulfils its legal obligations, that the Safety policy is adequate and effective. It is also responsible for ensuring the policy is reviewed and amended as necessary and that such resources that might be required are available to ensure the arrangements for Health, Safety and Welfare are effective.

Artistic Director and Chief Executive	
Responsible to	Shares responsibility with the Board
Place of work	Office, and on site
Contact details	Tel: 029 2035 3070 Email: kullythiarai@nationaltheatrewales.org
Responsibilities	Ensuring the Health and Safety Arrangements of the company are adequate. Also ensuring they are made known to the staff, maintained and reviewed as required and in the light of significant changes to the circumstances and that adequate resources in time and money are made available for Health and Safety issues. Promoting a positive culture with regard to Health and Safety issues.

Executive Producer	
Responsible to	Chief Executive
Place of work	Office, and on site
Contact details	Tel: 029 2035 3070 Email: lisamaguire@nationaltheatrewales.org
Responsibilities	Part of the Joint Executive. Ensuring that consideration is given at all times to the requirements of this policy, ensuring all necessary precautions are made and adhered to with regard to event planning, Artist engagement and Artist Liaison and working with the Head of Production to ensure that all production work is planned safely and

	executed safely.
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Managing Director	
Responsible to	Chief Executive
Place of work	Office and on site
Contact details	Tel: 029 2035 3070 Email: michellecpalmer@nationaltheatrewales.org
Responsibilities	Part of the Joint Executive. Ensuring that consideration is given at all times to the requirements of this policy, ensuring all necessary precautions are made and adhered to with regard to safe methods of working, induction training including health and safety matters, welfare facilities, fire precautions, first aid arrangements, accident reporting, workplace assessments, hazard controls and emergency procedures in the office.

Head of Production	
Responsible to	Executive Producer
Place of work	Office and on site
Contact details	Tel: 029 2035 3070 Email: davidevans@nationaltheatrewales.org
Responsibilities	<p>Ensuring that consideration is given at all times to the requirements of this policy, ensuring all necessary precautions are made and adhered to with regard to safe methods of working, induction training including health and safety matters, welfare facilities, fire precautions, first aid arrangements, accident reporting, workplace assessments, hazard controls and emergency procedures in rehearsals and on site.</p> <p>Ensuring the health and safety arrangements, including CDM, required for each production are implemented, including ensuring that Creative Teams are properly briefed.</p> <p>Ensuring relevant instruction, information, training and supervision is provided to enable all tasks to be carried out without risk.</p> <p>Checking competence of contractors and sub-contractors.</p> <p>Checking competence of operators of site plant and equipment.</p> <p>Ensuring Safe Systems of Work are implemented.</p> <p>Ensuring the companies, or any contractor or subcontractor's undertaking does not put anyone at risk.</p> <p>Assessment and creation of Event Safety Documents including Risk Assessments.</p>

	When undertaking the role of Production Manager on individual shows the responsibilities outlined below also apply.
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Production Manager	
Responsible to	Head of Production
Place of work	Office and on site
Contact details	Tel: 029 2035 3070 Email: jacobgough@nationaltheatrewales.org
Responsibilities	<p>Ensuring the health and safety arrangements required by each event are assessed and implemented, including all CDM requirements.</p> <p>Creation and circulation of Risk Assessments.</p> <p>Ensuring Event designs are produced with due consideration to health and safety issues.</p> <p>Allocating sufficient resources to the arrangements required for health and safety on each project.</p> <p>Ensuring the information required by other employers on shared sites is provided and that all employees know their responsibilities for implementing the Safety Policy.</p> <p>Ensuring relevant instruction, information, training and supervision is provided to enable all tasks to be carried out without risk.</p> <p>Checking competence of contractors and sub-contractors.</p> <p>Checking competence of operators of site plant and equipment.</p> <p>Ensuring Safe Systems of Work are implemented.</p> <p>Ensuring the companies, or any contractor or subcontractor's undertaking does not put anyone at risk.</p>

ALL other members of staff	
Responsible to	In the first instance their Line Manager but ultimately the Chief Executive and the Board of Directors
Responsibilities	<p>All employees will ensure that:</p> <p>They are fully conversant with this policy.</p> <p>They co-operate with the Company to enable it to fulfil its legal obligations</p> <p>They will take reasonable care of themselves and others who may be affected by their actions.</p> <p>They do not interfere with anything provided with regard to health and safety.</p> <p>All accidents, dangerous occurrences or near misses are reported</p>

