

FORTH **CHILDREN'S** **THEATRE**

HEALTH & SAFETY POLICY

V1.0

Strategic Overview

It is the policy of Forth Children's Theatre to provide, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work, for company volunteers.

Forth Children's Theatre also aims to provide a safe and healthy environment for participants, audience members and anyone visiting its premises. Forth Children's Theatre aims to ensure that any work undertaken by the organisation does not adversely affect the health and safety of other persons.

Policy aims & objectives

To promote and maintain standards of safety, health and welfare, that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation, and codes of practice.

- To protect employees, volunteers, participants and others, including the public, from foreseeable hazards
- To provide all employees and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed
- To ensure that all employees, volunteers and participants are aware of their responsibilities to take care of themselves and others
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment

Responsibilities

1. The Board of Trustees has ultimate responsibility for Health & Safety. The Board of Trustees is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.
2. The Safeguarding Lead has responsibility for ensuring the Health & Safety policy is implemented throughout the organisation. Working under the direction of the Board of Trustees

The Safeguarding Lead will:

- Communicate the Health & Safety Policy & Procedures to all young people and volunteers
- Manage the Administrator as the Appointed Person
- Write, review and disseminate risk assessments, ensuring that they are fit for purpose
- Action any points arising from the completion of Risk Assessments
- Review the accident book and any related incidents and implement changes to improve safety
- Identify needs and arrange training in relation to matters of Health & Safety
- Delegate the day-to-day implementation of the Health & Safety Policy within the organisation.
- Ensure that adequate maintenance systems are in place and that all identified maintenance is implemented
- Ensure Health & Safety aspects are incorporated into all job instructions
- Bring to the attention of the Board of Trustees all new legislation, codes of practice and other related matters
- Report any accident, damage or dangerous occurrence to the Board of Trustees

3. The Appointed Person shall be a first aid qualified volunteer.
 - There will be an Appointed Person at each rehearsal or show who is responsible for:
 - Taking charge of first aid arrangements, including maintaining the first aid kit and disposing safely of expired contents
 - Calling the emergency services in an emergency

As Forth Children's Theatre's staff are volunteers, the Appointed Person may not be on-site when people are at work or in the building. When the Appointed Person is not on site, the most senior staff member present will act as the Appointed Person.

4. Volunteers and Participants should be made familiar with and conform to all relevant aspects of the Health & Safety procedures.

This includes:

- Observing all safety rules at all times
- Wearing appropriate safety equipment when required
- Not interfering with anything provided to safeguard their own or others' Health & Safety
- Reporting all accidents, damage and serious occurrences to the Safeguarding Lead
- Reporting all Health & Safety concerns to the Production Manager and Safeguarding Lead
- Taking reasonable care of themselves and others who may be affected by their actions

Basic Guidelines

The following steps should be taken to ensure the safety of all those who use Forth Children's Theatre's premises:

- Up to date emergency contact details for all staff, volunteers and participants is held (respectively) in personnel files, volunteer folder and session register folder as per GDPR Policy
- Production Manager and Safeguarding Lead will ensure they have emergency contact details available to them at all points in the sessions
- At least 2 adults should be present at all sessions, with recommended ratio of 1 adult to 10 children
- Access to the Forth Children's Theatre shared drive will be made available as agreed by Trustees to those who require relevant access
- All volunteers will receive a copy of this policy prior to starting a project
- All staff and Department Leads are asked to review the relevant risk assessments before starting a project
- At least one staff member/tutor with up to date First Aid training should be present during working times, including evenings and weekends
- Regular volunteers should be offered basic first aid training every 3 years
- All volunteers must ensure the space (both indoor and outdoor) used for sessions, rehearsals and performances are safe and that risk is mitigated in line with the relevant risk assessment(s). This includes checking for slip, trip and fall hazards and manual handling issues
- All staff and tutors must ensure that activity undertaken on Forth Children's Theatre's premises or by Forth Children's Theatre participants is safe and that risk is mitigated in line with relevant risk assessment(s)
- Risk Assessments should be carried out on a show basis. this will include a generic risk assessment and be supplemented by a site-specific risk assessment

COSHH

Use of hazardous chemicals (eg spray paints) will be assessed in line with Control of Substances Hazardous to Health (COSHH) Regulations 2002 by the supervising staff member. The supervising staff member will put in place plans for appropriate ventilation and protective covering provided for anyone coming into contact with these materials and will report these plans to the Safeguarding Lead.

