

# Health & Safety Policy



## POLICY STATEMENT

Live & Local has a commitment to promote the health and safety of all employees, volunteers and other people using its premises.

The Company recognises its responsibility under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, so far as it is reasonably practicable to:

- Provide and maintain a safe and healthy working environment, taking account of any statutory requirements.
- Provide training and instruction to enable all people employed by the organisation to perform their work safely and efficiently.
- Promote the development and maintenance of sound safety, health and welfare practices.
- Ensure sufficient funds are available to provide necessary protective clothing and equipment to all people employed by Live & Local for the safe use of handling of machines and substances.
- Assess the risks from work activities, record the significant findings and any group of people at significant risk, and implement the measures identified as necessary.
- Consult employees on health and safety issues.

Staff have a duty to co-operate in the operation of this policy by:

- Working and behaving safely.
- Using protective equipment provided and meeting statutory obligations.
- Reporting incidents that have led or may lead to injury or damage or reporting unsafe practices.
- Adhering to Live & Local procedures.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- Attending training.

## RESPONSIBILITIES

**The Board** has overall responsibility for issues relating to health and safety.

**All employees** working with Live & Local must observe the procedures and requirements set out in the Policy and accompanying arrangements.

The **Executive Director** of Live & Local has delegated responsibility from the Board for the implementation and monitoring of the Health & Safety Policy.

Live & Local will appoint a **Health & Safety Advisor** as 'competent person' with respect to health and safety issues. This will be the Company Manager. The Health & Safety Advisor will be responsible for:

- Co-coordinating the annual health and safety audit and workplace inspection.
- The provision of first aid for staff.
- Ensuring Health and Safety matters are included at Company Meetings to communicate health and safety matters to staff and/or provide health & safety training.
- Consulting with relevant staff regarding significant changes in conditions of work or new information relevant to health and safety. and
- Ensuring that the policy is shared with all employees, promoters and other relevant persons (including freelance staff) and included in the induction of new staff.

Live and & Local have appointed a **Wellbeing Champion** to identify learning and training opportunities to be shared with wider staff.

**Live & Local Technical Managers** have responsibility for the Live & Local equipment installed at screenings at which they are present. This includes ensuring that the equipment is suitable for use, properly and safely installed, operated, removed and returned to storage. Any defects to equipment or issues must be reported.

Live & Local works with volunteer and community groups (**Promoters**) to provide live theatre, dance, family shows and film screenings. **Promoters**<sup>1</sup> have the following responsibilities:

- To ensure that their venue provides a safe and healthy environment for each performance, taking account of all statutory requirements, and to ensure that appropriate insurance (such as public liability cover) is in place.
- To ensure that seating is set up in accordance with relevant licensing and health and safety requirements.
- To ensure that health and safety regulation and good practice is observed in the provision of additional services to audience members, such as the provision of welfare facilities, refreshments, and catering.
- To undertake an appropriate risk assessment in advance of each performance and to record their findings when necessary.

**Theatre Companies, Musicians and Artists** contracted to Live & Local have the following responsibilities:

- To ensure that all health and safety issues in respect of their production/ performance have been addressed, taking account of statutory requirements.
- To ensure that appropriate levels of insurance (including public liability) are in place.
- To ensure appropriate fireproofing on all stage properties, technical equipment, costumes, and sets.
- To ensure that their technical requirements can be met by each venue at which they are scheduled to perform and that all health and safety issues are properly addressed.
- To provide technical information and other health & safety information promptly at the request of Live & Local or Promoters.
- To carry out risk assessments for their production in advance of their first performance with Live & Local and share relevant information with Live & Local and/or Promoters.

## COMMUNICATION and REVIEW

Revisions and amendments to this policy and to the Arrangements will be communicated to staff annually as part of the Health & Safety annual review.

## THE ARRANGEMENTS

Live & Local provides arrangements which set out its procedures and further guidance. Arrangements are subject to review and up-dating as required and are as follows:

1. Fire and Emergency Procedures
2. Lone Working
3. Driving at Work
4. Risk Assessment
5. Reporting Incidents
6. Manual Handling
7. Electrical Equipment
8. Office Safety including Visual Display Equipment
9. Hazardous Substances
10. Eye Tests
11. Working at Height
12. Wellbeing
13. Infectious diseases

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<sup>1</sup> Note that from time to time, Live & Local may act as a promoter and will therefore fulfil these obligations. For example, promoter meetings or showcases organised by Live & Local.