

Health & Safety Policy for:

The Phoenix Theatre & Arts Centre
(Registered CIO Charity Number 1166858)

1. Statement of Intent

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

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out in parts 2, 3, 4 and 5.

For the purposes of this policy the word employees, refers to staff full time, part time, freelance and volunteers.

Signed:(For The Phoenix Theatre & Arts Centre)

Position in Organisation: **Chair**

Date:

Signed: Rob Allerston **CEO**

Date:

Signed: Rachel Jackson **Operations Manager**

Date:

Date Reviewed: **10th June 2024 (Health & Safety Task Force Meeting)**

2. Responsibilities

The Trustees have overall responsibility for health and safety at The Phoenix Theatre & Arts Centre. Day to day responsibility for ensuring that this policy is put into practice is delegated to the Operations Manager (OM), who is responsible for the implementation of this policy and for consultation with employees. All employees have a responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should report any health and safety problems to the OM immediately.

3. General Arrangements

3.1 Risk Assessments

- The person responsible for carrying out risk assessments is the OM.
- The findings of any risk assessments shall be reported to the Health & Safety Task Force, and where appropriate, the Trustees.
- Action required to remove / control risks to be approved by the Health & Safety Task Force.
- The OM is responsible for ensuring that the action required is implemented and to check that the actions have removed or reduced the risks.
- Risk assessments are to be reviewed every twelve months, or when the risk activity changes, whichever comes first.

3.2 Accidents, First Aid and Work-related Ill Health

- There are two first aid boxes, one is kept in the General Office, the other in the Servery Bar
- The following staff are qualified first aiders;
 - CEO, **Rob Allerston**
 - Operations Manager **Rachel Jackson**
 - Theatre Technician **Sam Cole**
- The person responsible for the first aid boxes is Operations Manager, Rachel Jackson
- All accidents and cases of work-related ill health are to be reported in the accident book.
- The accident book is kept in the safe in the General Office. All accidents should be recorded in it and the incident reported to the OM.
- The person responsible for reporting RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) incidents i.e. to the HSE, is the OM, who will in turn report the incident to the Health & Safety Task Force, and where appropriate the Trustees.
- Accidents recorded in the accident book are to be reviewed by the OM to determine trends and any preventative action.

3.3 Consultation with Employees

- The Trustees will consult directly with employees regarding health and safety matters.
- A record shall be maintained that all employees and Trustees have read and understood this Health & Safety Policy and Fire Risk Assessment, and any subsequent amendments there to.

3.4 Safe Plant and Equipment

- The OM is responsible for identifying any equipment / plant requiring maintenance.
- The OM is responsible for ensuring effective maintenance procedures are drawn up and implemented.
- Any problems with plant / equipment should be reported to the OM who in turn reports the problem to the Health & Safety Task Force, and where appropriate, the Trustees.
- The OM is to ensure that new plant / equipment meets health and safety standards before it is purchased.

3.5 Safe Handling and Use of Substances

The Operations Manager is responsible for:

- Identifying all substances that need a COSHH assessment.
- Undertaking COSHH assessments
- Ensuring that all actions identified in the COSHH assessments are implemented.
- Ensuring that all relevant employees are informed about the COSHH assessments.
- Checking that new substances can be safely used before purchasing.

Assessments will be reviewed every two years or when any work activities change, whichever is the soonest.

3.6 Information, Instruction and Supervision

- The HSE health and safety law poster is located on the ground floor within the General Office behind the administrator's desk.
- Health and safety advice is available from East Hampshire District Council.
- The supervision of young workers or trainees shall be monitored by the OM.
- The OM is responsible for ensuring that any employees working at other locations, under the control of other employees, are given relevant health and safety information.

3.7 Competency for Tasks and Training

All employees will be given basic health and safety induction training when they start work, including procedures for fire safety and first aid. Training needs will be identified with training provided if risks change or refresher training is required.

