



## Health and Safety Policy Statement – February 2024

Of The IES for the Warehouse Theatre, Ilminster

(in accordance with the Health and Safety at Works Act 1974)

Our statement of general policy is:

The IES Trustees are committed to high standards in Health and Safety. In particular the Trustees will:

- provide adequate control of the health and safety risks arising from its work activities.
- consult with our employees (volunteers) on matters affecting their health & safety to prevent accidents and cases of work-related ill health.
- maintain safe and healthy working conditions.
- ensure the safe maintenance of plant and equipment.
- provide a safe environment for its members, patrons and audiences.
- provide information, instruction and supervision for employees (volunteers).
- provide further training to all employees (volunteers) where necessary. Such as but not limited to First Aid training, Safeguarding training.
- strive to prevent accidents.
- review this policy annually and revise as necessary.

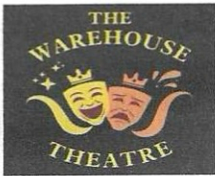
## RESPONSIBILITIES

The reporting of accidents, potential hazards and ill health at work is a legal requirement. All employees (volunteers) have a responsibility to act in accordance with the IES Health & Safety policy.

**The Committee** is responsible for ensuring the implementation of the Health & Safety Policy by monitoring and reviewing the work of the Health and Safety Officer, who is responsible for the management of Health and Safety.

**The Health and Safety Officer is responsible for:**

- ensuring risk assessments are completed in both technical and audience areas.
- ensuring that there are regular inspections of the theatre.
- ensuring equipment is checked by competent individuals as required.
- ensuring that the agreed Fire Policy and procedures are carried out.



- providing appropriate protective equipment and encouraging its use.
- investigating accidents and reporting accidents to the committee where appropriate.
- advising the committee of the need for any changes to policy or procedures.
- ensuring the Health and Safety Policy and practices are reviewed on an annual basis.
- monitoring and advising other roles which have specific Health and Safety responsibilities.

The **Front of House Manager** is responsible for the safety and wellbeing of the audience and FOH/Bar staff. Only Members who have received the necessary training are permitted to carry out this role.

The **Stage Manager** is responsible for the safety and wellbeing of cast and crew during rehearsals and show nights and should identify all production specific risks and produce a production specific risk assessment to complement the general risk assessment.

When the **Stage Manager** is not present the **Director** will be responsible.

The **Lead Set Builder** is responsible for the safety and wellbeing of everyone involved in construction or painting of the set, and in dismantling it on get out.

**All participants of a Warehouse Theatre production must be full members of the IES have a responsibility to:**

- co-operate with the above roles on Health and Safety matters.
- make themselves aware of escape routes from the theatre.
- make themselves aware of the location of the First Aid box and the accident book kept therein.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own safety.
- report all health and safety concerns to the Facilities Manager.

**Incoming Shows should be sent a copy of our health and safety policy and must read it. They have a responsibility not put the theatre staff or the theatre at risk.**

Nominated responsible person (as stated in contract) will ensure that areas used by private companies hiring The Warehouse Theatre are supervised by a member of the IES.





## RISK ASSESSMENTS

ensure health and safety standards are maintained/improved the following people have responsibility in the following areas:

- Stage Director      Stage and all backstage areas
- Front of House Manager      Front of House (to include all public areas and employee (volunteer) work areas.
- \*Producer of IES production Areas used during rehearsal.

**\*In the absence of a producer a designated person for the production must be nominated.**

Effective risk assessment is a central part of creating a safe working environment. It involves the careful examination of the theatre to identify anything which could cause harm to individuals and ensures that sufficient precautions have been taken to prevent harm. The aim is to reduce risk and prevent accidents. The five steps to effective risk assessment are:

1. Identify the hazard – ignore the trivial and concentrate on the significant.
2. Decide who might be harmed and how.
3. Assess the risk and whether existing precautions are adequate. Assess whether the hazard can be removed, or the risk reduced. If the risk is high, stop that activity.
4. Record the findings on the risk assessment forms.
5. Review the assessments at least annually.

If further action is required resulting from a risk assessment, this will be organised by the Stage Manager.

The Stage Manager for each production shall produce a production specific risk assessment that will complement the general risk assessment, covering any additional risks that are present due to the nature of that production. The production specific risk assessment should be read and signed by all members of the production and filed with the H&S Officer this can be done via his pigeonhole.



## SAFE PLANT AND EQUIPMENT

The **Health and Safety Officer and Technical Manager** are responsible for arranging inspection of all buildings and fixed equipment.

including:

- electrical and heating installations, including all stage lighting and lanterns.
- hot water boilers.
- bar equipment.
- kitchen equipment.
- portable electrical appliances.

Responsibility for repair and improvement of issues identified will depend upon the nature of the problem and will be decided on by the **Health and Safety Officer and/or Technical Manager**.

## ACCIDENTS AND FIRST AID

All accidents to members, patrons or the public will be recorded in the accident book. This will be kept in the H&S File which will be held in the Box Office desk. To ensure confidentiality the completed perforated sheet should then be placed in the H&S pigeonhole so that the incident can be correctly investigated.

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

The Warehouse Theatre - 2024

The **Health and Safety Officer** is responsible for ensuring a fire risk assessment is undertaken.

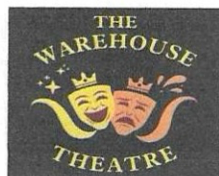
The implementation of findings from a fire risk assessment will be the responsibility of the Committee, advised by the **Health and Safety Officer**.

Fire extinguishers will be checked annually.

## COMPETENCY FOR TASKS AND TRAINING

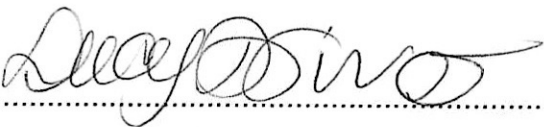
The **Health and Safety Officer** will require a high degree of competency in Health and Safety and the IES Trustees will make training available where appropriate.

The Committee will ensure that those taking any of the other safety-critical roles have been properly trained and inducted for their role.



## MONITORING

There will be a regular review of all Health and Safety matters by the Committee, in conjunction with the Health and Safety Officer.

Signed  (Chairman of the Trustees)

Signed  (Health and Safety Officer)

Date 12/3/24 Review Date 12/3/25