

SoundLightingUK Ltd. Venue & Event Services

HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

SoundLightingUK Ltd. is committed to protecting the health and safety of all its employees including freelancers, volunteers and all others with whom our work brings us into contact.

The company's policy is to provide and maintain safe systems of work for all those working for or on behalf of the company, and to provide staff with such information, training and supervision as they need in order to maintain these safe systems.

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

This policy will be reviewed annually or more frequently if there are significant changes to our work practice.

The company believes that cooperation and consultation with all staff members is essential and all staff members are made aware of their responsibilities.

A copy of this policy is given to all employees and volunteers to ensure the health and safety of all employees, volunteers and patrons.

Action may be taken under the company's disciplinary procedure for failure to comply with health and safety procedure.

Responsibilities

The effective implementation of SoundlightingUK's Health & Safety Policy requires the participation of all staff. However the overall and final responsibility lies with the company who accepts that this accountability forms an integral and essential part of its responsibilities, and ranks equally with all other company commitments and objectives.

The Duty Technician/venue manager shall be responsible for the effective implementation of the Health and Safety Policy in the theatre premises. They will ensure the effective process of risk assessments in those areas and for each production. They shall liaise with visiting companies and inform them of the Health and Safety Policy.

During events and lettings, SoundlightingUK employees shall be responsible for the effective implementation of the Company's Health and Safety Policy. They shall be responsible for the public's health and safety whilst on the premises.

All staff must make themselves fully aware of the company's Health and Safety Policy, and to this end:

- Shall observe and promote all safety rules at all times.
- Familiarise themselves with the evacuation procedure and nearest emergency exits.
- Familiarise themselves with the safe operating procedures and instructions applying to their jobs.
- Report any defect or health hazard.
- Report any accident or dangerous occurrence.
- Shall not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report any medical condition which could affect the safety of themselves or others.

Any staff member who brings in any other person or company to work on the premises must ensure that those persons:

- Shall observe all aspects of the Health and Safety Policy
- Shall not work on the premises until all relevant rules are read understood and accepted
- Shall not carry out any work unless covered by insurance

Fire Safety/Evacuation

In the event of any emergency, all members of staff should follow the evacuation procedures detailed in their welcome pack and rehearsed during drills. All members of staff should make themselves aware of this procedure and of the current code words relating to different emergencies. Members of staff with specific duties during evacuations are expected to remain familiar with these duties.

A fire safety risk assessment for each site is to be kept up to date by SoundlightingUK.

SoundlightingUK will run a minimum of one full fire drill for each site annually, taking into account any venue licensing requirements and run a minimum of one full evacuation training session for all new staff.

During Events, all employees on duty will carry out thorough fire safety checks before the venue is opened to the public.

- All fire doors are clearly marked and should never be propped open.
- Evacuation routes are to be clearly displayed in all areas.
- All staff should make themselves familiar with the escape routes.

First Aid

First aid training will be made available to key staff members.

SoundlightingUK and employees do not have a legal duty to make first-aid provision for non-employees such as the public. However, non-employees will be included in an assessment of first-aid needs and employees must use their own discretion when treating non-employees and report any first aid given.

Whenever first aid is given an accident report must be completed.

(report date/location/incident/name of injured person/name of employee/any treatment)

All first aid boxes will be monitored and maintained by the venue to be sure the correct amount of contents is available.

Staff must familiarise themselves with the location of all first aid boxes.

General Workplace Safety and Training

SoundlightingUK recognizes that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training employees in the correct usage of equipment.

SoundlightingUK ensures that all employees and volunteers will be trained in relevant areas to ensure the safety of the employees, volunteers, and patrons.

Drug and Alcohol Policy

SoundlightingUK operates a no tolerance approach to the use of illegal drugs. If an employee, volunteer or contractor is found to be in the possession of illegal substances, or suspected to be under the influence of either drugs or alcohol whilst at work, they will be asked to leave immediately and an investigation will commence, in line with the Disciplinary procedure. Any member of audience found to be in the possession of illegal substances, or suspected to be under the influence of drugs or heavily intoxicated will be asked to leave the premises in line with the relevant premises lettings policy.

Smoking Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of SoundlightingUK that our employees, volunteers, contractors and visitors must not smoke in any indoor or enclosed spaces and must abide by each sites smoking policies.

Disciplinary action may follow if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Work Related Stress

'The adverse reaction people have to excessive pressure or other types of demand placed on them'.

Stress can affect anyone and is not a sign of weakness. SoundlightingUK recognises that work-related stress can damage the mental and physical health of its employees (and anyone working with the company) and that stress is a health and safety issue which must be taken seriously.

SoundlightingUK will work to identify causes of workplace stress and conduct risk assessments to eliminate or control the risks from stress.

SoundlightingUK will:

- Ensure good two-way communication between themselves and their staff
- Ensure that staff are consulted when changes are being proposed or implemented
- Ensure that bullying and harassment is not tolerated
- Monitor working hours to ensure that staff are not overloaded or overworking
- Ensure staff have adequate opportunities for breaks
- Ensure staff are trained to carry out their duties
- Ensure that staff experiencing stress have access to appropriate sources of advice and support
- Ensure lone workers are provided with effective support
- Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate
- Encourage a culture where stress is not regarded as a weakness.

Employees will:

- Report issues of concern to their line manager so that any problems can be addressed and where possible prevented
- Give full consideration to opportunities for additional support when recommended.