- Induction training for all employees is to be given by the OM.
- Job specific training is to be carried out by competent persons or outside training agencies including Community First.
- Jobs requiring specific training are:
 - Volunteer Technicians
 - Volunteer Front of House and Box Office Staff
 - Volunteer Bar Staff
 - First Aiders
 - Fire Wardens
 - Any work involving ladders
 - Manual handling
- Training records are kept in the General Office.
- Training will be identified, booked and monitored by the OM.

3.8 Monitoring

- The Health & Safety Task Force shall carry out three monthly inspections and health and safety walks to ensure safe working conditions and safe working practices.
- The OM is initially responsible for investigating all accidents.
- The OM is initially responsible for investigating any work-related causes of absence due to sickness.
- The OM is responsible for acting on the findings of the Health & Safety Task Force to prevent a recurrence of any of the above.

3.9 Fire Safety

- The Health & Safety Task Force are responsible to ensure a Fire Risk Assessment is carried out, with the OM responsible for its implementation.
- Escape routes are checked by Phoenix staff weekly.
- All fire extinguishers are serviced annually.
- The fire alarm is tested weekly.
- Emergency lights are tested monthly to ensure they are functioning correctly and annually to test their operation complies with British Standard 5266: Part 1: 1988. Tests are to be carried out by the OM.
- Emergency evacuation procedures are tested and evaluated every six months.

4. Hazards

4.1 Housekeeping and Premises

- Arrangements shall be made to keep the premises clean and tidy and rubbish collected and disposed of carefully.
- Storage of items to be monitored to ensure safe stacking.
- Gangways to be kept clear of clutter and exits checked regularly to keep them clear.
- Access to heights and difficult places to be monitored and checked for a safe system of work.

4.2 Electrical Equipment

- There shall be routine visual inspections of all plugs, cables and extension leads for loose connections and faults.
- Equipment to be PAT tested annually. The responsibility for this lies with the OM and records kept in the General Office.
- Thorough checks of the electrical installation to be carried out every five years.
- Any electrical work to be carried out by a qualified electrician.
- Only competent persons are allowed to work with the electrical equipment in The Phoenix Theatre, including the rigging and patching of lights.

4.3 Dangerous Substances

- Dangerous substances to be risk assessed and stored appropriately.
- Cleaning fluids and other similar substances to be monitored and hazard data sheets obtained where necessary to identify possible hazards.
- Any substance identified as being necessary in the workplace but potentially hazardous to be kept in a locked cupboard or store when not in use.

5. Safety Notices, Guidelines and Procedures

5.1 Action in case of a Fire

- On discovering a fire, raise the alarm and inform the General Office or Duty Manager.
- The OM, Theatre Administrator or Marketing Officer to call the Fire Brigade. If this is not possible, you should do so stating that the fire is at The Phoenix Theatre & Arts Centre, Station Road, Bordon, GU35 0LR and say where in the building the fire is.
- Leave the building in an orderly fashion and make sure that all service users, customers and visitors know where to go.

- Proceed to the Assembly Point (The Playground to the rear of the building). The Fire Marshal or designated person to check that all staff, service users, hirers, and visitors are present.
- The Fire Marshal or designated person is to ensure that all areas of the building are clear of personnel. If it is not possible for a particular area to be checked the Fire warden will inform the Fire Brigade on their arrival.
- Do not attempt to tackle a fire unless you have been trained in the use of fire extinguishers and it is safe to do so.

5.2 Good Housekeeping

Good housekeeping is the foundation of all safe working practices. If your workplace is untidy it is impossible to carry out work safely! Remember:

- Keep gangways, passages, stairways and regularly used areas free from obstructions.
- Put away items of equipment and furniture when you have finished using them.
- Remove obstructions when you see them.
- Ensure that all spillages, especially liquids, are cleaned up without delay.

5.3 Slips, Trips and Falls

The most common cause of accidents is mostly due to carelessness.

- Be careful when walking on wet surfaces.
- Report damaged floor surfaces or greasy stairs or any obstructions.
- Wear sensible footwear at work.
- Do not run, especially when using stairs.
- Refer to manual handling guidelines and risk assessments for full information.

5.4 Storage and Stacking

Safe storage is important for all items, whether large, small, light or heavy.