	<p>immediately to their Line Manager.</p> <p>They are fully conversant with the fire precautions in their workplace. Any protective equipment provided is properly cared for and any defects are reported immediately to their manager.</p> <p>Any situation considered hazardous is reported immediately to their Line Manager.</p> <p>Use and maintain all equipment only as it is designed to be used and report all faults immediately to their Line Manager.</p>
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Head of Creative Development	
Responsible to	Artistic Director / Chief Executive
Place of work	Office and on site
Contact details	Tel: 029 2035 3070 Email: simoncoates@nationaltheatrewales.org
Responsibilities	<p>Ensuring that this policy is applied for all Creative Development work.</p> <p>Ensuring all necessary precautions are made and adhered to with regard to safe methods of working, induction training, and health and safety matters.</p> <p>Carry out Risk Assessments as needed and to put procedures in place to mitigate the identified hazards.</p>

Head of Collaboration	
Responsible to	Artistic Director / Chief Executive
Place of work	Office and on site
Contact details	Tel: 029 2035 3070 Email: devindadesilva@nationaltheatrewales.org
Responsibilities	<p>Ensuring that this policy is applied for all Collaboration (TEAM) work.</p> <p>Ensuring all necessary precautions are made and adhered to with regard to safe methods of working, induction training, and health and safety matters.</p> <p>Carry out Risk Assessments as needed and to put procedures in place to mitigate the identified hazards.</p>

Arrangements

Accidents, Incidents and Near Misses

If you sustain an injury whilst working at the Company premises or on Company business then you must report immediately to a First Aider or if unable to do so, get someone to contact a First Aider to come to you for any necessary treatment.

In the case of a SERIOUS accident IMMEDIATELY dial 999 from any telephone and ask for the AMBULANCE SERVICE, giving essential details and address.

Either the injured person or the First Aider must enter the details of the accident and injury into the Accident Book held by the Company Coordinator or the Company Stage Manager.

Where possible if a member of staff is sent to hospital they should be accompanied by the Company Coordinator or Company Stage Manager.

On notification of a person being sent to hospital, check if the next-of-kin has been notified and, if not and appropriate to do so, notify/visit the next-of-kin, and to consider making a hospital visit.

All accidents and Near Misses must be entered on an Incident Form – held by the Company Coordinator or the Company Stage Manager.

In the interests of reducing accidents across the industry all accidents and Near Misses will be reported to The Association of British Theatre Technicians so that records can be kept and patterns identified.

Complete, if applicable, and return the Statutory Accident Report Form (F 2508) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995).

Where incidents are considered serious they will be investigated to identify the circumstances and measures will be introduced to prevent a re-occurrence.

Cleanliness and Office Safety

All work areas are to be kept free from rubbish and maintained in a tidy condition. Cleanliness is the responsibility of individuals.

A cleaning contractor is employed to clean the office and dispose of recycling and rubbish.

Cleaning contractors may be employed for site-specific work.

Common sense should be used when loading shelves, with heavier items being loaded at waist height and below and only lighter items being placed above shoulder height.

All cables should be managed so that it does not create a trip hazard.

First Aid Provision

First Aid cover will be provided in the office, in rehearsals and on site.

First Aid training will be arranged through the office.

Copies of First Aid training certificates held by freelancers and casual staff will be provided to the Head of Production or the Company Coordinator as appropriate.

First Aid boxes and eye wash stations will be provided in the office (kitchen) and on site (in the Company office)

Emergency Procedures and Fire Action

The office has an automatic fire alarm with manual call points near exit doors.

Emergency alarms are designed to give warning of imminent danger and to allow personnel to move to a place of safety.

Designated persons (Company Coordinator) are appointed to assist with an evacuation from the Company premises, and are given adequate instruction and training to ensure effectiveness.

Except when being used for fire fighting, fire extinguishers should not be removed from their locations and must be accessible and visible at all times. Any use or accidental damage to appliances must be reported immediately.

