

Capital Theatres Health and Safety Policy

Policy Statement

It is the policy of Capital Theatres to promote safe working at the heart of our activities. The company is committed to exceeding the basic legal requirements where we can and making available appropriate funds to achieve our health and safety objectives.

We think that health and safety is important because:

1. We recognise that good health and safety practice reflects our aspirations towards the high-quality targets for everything that we do.
2. We believe that getting health and safety right is the responsibility of a good employer.
3. Good health and safety practice empowers individuals to achieve common goals in a complex organisation. Rather than restricting activities, having good practice in place means the business is better able to deal with the unexpected.
4. We understand our legal obligations to protect the health, safety and welfare of staff, customers, visitors, and anybody else affected by our work.

The success of this policy depends on everyone understanding their roles and having the appropriate knowledge, skills and experience to meet their responsibilities in practice. The Trust will make sure that everyone is given adequate support in achieving understanding and competence by providing suitable information and training.

Roles and Responsibilities

Board

The Board has ultimate responsibility for health and safety management arrangements and for meeting the legal obligations placed on it by the Health and Safety at Work etc Act 1974, and other health and safety legislation.

The Board delegate their responsibilities for the operational aspects of the policy as explained below, but remain responsible for ensuring that suitable governance, resources, reporting and monitoring mechanisms are in place to demonstrate how the various responsibilities that have been delegated are being achieved.

The Board receive regular reports on Health and Safety performance. A Board Member attends regular Health and Safety Committee meetings. The Board is responsible, through the Chief Executive and Senior Management Team, for making sure that any shortcomings are addressed and that adequate resources to support delivery of this policy are in place.

Senior Management Team

The Chief Executive is accountable to the Board for delivering this policy, and for making sure that resources are used effectively.

The Director of Operations and the Health and Safety Officer are accountable to the Chief Executive for reviewing this policy on a regular basis, monitoring progress on health and safety matters and reporting performance to the Board to assure them that their good governance objectives are being met.

Managers and Supervisors

All managers and supervisors are responsible for ensuring that the relevant arrangements mentioned in this policy are adopted, understood and carried out in their areas of responsibility. Managers are also responsible, so far as is reasonably practicable, for the health, safety and welfare of all staff, customers, visiting staff, contractors and others within their areas of control and influence. In particular this involves:

- Management of health and safety in the workplace by “walking about” i.e. a regular review of people, areas and processes within their sphere of influence to ensure that health and safety issues are actively managed
- Ensuring that appropriate Risk Assessments are carried out, adhered to and kept up to date
- Reviewing risk control measures (especially with new staff, new equipment, new processes or following accidents and incidents) to ensure adequacy and compliance
- Reporting and fully investigating accidents, incidents and near misses to make sure that they do not re-occur
- Providing adequate opportunity for consultation and communication with staff and others
- Ensuring that suitable and sufficient information, training, instruction and supervision is provided to staff and others within their control
- Monthly monitoring of their own health and safety responsibilities (people, areas and processes under their control or influence) to ensure that that any failings are, or support required is, reported to the Health and Safety Officer

Staff

All staff have a duty to take reasonable care for their own health and safety and that of anybody else that might be affected by their actions (either doing something, or not doing something). They are also obliged to cooperate with the development of health and safety improvements, follow any reasonable instruction and communicate any shortcomings of health and safety related incidents to their manager. If you see a health and safety issue that is not being dealt with you must not just walk by.

Staff are strongly encouraged to report accidents, incidents or near misses. Indeed, under H&S legislation, you are obliged to report accidents, incidents or near misses. If staff are aware of any accidents, incidents or near misses, then these must be reported using the procedure at the end of this document.

Other organisations, visitors, contractors, customers, etc.

Any people working with us or in our venues, but working for other organisations are expected to share adequate health and safety information with us and to cooperate fully to ensure the health safety and welfare of anybody who may be affected by their actions.

When other people are working in our venues they are expected to meet the requirements of this policy as well as their own employer's policies.

General Health and Safety Arrangements

Health and Safety Officer

The Trust has appointed a Health and Safety Officer to coordinate all health and safety information and to assist the Director of Operations in monitoring and reviewing health and safety performance. Details of what this role entails are described further in this section and other sections below. The Health and Safety Officer is Jim Clark, Technical Manager and, although he does not have specific H&S management responsibilities as part of the H&S Officer role, he does have management responsibilities in the technical, maintenance and stage door reception areas.

