

Shobana Jeyasingh Dance Health and Safety Policy and Procedures 2020

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Introduction

This Health and Safety Policy has been written to fulfil statutory requirement and provide clear guidance to employees and stakeholders. SJD recognises its responsibilities under the Health and Safety at Work Act and other related legislation to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.

This policy will be reviewed every 2 years, or more frequently if there is a material change in work practices.

This document is divided into parts as follows:

- (1) Written Policy Statement of our commitment to Health and Safety
- (2) Division of Responsibilities
- (3) Summary of Responsibilities
- (4) Health and Safety Procedures

1. **Written Policy Statement**

1.1 Shobana Jeyasingh Dance (SJD) is committed to ensuring the health, safety and welfare of its employees, freelancers, volunteers, stakeholders and all others with whom our work brings us into contact.

1.2 The SJD Board has the ultimate responsibility for the safety and wellbeing of SJD staff and contractors, and must collectively ensure that SJD has the organisational arrangements and systems in place for health and safety to be successfully managed. The day-to-day management of this policy is delegated as shown below.

The successful implementation of this policy requires the commitment and co-operation of all levels of management and staff within the company. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who can be affected by their acts or omissions, and all personnel are made aware of their own responsibilities.

1.3 Each employee shall be given such information, instruction and training as is necessary to enable the safe performance of work activities. The policy determines who has specific responsibilities for each area of concern and this is reflected in job descriptions in the company.

1.4 The SJD management will ensure that all procedures and methods of work are designed to take account of health and safety, appointing competent people to assist Shobana Jeyasingh Dance in meeting its statutory duties (including outside specialists where appropriate).

1.5 Shobana Jeyasingh Dance will make appropriate arrangements and provide adequate resources for the senior management to implement the policy within their areas of responsibility. The policy will be monitored and subject to review and revision in the light of legislative or organisational changes.

1.6 A copy of this policy is available on request to each staff member and forms the basis of an induction session on Health and Safety issues. Copies of the policy are available from the Company Administrator.

1.7 Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.

2. Division of Responsibilities

2.1 Line management structure in relation to Health and Safety:

- The overall and final responsibility for Health and Safety in the workplace rests with the Board of Directors.
- The Artistic and Executive Directors are directly responsible to the Board, as the senior managers of the Company.
- The day-to-day management of Health and Safety within the company's offices rests with the Company Manager in consultation with the Board. Any suggestions or safety issues should be directed to the Company Manager in the first instance.
- Within theatre and touring venues (including outdoor spaces and sites used for site-specific performances), the Production Manager is responsible for management of the policy.
- For all Learning and Participation projects in schools and community spaces (including workshops and performance projects), the Learning Manager is responsible for management of the policy.
- Other workers in a supervisory capacity may have specific Health and Safety responsibilities beyond those listed under "All Personnel" in the Summary of Responsibilities below.

2.2 Knowledge of health and safety law is a requirement for all legal directors and managers. In particular, legal directors and managers must make appropriate arrangements to carry out regular inspections to ensure compliance with the health and safety policy.

The SJD management and board will ensure:

- All risks to health and safety are properly assessed and managed, where necessary calling on expert advice from within or outside Shobana Jeyasingh Dance.
- All staff and volunteers are properly trained, supervised and made fully aware of any hazards or special requirements associated with their work.
- Safe place of work, safe entrance to and exit from their place of work, safe plant and equipment.

- Suitable and appropriate safety representation is achieved for the team.
- Safety awareness amongst all staff and volunteers is encouraged and promoted by example and by training in work processes, hazard avoidance and the use of safety equipment when necessary.
- Safe systems of work are implemented and accidents and incidents are properly recorded and monitored.

2.3 All employees and contractors working with SJD have a responsibility to ensure that they:

- Make themselves familiar with and follow the health and safety policy at all times.
- Observe all safety rules and operate safe systems of work at all times
- Conform to all instructions given by management and others with a responsibility for health and safety.
- Will use personal protective equipment and safety equipment provided when appropriate
- Report all hazards, unsafe working practices or breaches of the safety policy to their line manager.
- Report all incidents and accidents whether persons are injured or not to their line manager.

Staff are to be encouraged at all times to make any suggestions for improvement of Health and Safety in their work place.

3. Specific responsibilities

3.1 Specific responsibilities of the SJD Board of Directors:

- 3.1.1 To discuss and adopt the Health and Safety issues policy, and review the policy every two years
- 3.1.2 To discuss Health and Safety issues arising from SJD productions or participation work (including reports of near misses, defects and accidents) at regular board meetings.

3.2 Specific responsibilities of the SJD Company Manager:

- 3.2.1 To research, write and regularly revise the SJD Health and Safety policy

- 3.2.2 To keep up-to-date with employer responsibilities on Health and Safety.
- 3.2.3 To respond to questions from SJD staff about the policy and related matters.
- 3.2.4 To ensure the day-to-day compliance with the relevant Health and Safety regulations (including fire and First Aid) within the office premises.
- 3.2.5 To produce risk assessment and method statements for all of the Company's activities.
- 3.2.6 To provide induction to staff members in Health and Safety matters.
- 3.2.7 To provide first aid kits and accident/incident books.
- 3.2.8 To be the Appointed Person for first aid for the company, and to organise or ensure there is cover when absent.
- 3.2.9 To ensure that the office premises comply with all relevant workplace regulations.
- 3.2.10 To report Health and Safety issues arising from Company activity including accidents, near misses and defects these to the Board of Directors.
- 3.2.11 To report any relevant incidents to the necessary authorities under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