Employees should make themselves familiar with the location of fire exits and the procedure in case of fire. Employees are responsible for their own evacuation and reporting to their Head of Department at the designated Assembly Point.

Fire Extinguishers are tested annually.

Emergency Evacuation - Office

The fire alarm system is linked to the whole Arcade and managed by the landlords, Savills. When an alarm is activated within any of the units in the Arcade the alarm will sound throughout the building. It is the Arcade management's responsibility to maintain the alarm system and to manage the evacuation procedure.

It is all staff's responsibility on hearing the fire alarm to make their way to the nearest clear exit (the main routes are the fire escape to the left of the toilets and the main staircase from the shopping arcade) following the directional signs towards the refuge point, ensuring that they have accounted for any guests that maybe in the office.

The company refuge point is on the concourse outside of Cardiff Castle.

The fire brigade will be notified by the Arcade's management.

The lift should not be used in the event of an emergency due to the possibility of an electrical failure. If an individual is unable to exit the building using one of the two main staircases a suitable refuge point should be found (this is the meeting room unless the cause of the fire is in this area). Or an Assist using the ResQmat at the top of the stairs and four members of staff should be carried out.

- Staff can tackle any fire, using the appropriate equipment, if they believe that this is not going to endanger them and they have received the appropriate training.
- You will not stop to pick up your belongings.
- Close all doors behind you.
- Heads of Department will check to determine if anyone is missing.
- Staff will not re-enter the building until the fire brigade inform the Fire Marshall that it is safe to do so.

Office Evacuation Assembly Point:
Concourse in front of the Castle

Emergency Evacuation - Events

Emergency Evacuation plans will be made for each event. Events that take place in venues or buildings will be subject to the local Emergency Evacuation plans and meetings with the local management will take place to ensure compliance of NTW procedures with local procedures.

Manual Handling

More than a third of lost time injuries at work are caused by manual handling activities. Simple, common sense measures can be taken to reduce these risks.

Never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task.

Follow the system of work, using handling aids properly and effectively, e.g. trolleys.

Report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

Risk Assessment and Hazard Identification

The company carries out suitable and sufficient assessments of the risks to the Health and Safety of its employees and others affected by work activities in compliance with the Management of Health and Safety at Work Regulation 1992. Copies of the Risk Assessments are detailed in Section 4 of this Policy.

Risk Assessments can be found in the Safety Manual

To ensure that this happens the company will:

Identify all hazards with a potential to cause harm to our employees and others who may be affected.

Evaluate the probability and severity of injury or damage.

Will, where NTW identify a risk of serious or imminent danger:

Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this risk.

Nominate sufficient competent people to implement the procedure.

Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.

Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.

Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.

Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.

Appoint competent persons to assist us in complying with our statutory duties for health and safety.

Provide employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

In conjunction with the Executive Team, Managers are responsible for arranging appropriate job related Health and Safety training of staff as identified by Risk Assessment.

Display Screen Equipment (DSE)

Under the Health and Safety DSE Regulations the Company will:

Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker (at least once per annum or if the workstation changes functionality).

Take all necessary measures to remedy any risks found as a result of the assessment.

Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity.

Arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced and where the person is defined as a USER under the Regulations.

Arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE required to undertake their job.

Provide sufficient information, instruction and training as is necessary.

Review software to ensure suitability for the task.

Staff will:

Adjust furniture and equipment to suit your needs - do not adjust your own posture to suit the work-station.

Avoid adopting a static posture and avoid prolonged DSE work without a change of activity.

Always report problems with your furniture, equipment or health as soon as these arise.

Work Equipment (Provision and Use of Work Equipment Regulations (PUWER))

The Company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the Health and Safety of our employees to which they may be exposed whilst working with hand tools and equipment. These risks will then be controlled so far as is reasonably practicable so that neither employees nor others who could also be exposed to them will be put at risk.

No personnel may use their own equipment without it first being checked by the Production Manager or Company Coordinator.

Personnel must only use tools in the situation for which they are designed.

All work equipment is regularly inspected and tested by trained competent persons (in the case of hire equipment prior to every issue). Maintenance and record keeping is in accordance with PUWER.

Motor Vehicles

Drivers of vehicles are responsible for ensuring that the vehicle is roadworthy in all respects before driving it on the public highway.