Monitoring, Training and Support

Managers are responsible for ensuring that all staff and workers under their control receive a suitable and sufficient induction, based on their role and duration of their work at our venues. At the most basic level this induction will include familiarisation to work areas and relevant emergency procedures. It is managers' responsibility to deliver first-day health and safety induction (evacuation, roll call, first aid, etc) to new members of staff, or staff who are changing roles or responsibilities. The Health and Safety Officer will deliver a general Health and Safety Induction to every member of staff in due course, but not necessarily on the first day.

Managers are responsible for planning work and ensuring that suitable and sufficient training opportunities are provided to all staff so that they have knowledge and skills to carry out the work safely.

Once training has taken place managers should copy training records to the Health and Safety Officer for file. H&S training is reported to Board by the Director of Operations. Training is reviewed at each H&S Committee Meeting.

The Health and Safety Officer will monitor H&S performance, training needs and support required on a monthly basis with all managers.

Consultation and Communication

The Trust is committed to engaging with staff and others who may be affected by our work on health and safety matters. We recognise the benefits of effective consultation in addition to the legal obligations on us to communicate and consult on developments and improvements to health, safety and welfare in the workplace. To meet this commitment we have established a Health and Safety Committee. This group meets 5 times a year, approximately 2 weeks in advance of Board meetings. Its members are drawn from across the organisation and its principle aims are:

- Consult on the introduction of any new working practice, technology, equipment or services affecting health and safety
- Promote and ensure competency in complying with health and safety legislation and systems across the organisation

- Review information that is available to staff and ensure that they have understood their obligations to reduce or remove risks
- Review the planning of health and safety training
- Encourage all staff to work together in a cooperative manner to improve and develop a healthy and safe working environment

The primary route for health and safety management is through the line management structure. The health and safety committee does not have a management responsibility. Committee members are:

Catherine Bromley, Head of Press and Communications
 Kirsty Carswell, Stage Door Receptionist
 Jim Clark, (Health and Safety Officer), Technical Manager
 Niall Dewar, Deputy Head of Customer Services
 Duncan Hendry, Chief Executive
 Brian Loudon (Chair), Director of Operations
 Ali McInnes, Maintenance Officer
 Andy McInnes, Technician
 Moira McInnes, Senior Technician
 Graham Raith (BECTU H&S Rep) Head of Electrics
 Helen Mackie, Board Member
 Caroline Thewlis, Head Cleaner
 Morven Pack, Deputy Box Office Manager

All staff are welcome to attend committee meetings. Minutes are circulated to all staff.

Reporting, Audit, Review and external support

Health and safety is a standing agenda item on:

- Fortnightly Management Team meetings
- Technical scheduling meetings
- Weekly Operations meetings
- Bi-monthly Board meetings

The Director of Operations reports H&S performance to Board. A draft copy of his report is discussed at each H&S Committee meeting to ensure its integrity before being submitted to Board.

This policy is reviewed annually by the Director of Operations. H&S performance is externally audited at least every 18 months.

The Trust has access to the Federation of Scottish Theatre H&S Advisor service and to the Safety Committee of Theatrical Management Association and Association of British Theatre Technicians.

Management Arrangements for Health and Safety

Risk Assessments

Risk assessments are carried out for most of the Trust's work activities and must be provided, where necessary, by visiting companies presenting work at our venues. The

primary function of risk assessments is to identify hazards and either remove the risk or reduce the risk by managing it. Risk assessments can be carried out for activities, equipment or work environments, they should identify significant risks, they should identify suitable control measures (Safe Systems of Work) to be taken and note any other relevant information or instruction required. Where activities or work are identified as high risk then written statements will be developed to provide sufficient instruction and information to all those involved. If a risk is identified which is not acceptable or not manageable then a Remedial Action Plan will be developed to reduce the risk.

Managers are responsible for ensuring these assessments are completed for their areas of responsibility. They are also responsible for reviewing these risk assessments annually, or as required in the assessment and/or:

- after any accident or incident is reported
- if there are any significant changes to activities, people, equipment or work environments

Managers are responsible for ensuring that staff are aware of and understand risk assessments relevant to their work.

The Health and Safety Officer maintains a Risk Assessment Register so that we have a complete log of assessments which have been undertaken and so that we can prompt managers to review assessments as required. The H&S Committee reviews this register to ensure that we undertake any improvements required in good time.

