



Health & Safety Policy

A Company member is defined as any employee, freelancer, volunteer, work placement individual or Trustee of Box Clever Theatre Company. Box Clever is committed to protecting the health and safety of its Company members 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 company members 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 1974 and the Management of Health and Safety at Work Regulations 1999 and seeks to satisfy its obligations by the adoption of this Health and Safety policy. The policy will be reviewed regularly.

The final overall responsibility for the safety and well-being of Company members rests with the Board of Trustees, but the day-to-day management of the policy has been delegated as detailed below. All Company members are made aware of their own responsibilities. The company believes that co-operation and consultation with all company members are essential.

This policy determines who has specific responsibilities for each area of concern and this is reflected in job descriptions in the company.

A copy of the policy statement and policy summary is given to each Company member and forms the basis of an induction session on Health and Safety issues. Action may be brought under the Company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.



Health & Safety Policy Division of Responsibilities

1. Board of Trustees

Final responsibility rests with the Board of Trustees as the employer.

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

2. The Production Manager

The Trustees nominate the Production Manager as the Health & Safety Officer for the Company. In the absence of the PM, the Artistic Director is tasked with finding a replacement to undertake the following responsibilities:

- Overseeing the implementation of health and safety policy issues by all company members.
- Keeping up to date with employer responsibilities on health and safety.
- Answering questions from company members about the policy and related matters.
- Providing induction to Company members in Health and Safety matters.
- Receiving reports from other company members on accidents, near misses and defects and to report these to the Artistic Director.
- Ensuring 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.
- Carrying out and recording risk assessments for each project.
- Providing first aid kits and accident / incident books.
- Organising training or information on manual handling for all company members to whom this relates.
- Ensuring that the van is well maintained and in good working order.
- Researching and purchasing personal protective equipment as needed. Maintaining and making proper use of safety equipment.
- Ensuring the safe storage, handling, and transport of any dangerous substances used.
- Wherever possible, avoiding the use of harmful substances e.g. lead, asbestos, or where necessary to use them, providing controls.
- Being aware of safe limits on noise levels and providing any necessary checks on work processes, and personal protective equipment if needed.
- Ensuring that company members are not put at risk from hazards when working elsewhere, e.g. when on tour.



- Ensuring that first aid boxes are available in the rehearsal room, workshop, and van and on tour.
- Ensuring that productions comply with the regulations regarding fireproofing, the use of firearms, special effects e.g. laser and strobe, and safety and licensing requirements on the use of children and animals.
- Providing all company members with the necessary information on Health and Safety matters, in particular about substances, plant and equipment with which they come into contact.
- Supervising and where necessary training any other workers, including work placements, secondees etc as necessary on Health and Safety issues.
- Putting safety on the agenda in Production meetings.

3. The Management Team

- Carrying out and recording risk assessments for the office.
- Ensuring the day-to-day compliance with the relevant Health and Safety (including fire, first aid) regulations within the office premises.
- Ensuring that computer work-stations are designed to meet the requirements of the VDU Work stations regulations, and all users are aware of the health and safety issues involved in their use (<http://www.hse.gov.uk/pubns/ck1.pdf>)
- Ensuring that all equipment used in the office is maintained, in good working order, is fit for its purpose and used only by persons competent to do so.
- Acting as Fire Officer for the company at the office premises, and organising cover when absent.
- Liaising with the Landlord as necessary on the following issues:
 - Ensuring that the premises comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and other legislation on temperature, ventilation etc.
 - Ensuring that work areas, corridors, stairs, gangways, toilets, wash basins, kitchen etc are kept safe and clean by cleaning, maintenance and repair.
 - Organising fire drills, at least once a year, preferably twice a year.
 - Provision and maintenance of an adequate fire alarm system and fighting equipment.

4. All Company Members

(Employees, Freelancers, Volunteers, Work Placement, Individuals & Trustees)

- Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- Using protective equipment provided and following safety instructions given.
- Co-operating fully with other company members in the operation of the Health and Safety policy.

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- Not interfering with or misusing anything provided in the interests of health and safety.
- Reporting any danger, defect, accident or near miss to the Management Team.
- Following procedures for fire, first aid, hazardous substances, security and the use of equipment.



Arrangements

1. The Basics

In the office the following will be displayed clearly:

- First Aid box
- Employer's Liability Insurance certificate
- The poster "Health and Safety Law: What you should know"
- Fire Fighting equipment
- Fire Exit Sign

2. Accidents

a) In the Office

- All accidents must be reported and noted in the Accident and Incident book
- The Management team are responsible for the First Aid Box and the Accident & Incident Book. A
- If new Company members shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.

b) On tour/in rehearsals

- All accidents must be reported and noted in the accident and incident book.
- The person responsible for the First Aid box and Accident book will be the Company Manager.

3. Fire Procedures

a) In the Office

- The Management Team is responsible for visually checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms on a daily basis.
- All fire exits in the office must be unobstructed at all times.
- All new workers shall be made aware of the arrangements for fire safety as part of induction. This procedure will be documented through use of a checklist.
- Copies of Box Clever's Health and Safety Policy will be kept in the office and made available to all company members.

b) On Tour/In Rehearsals

- Companies will be provided with a risk assessment when working away from the Box Clever.

4. Arrangements for Touring

A risk assessment will be produced by the Production Manager for each specific rehearsal period. This will detail the visiting director as responsible assessing the



safety of rehearsal activities. This risk assessment will be read out to all company members on the first day of rehearsal prior to the commencement of any physical activity.

The Production Manager will ensure that:

a) In Rehearsal

- A Health and Safety Representative will be appointed within the company whose responsibility it is to liaise with and receive advice from the Production Manager.
- A First Aid box and an Accidents and Incidents Book will be provided.
- A health and safety demonstration of the set will be given to all performers and any concerns they may have either individually or collectively will be identified.
- A Rehearsal risk assessment will be read out to all company members

b) Prior to Tour Commencement

- Risk assessments and appropriate safe working practices are completed for company activities
- The above have been read out and made clear to all
- Where lifting is involved, all company members have been shown suitable manual handling techniques.
- Special mention has been made of company policy regarding vehicle manoeuvring and the responsibilities placed upon appointed drivers.
- Any other Health and Safety issues specific to that project have been explained clearly to all.
- The Health and Safety Representative is happy to continue in that role and deal with any areas of concern that they raise.

c) During the Tour:

- Health and Safety is placed on the agenda for all tour meetings

The appointed Health and Safety Representative is asked to liaise with and inform the Production Manager of the following issues:

- The touring first aid box is kept fully supplied
- The Use of Accident and Incident book
- Reporting any 'near-misses'.
- Equipment failures and the general state of repair of all equipment.
- Any and all Health and Safety issues as they arise
- The touring company's adherence to Box Clever's Health and Safety Policy.

Drivers of Company Vehicles (including hires) are asked to:



- Adhere strictly to company policy for driving and manoeuvring vehicles, including the requirement that when reversing, another member of the company should be outside the van guiding.
- Never speed. It is vital that whoever is driving asks passengers if they feel safe and comfortable whilst travelling.
- Keep the office updated on the vehicle's state of repair on a weekly basis.

5. Monitoring and Review

a) In the Office

- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at the GOLD sub-committee, which meets quarterly.

b) Touring, Rehearsals, Workshops and Special Projects:

- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at Tour Meetings and De-briefs.
- Accidents and Incidents will be reported to the Board of Trustees within the Legal and General report.