At all times the vehicles must be driven sensibly and within the law (full guidance can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>. Smooth driving is more economical and is more environmentally responsible.)

Great care must be taken when reversing a vehicle and whilst driving in adverse conditions such as heavy rain, spray, wind, fog, snow, ice. The safety of the driver and all other persons must take the greatest priority at all times, and speed should be moderated to suit the prevailing weather conditions, road surface, volume of traffic. If a driver is concerned or nervous about the road conditions pull over and wait until conditions change.

Headline safety checks;

Where possible, avoid lone driving whilst on NTW business.

If you are driving alone, ensure you inform an NTW colleague of your travel plans.

Where possible, avoid driving during the hours of 2pm-4pm and 2am-6am as these are traditionally classed as “high-risk” periods with regards to tiredness.

Do not drive for longer than two hours without a break for at least 15 minutes.

Take in to consideration any risks associated with your travel route (motorways are traditionally less dangerous than single lane roads).

Take in to consideration the risks associated with weather conditions (do not travel if they may put you at risk).

Drivers should not use mobile phones while driving.

Electricity

Any person touching live electrical contacts or un-insulated wire is likely to suffer the effects of electric shock. The injuries received may range from minor burns to death. Electricians and lighting technicians are particularly vulnerable to this form of injury, but all employees must be aware of the hazard.

All mains connected equipment in the office is subject to Portable and Transportable electrical safety testing (PAT). This occurs biennially.

Production equipment is sourced from reputable hire companies where it is tested prior to dispatch and records of this testing are kept at the hire company's base.

All users of electrical equipment should check that the equipment is not damaged in any way as well as having a current PAT sticker or label. If there is any question about a piece of equipment it should be taken out of service until such time as a competent person can check it and a new PAT can be undertaken.

Do:

- Check that all electrical items have an "in date" sticker
- Check the condition and integrity of any electrical item prior to use
- Check plugs and leads prior to use
- Isolate faulty equipment from the mains
- Use an RCB if necessary
- Report any faults as soon as practicable to do so

Do Not:

- Use any item where the PAT test is out of date
- Use any item that does not have a label treat as untested
- Attempt to repair faulty electrical items or fit plugs
- Use privately owned equipment unless tested
- "Jockey" extension leads (extension lead being plugged in to another extension lead)
- Over-ride or change fuses until the original fault has been repaired
- Attempt to hardwire any equipment to the mains
- Overload wall sockets
- Use electrical extension cables whilst fully rolled up
- Leave faulty items lying around for others to use
- Use any item that appears to be overheating

Personal Protection Equipment (PPE)

The Manual Handling Regulations require the avoidance of hazardous manual handling activities, so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk and suitable controls introduced to reduce the risk of injury. The wearing of Personal Protection Clothing and/or equipment, such as gloves and safety shoes, is considered to be a last line of defence against a hazard to health that cannot be eliminated or controlled by

other means. The requirement for PPE would be identified following the Risk Assessment of an activity.

Alcohol, Drug and Substance Abuse

NTW recognises the need to ensure that at all times the staff are a highly competent workforce, capable of providing the best possible service and care. NTW wishes to create and support a healthy and safe working environment, not only through its obligations to comply with the Health and Safety at Work Act 1974, but also through a supportive and rehabilitative approach towards alcohol, drugs and substance abuse problems.

Alcohol must not be consumed during working hours or during breaks (including meal breaks). Staff are expected to arrive for work in a fit condition to perform their duties and to remain so until the working day is completed. Therefore, staff are expected to abstain from drinking alcohol until their working day has ended.

Permission from your Line Manager or the Chief Executive must be gained for individuals to drink moderate levels of alcohol at evening hospitality events, press nights or one off celebratory occasions. Individuals present at such events should be aware that they are representing NTW and behave in a responsible and professional manner. The drinking of alcohol is permitted at parties when organised by NTW. Should an individual be taking prescribed drugs or have a medical condition that may have similar symptoms to being under the influence of alcohol or a prohibited drug, their Line Manager should be informed immediately.

Any breach of the rules on alcohol consumption, and should an individual bring NTW into disrepute due to alcohol consumption, could lead to disciplinary action being taken which may lead to instant dismissal.