Infection Control

Infection Control is a key part of Forth Children's Theatre to protect everyone. Infection control shall be there to mitigate the risk of passing illness throughout the FCT company. This includes but is not limited to COVID-19.

- Infection control will be subject to relevant Scottish Government guidance at the time of risk
- Cleaning shall take place regularly including regularly touched surfaces in all venues FCT uses
- Any Volunteer or young person shall not attend rehearsals following an episode of Vomiting or Diarrhoea. They are not permitted back to rehearsals until a time of 48hrs after the last bout has passed
- If any infection is diagnosed the safeguarding lead should be informed to allow for contact tracing to begin and maintain a control of the infection spread. This may include additional cleaning or contacting others involved
- FCT Safeguarding Lead shall be responsible for the implementation of this

Working at Height

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

- Avoid work at height where it's reasonably practicable to do so
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

DO NOT:

- Overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- Overreach on ladders or stepladders
- Rest a ladder against weak upper surfaces, eg glazing or plastic gutters
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

Working at height volunteers shall be deemed suitable by the production manager at the time of production who can ensure there is a suitable induction to the equipment being used can be provided. This will also involve checking the volunteer is competent in doing so.

No volunteer shall be asked to undertake working at height activity of which they feel uncomfortable about. Within the theatre environment there is often truss used, this has no primary function for climbing and as such this should not be utilised in this way. However should this be done then suitable equipment and the ability to mitigate a fall should be taken.

While working at height is taken place all other volunteers and young people should not be in the immediate vicinity below the height work. Hard hats should be worn while working at height is being undertaken by any volunteer.

Manual Handling

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts. The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Always take into account:

- Individual capability
- The nature of the load
- Environmental conditions
- Training
- Work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Moving and handling best practice is covered in the Forth Children's Theatre Volunteer Induction which must be completed prior to undertaking activities within Forth Children's Theatre. The use of manual handling techniques should be reduced and the sharing of load is heavily encouraged. Existing injuries should be made aware to the production manager prior to commencing any task.

Forth Children's Theatre recommends that a test lift is carried out prior to the task being undertaken to ensure this is within the capabilities. If in doubt, volunteers should ask for help.

Health and Safety of Young Volunteers

Forth Children's Theatre encourages volunteers of all ages to be involved with all parts of their production. This includes the use of young volunteers under the age of 18 in all departments. Forth Children's Theatre prides itself around encouraging young people into the theatre industry and maximising training and exposure to an industry standard setup.

Young volunteers will be given the opportunity to participate in all activities carried out by Forth Children's Theatre. This may include working at height, manual handling and COSHH.

All activities will be supervised by an appropriate adult and shall be individually considered depending on the young volunteers' capabilities to ensure the level of risk is suitably mitigated.

All activities will be covered and training will be given to develop young volunteers. The decision for a young volunteer to participate in an activity involving working at height or significant moving and handling shall be under the direction and final decision of the Production Manager and/or Safeguarding Lead who will be involved with the risk assessment for the activity.

Emergency Response

In the event of an injury that requires emergency medical attention, the Appointed Person should:

- Dial 999 immediately
- Give the address as appropriate:

Madelvic House	RCCG Edinburgh Tabernacle
Granton Park Ave	41-42 Inverleith Gardens
Edinburgh	Ferry Road
EH5 1HS	Edinburgh
	EH3 5PR

- Follow all instructions given by the 999 operator
- Ensure the injured person is not left alone
- Meet Emergency Services in front of the building or delegate a responsible adult to do so

Volunteers are reminded that emergency situations may include mental health emergencies, including threats of suicide, as well as physical injury. Mental health emergencies should be handled as described above in the same way as any other medical emergency. A 'Youth Mental Health First Aid' guide is kept in the office next to the first aid box as a reference.

In the event of an injury or incident that requires medical attention quickly, but is not an emergency, the Appointed Person can dial 111 to speak to a medical professional who will provide the relevant support.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 governs all matters of fire safety. Forth Children's Theatre's activities mainly take place within the offices and rehearsal room on the first floor of Madelvic House. Edinburgh City Council manages the building, including inspections of fire safety equipment, producing a fire risk assessment and running fire drills. Fire alarms are tested on a weekly basis and fire drills are run twice a year.

Forth Children's Theatre's volunteers are given fire safety training as part of their induction, including location of fire exits, fire alarm points, evacuation procedures and assembly point.