Accident, Incident and Near Miss Reporting and Investigation

The Trust operates a “no blame” culture for accident, incident and near miss reporting. It is important to us that we record any such events so that we can learn from what happened and reduce the chances of such an event happening again.

- Accidents are defined as any unplanned event *that caused actual* loss or injury to people or damage to property.
- Near Misses are defined as any unplanned events *that could have caused* loss or injury to people or damage to property.

All accidents or near misses that you have been involved with or have witnessed should be recorded on an Incident, Accident Near Miss Report and Investigation form (available on the S drive in the H&S folder, or from your manager). Follow the procedure laid out in the diagram at the end of this Policy. Please try to capture as much information as possible on the report.

An investigation will then take place, led by the manager responsible for the area where the accident or incident took place. Investigations should be undertaken by somebody who has not already been directly involved. This investigation should also try to capture as much information as possible. Managers will forward copies of the report and the investigation to the Health and Safety Officer and the Director of Operations. The Health and Safety Committee reviews all accidents and near misses to identify trends or shortcomings and to ensure that we take corrective action to prevent reoccurrence. All this information is ultimately reported in summary form to the Board.

Managers are responsible for:

- Investigating accidents and incidents that occur in their areas to a level commensurate with the potential for health and safety related loss
- Any relevant lessons from the investigation are captured, learned and shared to prevent re-occurrence

Investigations should be carried out with the assistance of the Health and Safety Officer and/or the BECTU H&S Rep.

If an accident or a near miss happens with a contractor or visiting company there is no need for us to both record it, but we should both retain a copy of an accident/near miss report. We will share all relevant information with them. It is important that we share information to prevent accidents and incidents re-occurring.

The Health and Safety Officer and the BECTU H&S Rep both maintain a record of all accident, incident near miss and investigation reports so that we can identify any trends that may develop.

Any accidents or incidents covered by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported by the Health and Safety Officer.

Inspection

Managers are expected to actively carry out ongoing reviews of H&S performance in their areas of responsibility to ensure that they are suitable, sufficient and being consistently applied. The H&S Officer will monitor such reviews as part of the monthly monitoring exercise.

Specific Health and Safety Arrangements

Equipment

Managers are responsible for ensuring that any equipment used in areas under their control is fit for purpose, safe to use and well maintained, and that suitable training has been given. This includes, as far as is practical, any equipment that is supplied by visiting companies, contractors or other parties where it is used in our venues.

A number of specialist companies are contracted to undertake maintenance on fixed equipment, and a complete log of their visits is kept in the maintenance room at each venue.

Fire

A Fire Risk Assessment for both venues is in place and is available on the s:\ drive in the H&S folder. The fire alarm is tested weekly. Fire Evacuation drills will take place at least every 6 months. A separate paper is available from your manager with details of fire evacuation procedures for your area.

First Aid

The Director of Operations is responsible for ensuring that a suitable number of staff have been trained in first aid. A complete list of current qualified first aiders is available

on all notice boards. You can always get a first aider by contacting stage door at either theatre.

Hazardous Substances

All hazardous substances used by the Trust will be risk assessed with details recorded on the COSHH Register which is kept and maintained by the Health and Safety Officer. Individual managers are responsible for making sure that any COSHH substances kept or purchased are risk assessed and copies of information passed to the H&S Officer. Managers are also responsible for making sure that staff using hazardous substances are given sufficient information on procedures for their use.

Lone Working

Wherever possible the Trust will plan activities to minimise the need for people to work alone out of normal working hours or for extended periods.

Where this is unavoidable each manager is responsible for risk assessing the safety of lone workers and putting in place suitable control systems.

Manual Handling

Managers should ensure that significant manual handling in their areas of control is assessed and, where reasonably practical, eliminated, reduced or controlled. Manual handling training is available in-house. The Trust supports the UK Theatre Association/BECTU Code of Practice for get-ins and get-outs.

Noise

The Trust is committed to reducing, as far as is practical, exposure to noise levels at work that have the potential to cause hearing damage. Where activities have been identified through general risk assessments to have the potential for noise risk then a specific risk assessment will take place to ensure appropriate controls are in place.