Individuals must not use, possess, conceal or deal in, prohibited substances on NTW premises or arrive to work under the influence of such substances. Any breach will be reported to the police and will constitute Gross Misconduct.

NTW endeavours to ensure that employees', or freelancers contracted under NTW business, use of either alcohol or drugs does not impair the safe and efficient running of NTW or the health or safety of its employees/freelancers or members of the public.

This policy applies to all workers and employees, from senior managers to temporary workers (volunteers/freelancers/contracted staff). The full policy can be found in the NTW Company Handbook or on the Company Dropbox folder.

Instruction and Training

Training is the most important way of achieving competence and combined with skills, experience and knowledge leads to competence. New employees are made aware of relevant basic Health and Safety information at a health and safety induction session carried out by their Line Manager. An Induction Checklist is completed and held on file with personnel records.

Induction training for office staff must include:

Location of Fire Exits

Location of Assembly Point

Location of fire extinguishers

Details of Emergency Evacuation Procedure

Who are the appointed First Aiders

Induction training for site staff is included in the Site Rules (see Appendix II).

Instruction of employees on safe working methods, based on Risk Control measures, and the maintenance of these procedures are part of the duties of all Managers/Supervisors. They must also initiate any steps necessary to secure additional training if deemed necessary.

Employee Communication and Consultation

Health and Safety are agenda items at the Tuesday full Company Meetings and on all Production meeting agendas.

Health and Safety concerns can be voiced in any meeting with a Line Manager.

During productions performers and Stage Management elect a Union representative and time is made available for Union meetings. Union representation on Health and Safety and Welfare matters is encouraged.

The Health and Safety Committee meet quarterly, records are kept on file and any matters concerning the Directors of the company are raised at the quarterly board meetings.

Training and Competency

Training will be provided to employees to enable them to work safely and carry out their health and safety responsibilities efficiently.

Records of all training are kept on file.

The Company Coordinator is tasked with managing the training requests.

Employee Responsibilities

Employees are required to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions at work. They must also co-operate with NTW with regard to health and safety matters.

Employees must not interfere with anything provided in the interest of health, safety and welfare.

Employees must report all health and safety concerns to their Line Manager initially.

Health and Safety Consultation

Competent help about Health and Safety issues is available to NTW through its membership with UK Theatre and the Association of British Theatre Technicians (ABTT).

Travelling Abroad for Business

All members of staff who intend to travel overseas on NTW business must ensure that all aspects of their health, safety and security have been considered and risk assessed.

Consideration should be given to:

Vaccinations

Insurance for medical emergencies to include repatriation

Insurance for loss of belongings

Personal security

Different local customs and mores

Clear itineraries with planned accommodation, methods of travel and contact details for local contacts

Carrying sufficient emergency currency

Not underestimating the effects of jet lag

Lone Working

Lone working in an office environment presents a low risk.

Consideration must be given to access and egress from the office outside normal working hours. Central Cardiff presents considerably more risks and hazards outside normal working hours and these must be taken into account if late or early lone work is planned.

If Lone Working is planned the lone worker should make at least one other staff member aware of their plan and safe departure from the office premises.

Lone working on productions will be Risk Assessed.

Site Work

All site work will be Risk Assessed.

All site staff will receive a copy of the site rules.

The Head of Production or Show Production Manager will ensure that the Venue's Health & Safety is compliant with NTW's policy.

NTW will ensure that all their personnel have the training, skills, knowledge and experience to carry out their work and are fully aware of all hazards.

Production Managers will ensure that any accident occurring to any employee or Sub-contractor under their control is reported to NTW, the Venue, the ABTT and the authorities if required.

Production Managers will act upon any safety recommendations received from the Venue's safety practitioner.

Production Managers will create and circulate Risk Assessments.

Electrical equipment (lighting, sound and AV)

All electrical equipment is regularly inspected and tested by trained competent persons (in the case of hire equipment prior to every issue).

Work Equipment

All work equipment is regularly inspected and tested by trained persons (in the case of hire equipment prior to every issue). Maintenance and record keeping is in accordance with PUWER.

Rigging

All lifting plant covered by the LOLER is regularly inspected and tested by a competent third party and certificates issued and retained.

All rigging equipment is regularly inspected and tested by trained persons.

