



The 5 Quarters Theatre Company (5QTC) has developed this pack to help all teachers, volunteers, Artistic Directors, and anyone working with the Company to:

- Understand the importance of Health and Safety in the workplace
- Receive guidance in implementing the policy in their work to demonstrate and adopt good practice in relation to Health and Safety

HEALTH & SAFETY POLICY

A company member is defined as any employee, freelancer, volunteer, work placement individual or Artistic Director of the 5 Quarters Theatre Company (5QTC).

5QTC is committed to protecting the health and safety of its company members and all others with whom our work brings us into contact. Company members equally have a duty to exercise personal responsibility and do everything to prevent injury to themselves and others by working safely and efficiently.

The company's policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all those working for the company, and to provide company members with such information, training, and supervision as they need for this purpose.

The company recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

The policy will be reviewed annually or more frequently if work practices etc., change.

The final overall responsibility for the safety and well-being of company members rests with the Artistic Directors, but the day-to-day management of the policy has been delegated as detailed below. All company members are made aware of their own responsibilities. The company believes that co-operation and consultation with all company members are essential.

A copy of the policy statement is made available to each company member and forms part of their induction and contract.

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

It is a requirement of this policy that the status and operation of Health and Safety operated by venues with whom the company enter into a contract relationship is adequate in the view of the Production or Senior staff manager representing the Company at the Venue.

RESPONSIBILITIES OF ARTISTIC DIRECTORS

Final responsibility rests with the Artistic Directors as the employer. Their responsibilities include:

- To discuss and adopt the Health and Safety policy.
- To discuss Health and Safety issues at a Board meeting at least once a year.
- To receive and discuss written reports of near misses, defects, and accidents.

The Health & Safety Officer (The Artistic Directors) for the Company with day-to-day responsibility for ensuring that this policy is put into practice by:

- Overseeing the implementation of health and safety policy issues by all company members.
- Be aware and take appropriate action in response to new Health & Safety legislation
- Providing first aid kits and accident/incident books.
- Producing and distributing the health and safety policy statement to all company members.
- With the Production Manager/Stage Management to provide information on manual handling for all company members to whom this relates.
- Ensuring that all equipment used in the office is inspected, maintained, in good working order, is fit for its purpose and used only by persons competent to do so.
- To ensure that the premises comply with the Workplace regulations, the Offices Shops and Railway Premises Act and other legislation on temperature, ventilation etc.
- To carry out and record risk assessments for the office, and any other work or workshop spaces
- Ensuring that action required to remove/control risks is implemented.

- Answering questions from company members and consulting with them about the policy and related matters.
- Providing induction to company members in Health and Safety matters.
- With the Artistic Director and Production Manager/Stage Management/Freelance Practitioners, receiving reports from other company members on accidents, near misses and defects. To report any relevant incidents to the necessary authorities.
- Training - ensure relevant staff are trained in matters which relate to Health and Safety e.g., LX rigging, lifting and manual handling.
- Ensuring that first aid boxes (provided by 5QTC) are available in the rehearsal room and/or on tour.
- Liaising with the venues visited to ensure safe working practices, and the safety of audiences for the company's work.
- Supervising and where necessary training any other workers, including work placements, volunteers etc. as necessary on production-related Health and Safety issues.
- Discussing with freelancers, especially designers and makers, health and safety issues on design, working practices, substances etc.
- Putting safety on the agenda in Production meetings.

RESPONSIBILITIES OF ALL COMPANY MEMBERS (EMPLOYEES, FREELANCERS, VOLUNTEERS, WORK PLACEMENT INDIVIDUALS)

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To use protective equipment provided and follow safety instructions given.
- To co-operate fully with other company members in the operation of the Health and Safety policy.
- Not to interfere with or misuse anything provided in the interests of health and safety.
- To report any danger, defect, accident or near miss to the Artistic Directors.
- To follow procedures for fire, first aid, hazardous substances, security, and the use of equipment.

ARRANGEMENTS

THE BASICS

- In the office the following will be displayed clearly:
- First aid box
- Employer's Liability Insurance certificate
- The poster "Health and Safety Law: What you should know"
- Fire Fighting equipment
- Fire Exit Sign

ACCIDENTS

IN THE OFFICE:

- All accidents must be reported and noted in the accident and incident book
- The person responsible for the First Aid Box is the Artistic Director
- The person responsible for the accident and incident book is the Artistic Director

ON TOUR / IN REHEARSALS/ AT WORKSHOPS:

- All accidents must be reported and noted in the accident and incident book.
- The person responsible for the First Aid box and Accident book will be appointed by the Artistic Director prior to or on the first day of activity commencement.
- When the company numbers five or more, an appointed person for First Aid will be selected. This person will have either completed an appropriate First Aid course or will be asked to attend one.

FIRE PROCEDURES

IN THE OFFICE:

- The Artistic Director is responsible for visually checking the arrangements and equipment for general fire safety, including exits, extinguishers, and alarms on a daily basis.
- All fire exits in the office must be unobstructed at all times.
- All new workers shall be made aware of the arrangements for fire safety as part of induction.

ON TOUR / IN REHEARSALS/ AT WORKSHOPS:

- Company members will be provided with a risk assessment checklist to complete when working away from the office base. This will include making all company members aware of fire procedures specific to the venue and accommodation and will be completed before activity commences.

- The Artistic Director may delegate responsibility of Fire Safety to Stage Management or Production Management during the rehearsal process and assign a designated Fire Officer throughout the duration of the activity.

ARRANGEMENTS FOR TOURING:

The Artistic Director will ensure that:

ON THE FIRST DAY OF REHEARSALS:

- A Health and Safety Representative is appointed within the company whose responsibility it is to liaise with and receive advice from the Artistic Director, Production Manager, Stage Manager and/or General Manager.
- A First Aid Box and an Accidents and Incidents Book are provided.

PRIOR TO TOUR COMMENCEMENT:

- Risk assessments and appropriate safe working practices have been completed by the Production Manager/Stage Manager for company activities.
- The above have been read out and made clear to all.
- Any other Health and Safety issues specific to that project have been dealt with clearly to all.
- The Health and Safety Representative is happy to continue in that role and deal with any areas of concern that they raise.

DURING THE TOUR:

- Health and Safety is placed on the agenda for all tour meetings.
- The Appointed Health and Safety Representative is asked to liaise and inform the Artistic Director and/or General Manager on the following issues:
- Touring first aid box is kept fully supplied
- Usage of Accident and Incident book
- Reporting any 'near-misses'
- Equipment failures and the general state of repair of equipment
- Any and all Health and Safety issues as they arise
- Touring company's adherence to 5QTC's Health and Safety Policy

MONITORING AND REVIEW

- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at Production Meetings and De-briefs.
- Accidents and Incidents will be reported to the Artistic Directors.
- Although issues may be raised at any time, Health and Safety matters will be specifically discussed at the annual meeting.

This procedure is owned by 5 Quarters Theatre Company (5QTC)

Latest review – 23/02/2022