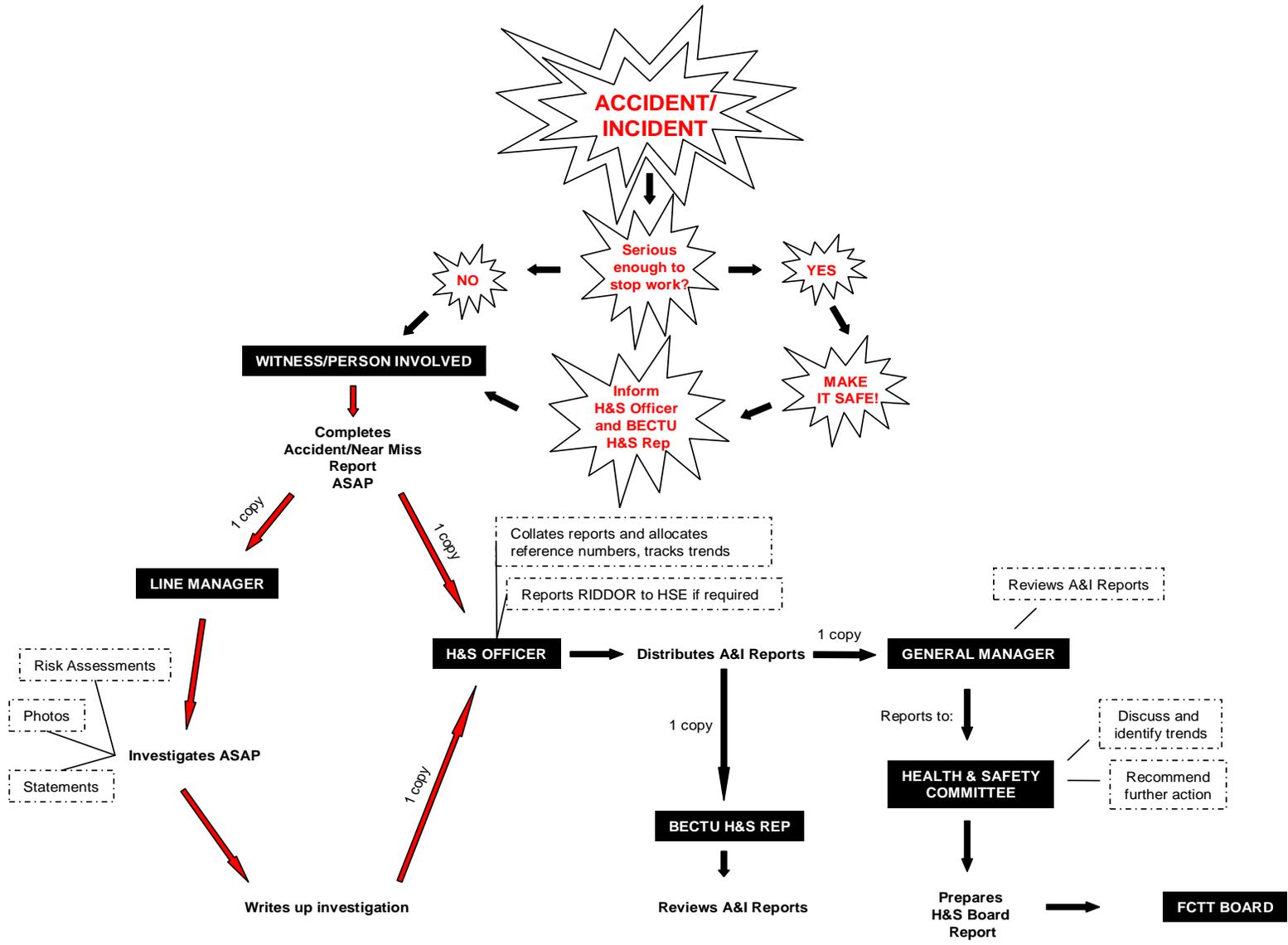
Personal Protective Equipment (PPE)

Where a risk assessment has identified a risk that cannot be controlled without the use of PPE then:

- The Trust will provide PPE to staff
- Staff are responsible for wearing PPE as instructed and reporting any loss or damage to their manager
- Failure to wear PPE may result in staff being redeployed or, in extreme circumstances, may lead to disciplinary action
- Managers are responsible for ensuring that staff are using PPE as directed
- The Health and Safety Officer will hold and periodically review a log of PPE

Any visitors or contractors are responsible for providing and maintaining their own PPE and, so far as is practical, enforcing its use.

This policy was last reviewed on 16 January 2016 by Director of Operations.





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A full copy of this policy statement is available from your manager.

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Duncan Hendry, Chief Executive

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date