Scenic and staging

Risk Assessments will be undertaken for all scenic work to be conducted, consideration will be given to fire retardancy, weight, portability and loading capacity.

On Site electrical installations

All work involving electrical equipment and installations will comply with the general requirements of Electricity at Work Regulations 1989 and, in particular, the current edition of British Standard 7671 'Requirements for Electrical installation' (previously Institute of Electrical Engineers wiring regulations 16th Edition) issued by the British Standards Institution with any amendments thereto.

Where cables need to run on the surface, protection will be provided against sharp edges, and protective ramps will be provided where cables cross traffic routes. No cables are permitted to cross pedestrian emergency routes at ground level, they must be spanned over the exit route by appropriate means, with appropriate protection and at an appropriate height.

Control equipment will be located in areas, which provide adequate space, light and ventilation to allow the equipment to function correctly and be worked on as required.

Control equipment must be marked to identify what equipment is controlled by it, and be readily accessible to authorised persons.

Heat generation equipment must be included in the Fire Risk Assessment for the event.

The system should be designed so that if a fault occurs in one area of the electrical system, the minimum extent of the overall system is affected.

All exposed metal work should be earth bonded, unless there is a clear reason not to do it.

Procedure for appointing contractors

The Head of Production and Production Managers and Heads of Department must check the following before the appointment of the contractors:

The contractor's Health and Safety Policy.

The contractor's Risk Assessments and Method Statements for the type of work to be carried out.

The Qualifications and Experience of the contractor's employees who are to carry out the work. The degree to which this must be considered will rely on the complexity and nature of the work

Details of the contractor's Employer's and Public Liability insurance cover.

Whether the contractor carried out similar work on behalf of NTW before? If they have, did they demonstrate competence in Health and Safety matters?

Has the contractor been the subject of any formal Health and Safety enforcement action, particularly prosecution for Health and Safety offences?

Construction Design and Management (CDM) Compliance

Most fit-ups and Get-outs fall under the Construction Design and Management (CDM) Regulations 2015, which are an extension of the Health and Safety at Work Act 1974. To that end, there are certain requirements under these new regulations that NTW must adhere to. The most relevant change is that anyone who visits the site must be inducted and wear the appropriate PPE. In turn, these visits/inductions must be logged within production and show file paperwork accordingly. It is the Head of Production's responsibility to ensure the company is adhering to all relevant CDM requirements.

Safeguarding

The security and welfare of children and young people involved in NTW activities is a moral and legal responsibility of all adults who work for or with the Company, whatever their official role, paid or unpaid. NTW's Safeguarding Policy applies to everyone, including senior managers, members of the board of trustees, paid staff, TEAM members, session workers, agency staff, students or anyone working on behalf of NTW. It applies to any and all activities involving children, young people or vulnerable adults run by NTW or by members of the NTW company in conjunction with other organisations (such as schools and colleges, other theatre companies, youth theatres etc). The policy itself is supported by a suite of procedures and guidance, including a code of conduct for staff and information about action to be taken if a safeguarding concern is raised. The full policy and supporting documents can be found on the Company Dropbox.

Appendices

I - Office Staff Induction

II – Incident Forms

III - Health and Safety Committee Terms of Reference

IV – Risk Assessment Template (Dropbox)

V - Equipment Records (Dropbox)

VI - Health and Safety Committee Minutes (Dropbox)

VII - Training Records (Dropbox)

Appendix I – Office Staff Induction

Staff Induction Check List

This form should be completed by the line manager **one week** from the employee's start date and returned to the Company Coordinator.

Name..... Department.....

Start date.....

- Contract signed and returned to the Company Coordinator.
- Payroll form, P45, medical form, contact sheet & right to work form (if applicable), copy of passport completed and returned to the Company Coordinator.
- Orientation of the premises and facilities completed.
- Member of staff has been informed of fire procedures, exits muster points.
- Member of staff is made aware of Health and Safety Issues and how to report them.
- Member of staff has undertaken specialist Health and Safety training. (If applicable)
- Member of staff has been introduced to the NTW team.
- Member of staff has received the staff handbook, Health and Safety policy and Child Protection policy and understands that it is their own responsibility to have read and understood them.

Signed by the employee.....

Signed by the line manager.....

Date.....