- Use suitable shelving systems, cupboards, containers etc. wherever possible.
- Store bulky and heavy items at low level.
- Store within hands reach wherever possible.

5.5 Ladders

- Many accidents are caused by failure to accept a safe system of working. Trying to gain access to goods out of easy reach by standing on chairs, boxes or climbing on shelving is dangerous.

- In the Phoenix Theatre, step ladders are provided for access to lighting. Make sure they are used correctly. Never use a ladder unless trained in ladder use.
- Never work at height alone. Ensure that someone else is always with you as they will be able to assist you in the unlikely event of a fall.

6. Noise and Noise Restrictions

Loud noise at work can damage hearing. This usually happens gradually and it may only be when the damage caused by noise combines with hearing loss due to ageing that people realise how impaired their hearing has become.

Where the risks are low, the actions taken can be simple and inexpensive, but where the risks are high, we should manage them using a prioritised noise-control action plan.

6.1 Identifying a noise problem

This will depend on how loud the noise is and how long people are exposed to it. We will need to do something about the noise if any of the following apply:

- Noise is intrusive-like a busy street, a vacuum cleaner or a crowded area, or worse than intrusive, for most of the working day.
- Staff have to raise their voices to have a normal conversation when about 2 metres apart for at least part of the day.
- Staff use noisy powered tools or machinery for more than half an hour a day.

Where required, ensure that:

- Hearing protection is provided and used.
- Any other controls are properly used.
- You provide information, training and health surveillance.

The OM is to review what we are doing if anything changes that may affect the noise exposures where working is taking place.

6.2 Safe working level for events

Sound level over the duration of an event in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140dB

7. Manual Handling

Measures to control risk will vary depending on the task. Reduce the risk of injury from hazardous manual handling operations that can't be avoided. Where possible, provide mechanical help, for example a sack trolley or hoist. Where this is not reasonably practicable, explore changes to the task, the load and the working environment.

If manual lifting is the only option, then there are things that can be done to reduce the risk, including:

- Make the load smaller or lighter and easier to grasp.
- Break up large consignments into smaller loads.
- Modify the workplace to reduce carrying distances, twisting movements, or the need to lift things from floor level or above shoulder height.
- Change the work routine to avoid excessive work rates and tight deadlines.
- Improve the environment – more space, better flooring, extra lighting or changing the air temperature can make manual handling easier and safer.
- Make sure the person doing the lifting has been trained to lift as safely as possible (seek assistance).

8. H&S Training

The Health and Safety at Work etc Act 1974 requires that we provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all staff and volunteers.

As an organisation we undertake to:

- Take into account the capabilities, training, knowledge and experience of our staff.
- Ensure that the demands of the job do not exceed their ability to carry out their work without risk to themselves and others.

Decide what training is needed:

- Identify the skills and knowledge needed for people to do their job in a safe and healthy way. Compare these against people's current skills and knowledge and identify the gaps.
- Review our experience of injuries, near misses or cases of ill health.
- Look at our risk assessments to see where information and/or training have been identified as factors in controlling risks.

Decide training priorities:

- Does the law require us to carry out specific training (eg first-aid training)?
- Consult staff and volunteers for their views.

Choose training methods and resources:

- Giving information or instruction.
- Coaching or on-the-job training.
- Training in the 'classroom'.
- Open and distance learning.
- In groups or individually.
- Computer-based or interactive learning.

Deliver the training:

- Make sure the information is easy to understand and try to use a variety of training methods to deliver our message.
- Make sure the trainer has enough time to prepare themselves, their resources and the venue – preparation is particularly important for people who are not experienced trainers.

Check that the training has worked:

- Have staff and volunteers understood what is required of them?
- Do they now have the knowledge and skills needed to work safely and with minimal risk to health?
- Are they actually working as they have been trained to?
- Has there been any improvement in health and safety performance?
- Has there been a change in behaviour and practice?

Updated by *Operations Manager*

Date: Thursday, 15 August 2024

Approved by The Board

Date: 9th July 2024