



Health and Safety Policy

Health and Safety Policy Sections:

- 1. Statement of Intent**
- 2. Responsibilities**
- 3. Consultation with the Staff**
- 4. Health & safety risks arising from our work activities**
- 5. Offices and equipment**
- 6. Fire and evacuation**
- 7. Assuring competency for tasks and training**
- 8. Information**
- 9. Accidents, first aid and work-related ill health**
- 10. Monitoring**

DIY Theatre Co. contact information can be found on the last page.

DIY Theatre Company Health and Safety Policy

In this document, the term “staff” shall be taken to include paid employees, freelance staff, contractors and volunteers.

1. Statement of Intent

DIY Theatre Company (DIY) will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our staff on matters affecting their health and safety
- provide and maintain safe offices and equipment
- provide information, instruction and supervision for staff
- ensure all staff are competent do to their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions and
- review and revise this policy as necessary at regular intervals

2. Responsibilities

The Board has overall and final responsibility for health and safety. The Board will, where possible, appoint one of its members to take lead responsibility for championing and overseeing Health and Safety issues.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Artistic Director and/or Access Co-Ordinator. All staff must:

- co-operate with the Artistic Director and/or Access Co-Ordinator on health and safety matters

- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

3. Consultation with the Staff

We will consult with staff collectively.

We will consult with them on all matters regarding health and safety, including:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work
- arrangements for getting competent people to help them comply with health and safety laws (A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help us meet the requirements of health and safety law)
- the information we are giving them on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk
- the planning and organisation of health and safety training and
- the health and safety consequences of introducing new technology

4. Health & safety risks arising from our work activities

Key areas of risk at DIY are:

- Stranger Danger / Abuse of Vulnerable Adults

- Events, including use of the meeting room
- Venues for performances and workshops
- Safe travel for those using transport provided by DIY
- Carrying / lifting
- Confined spaces
- Electrical equipment
- Equipment and other items used for shows etc.
- Fire
- Slips, trips and falls (including collapsing props etc.)
- Wheelchair manipulation
- Stress

DIY risk assessments will be undertaken by Lead Artists and Core Staff with support of The Artistic Director and Access Co-Ordinator following Health and Safety Executive (HSE) guidance:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

Action required to remove, or control risks will be approved by the DIY Board or delegated member.

The Artistic Director and/or Access Co-Ordinator is responsible for ensuring the action required is implemented and for checking with staff that the implemented actions have removed or reduced the risk.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest. Assessments will also be carried out whenever a new activity is introduced and/or a new location is used.

Staff, in consultation with the Artistic Director and/or Access Co-Ordinator will assess the risks in any public event organised, taking account of guidance available.

5. Offices and equipment

Identifying maintenance needs for the offices and equipment is the responsibility of the Administrator.

Ensuring effective maintenance procedures are drawn up is the responsibility of the Administrator.

Ensuring that all identified maintenance is implemented is the responsibility of the Administrator, to whom any problems found with offices and equipment should be reported.

Checking that new equipment meets health and safety standards before it is purchased is the responsibility of the Artistic Director and/or Access Co-Ordinator.

6. Fire and evacuation

We will carry out a fire safety risk assessment and implement and maintain a fire management plan. Ensuring this is undertaken and implemented is the responsibility of the Artistic Director and/or Access Co-Ordinator following appropriate advice.

7. Assuring competency for tasks and training

General induction training, and job-specific briefing and training, will be provided for all staff by the Administrator. .

Any staff health and safety concerns will be identified in regular supervisions.

The Artistic Director and /or Access Co-Ordinator will identify training and development needs of staff, will arrange participation in any

training and development, and will be responsible for monitoring the outcomes.

Training records are kept in the main personnel file held by the Administrator.

8. Information

The HSE poster.

9. Accidents, first aid and work-related ill health

The first aid box is kept in the DIY office on the windowsill

DIY will provide First Aid Training for all relevant work settings. All Emerging Artists will be required to undergo the British Cross Emergency First Aid at Work course.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the DIY office.

Where outreach venues are in regular use, staff will familiarise themselves with the location of the first aid box.

Investigating accidents is the responsibility of the Artistic Director and Access Coordinator

Acting on findings to prevent a recurrence is the responsibility of the Artistic Director and Access Coordinator

Reporting accidents, diseases and dangerous occurrences to the enforcing authority is the responsibility of the Artistic Director.

10. Monitoring

To check working conditions, and ensure our safe working practices are being followed, we will:

- hold regular health and safety review meetings, reporting to the Board,
- conduct regular risk assessments, reporting to the Board,
- review the policy annually at Board level,
- take other actions as necessary.

Updated and approved by The Board on 20th September 2022



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