

# 1 CHESTERFIELD STUDIOS – BUILDING POLICIES AND PROCEDURES

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## 1.1 HEALTH AND SAFETY POLICY AND PROCEDURE

### 1.1.1 POLICY STATEMENT

It is the policy of Chesterfield Studios Ltd to provide, as far as is reasonably practicable, safe and healthy working conditions for employees and volunteers. Chesterfield Studios Ltd aims to ensure any work undertaken by the organisation does not adversely affect the health and safety of other persons. Chesterfield Studios Ltd also aims to provide a safe and healthy environment for participants, audience members, and anyone visiting its premises.

### 1.1.2 AIMS AND OBJECTIVES

To promote and maintain standards of safety, health and welfare that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation and codes of practice.

To protect employees, volunteers, participants and others, including the public from foreseeable hazards.

To provide all employees and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.

To ensure that employees, volunteers and participants are aware of their responsibilities to take care of themselves and others.

To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.

To regulate any risk created by work operations and where necessary consult with outside bodies to maintain a safe working environment.

### 1.1.3 RESPONSIBILITIES

**The Operations Director in consultation with the board of Directors** has responsibility for health and safety. The Operations Director is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

The Operations Director will periodically review the Health & Safety Policy and codes of practice by:

- Reviewing the implementation of the policy by the organisation in line with new legislation, codes of practice and other matters affecting health and safety
- Advising on matters of accident prevention and implementation of Health and Safety Policy within the organisation
- Reviewing the Accident Book
- Identifying training needs in relation to areas of Health & Safety
- Completing risk assessments whenever working conditions change
- Communicating the Health & Safety Policy to all relevant people
- Receiving and actioning all reports, verbal and written, regarding health and safety issues
- Ensure that effective maintenance systems are in place and that all identified maintenance is implemented

- Ensure health and safety aspects are incorporated in all job instructions

**First Aiders** are responsible for:

- Administering First Aid to injured employees, volunteers & participants
- Ensuring all accidents are recorded
- Ensuring that all medical equipment and facilities are adequate

**Employees, Volunteers & Participants** should:

- Make themselves familiar with and conform to the Health and Safety Programme at all times
- Observe all safety rules at all times
- Wear appropriate safety equipment when required
- Must not interfere with anything provided to safeguard their health & safety
- Report all accidents, damage and dangerous occurrences to the Operations Director
- Report all health & safety concerns to the Operations Director
- Take reasonable care of themselves and others who may be affected by their actions

#### 1.1.4 ARRANGEMENTS FOR MAINTAINING A SAFE AND HEALTHY WORKING ENVIRONMENT

Chesterfield Studios Ltd recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of employees, volunteers, participants and other visitors.

- **Accident Reporting:** A record of all accidents, however minor, should be entered in an accident book, located at the First Aid points. All injuries should be reported immediately in order that repeat accidents can be prevented. 'Near-miss' accidents should be reported to the Operations Director, or senior member of staff on duty, immediately so that preventative measures can be taken.
- **First Aid Points:** First Aid boxes are located in the office, first floor kitchen and Eastwood Hall kitchen.
- **Training:** Training will be provided, where appropriate.
- **Use Of Electrical Equipment:** All users of theatre lighting, sound equipment and other electrical items must receive suitable instruction before they are allowed to operate the equipment and must demonstrate the ability to adhere to health and safety procedures before being able to operate equipment unsupervised.
- **Ladders** shall be regularly checked under risk assessment procedures and any defects noted and reported immediately. Anyone intending to work at height should ensure another member of staff is aware that they are doing so before they start work. Staff should not use ladders if they are in the building alone. The technician, or anyone using the ladders in the auditorium, must have a responsible person in the space with them at all times when working at height.

- **Activities With Young People:** Tutors should consider the appropriateness of the activities to the age, ability and experience of the young people they are working with in relation to health and safety issues. Young people should be properly instructed in the use of technical equipment and supervised where appropriate and be made aware of their contribution to the health and safety of themselves and others. Disciplinary action will be taken when individuals disregard health and safety rules. Tutors should familiarise themselves with fire procedures and other health and safety issues.
- **Fire:** Chesterfield Studios Ltd will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks employees, volunteers and participants to be vigilant and report anything that could be hazardous. Employees, volunteers & participants should familiarise themselves with the posted fire precautions and drill procedure.
- **Fire Evacuation Procedures:** Tutors and other staff should make themselves aware of the fire evacuation procedures as detailed in the Fire Risk Assessment.
- **General Housekeeping:** One of the major contributions towards poor health and safety standards is bad housekeeping. Everyone has responsibility for ensuring that housekeeping is up to standard in the areas in which they work. All areas of the building should be kept tidy and free from clutter. Any potential health and safety issue should be reported immediately to the Operations Director or another member of Chesterfield Studios Ltd staff.
- **General:** All employees, volunteers, participants and work placements will be given a copy of the Health & Safety Policy with their relevant Handbooks. They will be guided through health and safety awareness at their induction. Participants will be informed of health and safety issues relevant to them at group induction sessions. Relevant sections of the policy (e.g. accident and fire procedures) will be included in the Participants' Handbook. Employees, volunteers & participants are asked to consult their line manager if they are in doubt concerning the implementation of safe working procedures or if they consider arrangements to be unsafe. Employees, volunteers & participants must abide by the rules and regulations in force for the maintenance of a healthy and safe environment as detailed above. When health and safety is disregarded it will be brought to the attention of the Board of Directors where disciplinary action may be recommended.
- **Monitoring:** The Operations Director will ensure that working conditions are regularly monitored, ensuring that safe working practices are being followed and be responsible for investigating work-related accidents and acting on findings from any such investigations to prevent recurrence.