In the case of a fire, the fire warden(s) (or lead staff, when appropriate) will ensure:

- All workers and participants exit the building quickly and calmly through the nearest fire exit.
- Sessional registers are taken with the group to the assembly point.
- Any Fire doors that are propped for ventilation are closed
- The alarm is raised if not already sounding, or the fire brigade is called

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Accident Reporting

Any accidents or incidents involving Forth Children's Theatre volunteers and young people should be recorded in the Accident Book and reported to the Safeguarding Lead.

Information in the Accident Book will include:

- Date, Time and Place of the incident and outcome.
- Name of injured or ill person
- Details of the injury/illness and the action taken
- What happened to the person immediately afterwards (e.g. went home, went back to session, went to the hospital)
- Name and signature of the person writing the report

The Safeguarding Lead will report incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the Health and Safety Executive. These incidents include major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc.

First Aid and Accident/Incident Procedure (Further guidance can be found in the FCT First Aid Policy)

In the event of an emergency, the Appointed Person should always call 999 before following the steps below. Any accidents or incidents involving those involved in Forth Children's Theatre sessions should also be reported in the first instance to the Safeguarding Lead.

The Safeguarding Lead should ensure:

- Continued risk is removed or mitigated in line with the appropriate written risk assessment(s)
- The participant does not engage in any activity that may constitute further risk
- The parent/carer or emergency contact of the young person is informed of the accident as soon as possible
- If necessary, an action plan for treating or managing any injury is developed and agreed with the parent/carer
- The accident/incident is recorded in the accident book
- The Executive Director and/or Artistic Director are notified of the accident/incident on the next working day, or immediately in an emergency
- If hospital treatment is required and parents/carers do not get to Forth Children's Theatre before the ambulance, a suitable Forth Children's Theatre volunteer who has completed a PVG check will accompany the young person

First Aid Box Content

There is no mandatory list of items to be included in a first-aid container. Based on the assessment of Forth Children's Theatre the following items should be stocked in the first aid box:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Finger dressings
- Two individually wrapped triangular bandages, preferably sterile
- Large sterile individually wrapped unmedicated wound dressings
- sterile individually wrapped unmedicated wound dressings
- Microporous tape
- Sterile wet wipes
- At least three pairs of disposable gloves
- Instant ice packs
- Foil blanket
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The contents of this box will be reviewed based on activity risk assessments.

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Review & Improvement

The Executive and Artistic Directors should review all accidents or incidents to determine if service could be improved to decrease risk in the future. Actions may include:

- Updating policies and procedures
- Updating risk assessments
- Increasing staff training
- Disciplining staff in the event that the health & safety policy has been breached.

This policy is reviewed by the Council of Management on a two-yearly basis.

FCT Safeguarding Review Procedure

Action	Responsibility
All new committee members must be given a copy the FCT Health & Safety Policy	Safeguarding Lead
All regular volunteers i.e. 'heads of departments' must be given a copy of the FCT Health and Safety Policy and have take part in an induction session with the safeguarding lead.	Safeguarding Lead
All cast members shall be made aware of key items of the Health & Safety policy and will undergo a "awareness" session with a member of the board using the cast safeguarding presentation	Safeguarding Lead or nominated board individual
All volunteers must be aware of the Health and Safety policy and guidelines and know who to contact should the need arise	Safeguarding Lead
A copy of the FCT Health and Safety policy must be visibly displayed in all rehearsal or venue environments. Costume and Props shall also have a copy in their "Bases"	Safeguarding Lead & Production Manager
Artistic/ Creative team must be given a copy of the FCT Health and Safety Policy prior to auditions. This should be at a meeting which will outline roles, responsibilities, safeguarding and Health and Safety responsibilities for the duration of the show.	Safeguarding Lead Artistic Director
Parents / guardians should be aware of where they can access the Health and Safety policy at any time. This can be done through contact with the safeguarding lead or any board member.	Safeguarding Lead & Board Members
Volunteers and Young people will be given appropriate health and safety induction to each venue they attend for rehearsals or show venues.	Safeguarding Lead & Production Team & Creative Team
Health and Safety Policy and Guidelines will be reviewed on an annual basis at the AGM unless otherwise required.	Safeguarding Lead
Health and Safety Risk assessments should be reviewed on a 6 monthly basis and be relevant for the show and cast involved.	Safeguarding Lead/ Production Manager.