Appendix II - General Incident/Accident report form

Incident/accident report form

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely the incident took place.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted?



Police

Yes

No



Ambulance

Yes

No

What happened to the injured person following the incident/accident?

E.g., carried on, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name:

Health and Safety Committee Terms of Reference

OBJECTIVES AND FUNCTIONS

The promotion of co-operation between employees in instigating, developing and carrying out measures to ensure the Health and Safety at work of the employees and others affected by their activities at work. Without detriment to the generality of the above, further objectives shall be as follows:

The study of accident and reportable disease statistics and trends. In studying accidents the committee should:

- Look at the facts in an impartial way.
- Consider what sort of precautions might be taken.
- Make appropriate recommendations.

It is not part of the committee's work to apportion blame.

Examination of the results of safety audits.

Participation in safety audits

Determining:

- The nature and extent of audits and inspections.
- The type of assessment.
- The form the report should take.
- Frequency of audit and personnel to be involved.
- How resultant action will be recorded.
- Frequency at which procedures shall be reviewed.

Consideration of factual reports from inspectors of enforcing authorities.

Consideration of safety representatives reports.

Assistance in the development of safety rules and safe systems of work.

Monitor and report on the effectiveness of the safety content of training employees receive.

Monitor and report on the adequacy of safety and health communication in the workplace.

Monitoring the links with the appropriate inspections of the enforcing authorities.

In discharging these functions the committee shall have regard to any minimum standards required or recommended by the HASWA and its associated Regulations, Approved Codes of Practice and Guidance Notes.

CONDUCT OF HEALTH & SAFETY COMMITTEE

The committee shall normally meet at least two weeks before a board meeting is scheduled or as often as is deemed necessary by events.

Sufficient time shall be allowed during each meeting to ensure full discussion of all business.

Meetings shall not be cancelled or postponed except under very exceptional circumstances. Where postponement is absolutely necessary, an agreed date for the next meeting shall be made as soon as possible.

Members of the committee must show commitment, attending punctually and remaining for the duration of the meeting.

A programme of meetings shall be arranged for the succeeding 12 months.

All members shall receive a personal copy of the agenda for the meeting.

Notice of the dates of meetings shall be posted where all employees covered by the specific committee can see them.

A copy of the agenda and any accompanying papers shall be sent to all committee members at least one week before each meeting.

The committee may draw up additional rules for the conduct of meetings, including procedures by which committees may reach decisions.

The committee may at their discretion set-up sub-committees or ad hoc working parties to study particular Health and Safety problems.

Minutes to be forwarded to Senior Management Team meetings.

An adequate number of copies of the minutes shall be displayed, or made available by other information, which the employer provides whether required by statute or not.

Arrangements shall be made to ensure that the Senior Management Team is kept informed generally of the work of the committee, together with copies of the minutes, through the Senior Manager.

The effectiveness of the Health & Safety Liaison Committee will depend on the pressure and influence it is able to maintain on all concerned. The following activities could assist in maintaining the impetus of the committee's work:

- Regular meetings with the effective publicity of the committee's recommendation.
- Speedy decisions by management on the committee's recommendations and where necessary, prompt translation into action and effective publicity.
- Participation by members of the Safety Committee in periodical joint inspections.
- Development of the ways of involving more employees.

CHAIRPERSON

The Chairperson will:

- Preside over meetings.
- Rule as to the conduct of the committee's meetings in accordance with the constitution.
- Remain impartial in the conduct of the committee's meetings ensuring they are run efficiently.

DISPUTES AND DISAGREEMENTS

Matters, which are discussed and cannot be resolved at the Committee meeting stage may be referred to a sub-group typically comprising a Senior Manager, Director, and a staff representative.

URGENT ISSUES

It is expected that urgent safety issues will be dealt with promptly and effectively at local level. However, in exceptional cases, where an issue arises and agreement is not reached between staff representative and the responsible line manager, reference to the Health & Safety Manager should be made.

The Health & Safety manager will convene a meeting of those involved within the next ten working days in order to resolve the matters, unless mutually agreed otherwise.

Representatives and management from other areas together with the reports and advice from external consultants will be invited according to circumstances.

Should there still be a failure to resolve the issue then it should be referred to the Health & Safety Liaison Meeting and/or the Senior Management Team

