

Open Stage Performing Arts Company Ltd

Health and Safety Policy

1. Purpose

The organisation believes that it is fundamental to provide a healthy and safe environment for all freelancers, volunteers and service users. Open Stage Performing Arts Company Ltd will take all reasonable steps to maintain premises equipment and work systems so that they are safe and without risk to health, adhering to the requirements of the Health and Safety at Work Act, 1974 and other relevant health and safety legislation and codes of practice.

2. Responsibilities

Rachael Jeffery, Director of the Organisation, has overall responsibility for health and safety matters, including training. Anyone in any doubt about using materials or equipment or with any queries or concerns about health and safety related issues should discuss them with her immediately.

Additionally, all freelancers have a responsibility to take care of their own health and safety and that of others accessing the premises.

3. Accidents

Report all accidents (including spillages, injuries, etc.) to Rachael Jeffery immediately, whether or not they involve personal injury. Ensure all accidents are recorded in the accident book in the office and all sections are completed. The first aid boxes are clearly marked and accessible at all times; one is kept in the office and one in the kitchen. The company aims to ensure there is always one First Aid trained staff member on site.

4. General Fire Safety

The fire extinguishers are regularly maintained and serviced on an annual basis. You will find fire extinguishers in the following places:

- The Kitchen
- The Entrance Hall
- The Stage
- The main front door
- The office

Further information about fire safety can be found in the Fire Safety Policy and Building Evacuation Procedures.

5. Hygiene

It is the responsibility of all team members to maintain personal hygiene.

6. Hazards

All cleaning substances used in the building must be handled carefully and care taken to avoid skin contamination, inhalation or ingestion.

7. Manual Handling

Lifting or moving a heavy object has the potential to cause injury unless care is taken. Always consult Rachael Jeffery before moving heavy objects, piles of chairs, etc.

8. Electrical Equipment

Electrical equipment must NEVER be touched with wet hands. In the event of a malfunction, disconnect at the mains and affix a label stating that the machine is "OUT OF ORDER". In compliance with the Portable Electric Equipment (PEE) regulations, electrical equipment is checked regularly to ensure there is no damage, fuses are of the correct amperage and that there are no bare wires. Appliances should display stickers to show the date of their last inspection.

9. Managing Pressure at Work

We recognise that, from time to time, all team members feel under pressure, whether arising from work or domestic responsibilities. Do make these situations known, as we may be able to help. Any issues discussed will be treated in the strictest confidence.

10. Food and Drink

Food must not be taken into the studio by children and may only be consumed in the waiting room. Drinks may be placed on the designated 'Drinks Area'.

11. Behaviour

The organisation sets high standards of behaviour for everyone involved in Open Stage Performing Arts Company. Open Stage has a duty of care to all freelancers, students and their families to ensure a healthy and safe environment for all individuals, classes and activities. Conduct that creates an unsafe environment or makes anyone feel unsafe at Open Stage will not be tolerated.

Further information can be found in the Inclusion Policy.

12. Smoking

In compliance with Government legislation, our premises, including the Open Stage Garden, are smoke-free.

13. Medical Conditions

You should inform Rachael Jeffery if you suffer from any medical condition which may require extra care whilst at Open Stage, particularly in an emergency. Any information given will be treated in the strictest confidence.

14. Risk Assessment

Relevant risk assessments are carried out and updated regularly.

15. Policy Review

This policy will be reviewed annually and kept up to date, as legislation and company circumstances change over time. Meetings will be held regularly as appropriate to discuss any issues that arise in the interim in relation to this policy.

In case of any queries or questions in relation to this policy please contact Rachael Jeffery, Director of the Organisation.

Last Updated 31 January 2018