3.3 Specific responsibilities of the SJD Production Manager:

- 3.3.1 To ensure the day-to-day compliance with the relevant Health and Safety regulations when working on touring, outdoor and site-specific productions away from the SJD office premises.
- 3.3.2 To ensure that all hand and power tools and ladders in use on tour are suitable for their use and only used by persons competent to use them. To maintain and make proper use of safety equipment.
- 3.3.3 To ensure that all electrical equipment is maintained in good working order and if necessary tested regularly under the Portable Appliance Testing (PAT) regulations and such testing recorded.
- 3.3.4 To risk assess all productions and share risk assessment documentation with members of the SJD technical team and venue technicians.
- 3.3.5 To research and order for purchase personal protective equipment (PPE) as needed.
- 3.3.6 To ensure the safe storage, handling and transport of any dangerous substances used.

- 3.3.7 To ensure that all staff members involved in workshop, technical, rehearsal and performance work have the necessary information/training to carry out their allocated tasks safely.
- 3.3.8 To ensure that subcontractors and other third parties have their own relevant Health and Safety procedures in place and that these corresponds to this H&S policy.
- 3.3.9 To liaise with the venues visited to ensure safe working practices, and the safety of audiences.
- 3.3.10 To ensure that productions comply with the regulations regarding fireproofing, the use of fireworks and safety.
- 3.3.11 To discuss with freelancers/contractors working with the Company, especially designers and makers, health and safety issues on design, safe working practices, safe handling of substances and safe use of tools.
- 3.3.12 To supervise and where necessary train any other SJD staff or contractors working on touring, outdoor and site-specific productions.

3.4 All Personnel:

- 3.4.1 To take care of his/her/their own health and safety, and the safety of others who may be affected by his/her/their acts or omissions.
- 3.4.2 To use protective equipment provided, follow safety instructions given, and ensure that equipment is returned to the accommodation provided for it after use.
- 3.4.3 To co-operate with other personnel and the Company in the operation of the Health and Safety policy,
- 3.4.4 To report any danger, defect, and accident or near miss to the Production Manager or the appointed Safety Officer for the Company.

4. Health and Safety Procedures

4.1 Accidents and dangerous occurrences

- 4.1.1 All accidents and incidents must be reported and noted in the accident and incident book, kept at company base.

- 4.1.2 There is a First Aid box kept in the SJD office, and one in the SJD rehearsal suitcase which is taken to all rehearsals and performances (including L&P performances).
- 4.1.3 The person responsible for maintaining the contents of the First Aid Boxes is the Company Administrator.
- 4.1.4 All new members of SJD staff shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.
- 4.1.5 Any major accidents will be reported to HSE under RIDDOR as required.

4.2 Personal Protective Equipment (PPE)

SJD will comply with the Personal Protective Equipment at Work Regulations. In particular, the company will:

- 4.2.1 Provide PPE to employees whenever health and safety risks are not adequately protected against by other means.
- 4.2.2 Provide PPE free of charge to the employee/contractor.
- 4.2.3 Select PPE that is suitable for the risk; for employees/contractor who will be using it; and the working environment.
- 4.2.3 Maintain the PPE in a clean and effective condition.
- 4.2.4 Provide suitable storage for the PPE when it is not being used.
- 4.2.5 Provide information and training on the protection that the PPE offers.
- 4.2.6 Ensure that new PPE and any other equipment has the CE mark of approval. The CE mark is a symbol applied to products to indicate that they conform to relevant EU directives regarding health and safety or environmental protection.

4.3 Codes of Practice and Safe Systems of Work

- 4.3.1 SJD, its employees and contractors will conform to the Codes of Practice laid down by
 - PUWER (Provisional Use of Work Equipment Regulation)
 - ABTT (Association of British Theatre Technicians) Lifting Fundamentals
 - WAH (Work at Height Regulations 2005)
 - LOLER (Lifting Operations & Lifting Equipment Regulations)
 - LEEA (Lifting Equipment Engineers Assn)

4.4 Emergency Evacuation

4.4.1 It is the duty of all staff to acquaint themselves with locations of all fire exits, break glass alarm points and fire fighting equipment at all places of work that they visit or work in.

4.4.2 SJD staff must always evacuate immediately on hearing the fire alarm by the nearest useable and safe exit. All staff must familiarise themselves with all possible exit routes. SJD staff are responsible for ensuring the safe evacuation of any visitors to the office.

4.5 First Aid

4.5.1 Shobana Jeyasingh Dance will at time have at least one designated First Aid officer for the office. Other points of contact for first aid will be venue or studio managers, the Rehearsal Director, the Learning Manager and the Producer or Production Manager.

4.5.1 A first aid kit is provided in case of minor injuries, the whereabouts of which can be found by asking the Company Administrator, Executive Director, Rehearsal Director, Producer or Production Manager.

4.6 Accident Reporting

4.6.1 Accidents are to be reported to any of the Company Manager, Executive Director, Producer, Rehearsal Director or Production Manager as soon as possible. The accident will be recorded in the Accident Log Book [saved on server: Admin/Health & Safety].

4.7 Fault Reporting

4.7.1 Staff must report any faults found in the Shobana Jeyasingh Dance office (hazardous or otherwise) the Company Administrator or Executive Director for monitoring and remedial works. Faults at studios should be reported to the venue reception or studio administrator. Faults at performance venues or theatres should be reported to the Production Manager and venue technical contacts.

This Health and Safety Policy was reviewed and approved by the SJD Board of Directors November 2020

Date of next review: November 2022