



Health and Safety Policy

November 2011 – updated 2015, 2017

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Signed by: Date:

On behalf of 20 Stories High Board of Trustees

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1. The Health and Safety Policy Statement of 20 Stories High

Our statement of general policy is:

- To operate a responsible and caring company and to provide a safe and healthy working environment, both in the 20 Stories High office and also with projects taking place at other locations. To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and freelance workers on matters affecting their health and safety;
- To provide information, instruction and supervision for employees and freelance workers;
- To ensure all employees and freelance workers are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To review and revise this policy annually.

While 20 Stories High recognises its own health and safety responsibilities according to the Health and Safety at Work Act, the company also requires the cooperation of all staff, freelance workers, volunteers, visitors and participants in meeting these obligations. 20 Stories High believes that health and safety is the responsibility of everyone.

This policy will be reviewed annually or more frequently if work practices change.

2. Health and safety responsibilities within 20 Stories High

2.1. Overall responsibility for health and safety within 20 Stories High is that of the 20 Stories High Board of Directors.

2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Executive Director.

2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Executive Director	Health and Safety in the office, Toxteth TV & Touring projects
Youth Worker	Health and Safety at Youth Theatre sessions
Youth Projects Producer	Health and Safety of Youth Theatre/Young Actors/Outreach Company projects

Training will be provided to above staff in areas where it is identified as a need, as well as regular “refresher” courses when required by law.

2.4 All employees have to:

- Cooperate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.5 Risk assessments are undertaken routinely by the Executive Director and the Youth Projects Producer and where necessary.

2.6 The findings of the risk assessments are reported to the Executive Director.

2.7 The Executive Director is responsible for ensuring the action required is implemented.

2.8 Assessments are reviewed every 12 months or whenever the work activity changes, whichever is the soonest.

2.9 The Employee Representative is the Executive Director, and consultation with employees and freelance workers on general health and safety issues is provided through weekly 'check in' staff meetings.

2.10 A copy of this Health and Safety Policy is to be given to each member of staff by the Administrator, or by the Stage Manager during productions.

2.11 The Executive Director to meet a Toxteth TV representative annually to review Health and Safety and Emergency Evacuation procedures.

3. Emergency procedures: Fire safety and evacuation

At the 20 Stories High office in Toxteth TV:
Please see Toxteth TV's Health and Safety Policy.

3.1 Liat Currie (Toxteth TV) is responsible for ensuring the building's fire risk assessment is undertaken and implemented.

3.2 Escape routes should be checked regularly by Toxteth TV staff.

3.3 Fire extinguishers should be maintained and checked by Toxteth TV staff. Access to extinguishers shall at no time be restricted.

3.4 Fire/smoke alarms should be tested by Toxteth TV staff.

3.5 Emergency evacuation of Toxteth TV should be tested regularly by Toxteth TV staff. Emergency exit doors shall have signs mounted on or above them and ready access to them shall at no time be restricted.

3.6 Aerosol sprays or other items containing highly combustible substances shall not be stored in the vicinity of heat sources (including sunlight) at any time.

3.7 In the event of, or suspicion of, a fire:

- Call the Fire Brigade before doing anything else.
- Sound the alarm.
- Only tackle the fire if it is safe to do so. Use water extinguisher on paper or wood fires, CO2 on any fire near to electrical equipment.
- Leave the building by the nearest safe exit and assemble at the meeting point which is in the car-park or outside the front of the building.

- Remain at the meeting place until the Fire Officer has checked that everybody has left the building.
- The assembly point for wheelchair users is on the landing at the top of the front stair case outside the lift – the lift is not to be used unless notified by building Fire Marshall (Toxteth TV)

At external locations:

3.8 The Youth Projects Producer is responsible for establishing evacuation procedures and meeting points for each separate Youth Theatre session. The Youth Projects Producer will also ensure that all individuals attending the activity on each occasion are aware of these procedures and the relevant meeting point. During productions the Stage Manager will meet these requirements.

3.9 The Youth Projects Producer is responsible for ensuring fire extinguishers are available and emergency exits are clear and accessible, for each Youth Theatre session. During productions the Stage Manager will meet this requirement.

4.0 The designated Fire Officer for 20 Stories High is the Administrator.

4. Housekeeping / handling / storage

4.1 All floors shall be inspected for hazards daily; such hazards shall be rectified immediately, as appropriate. Any goods that it is necessary to position temporarily on the floor shall be placed so as not to create a hazard to anyone.

4.2 Electrical leads, telephone cables and other similar tripping hazards shall be routed around fixed equipment so as to prevent injury wherever practicable. Where this is not practicable anti-strip mats, tape or strips shall be used to cover them.

4.3 Passageways, stairs, steps entrances and exits shall be kept free from all obstacles at all times and should not have objects stored in them at any time.

4.4 Spillages should be cleared up immediately.

4.5 Where individuals are required to manually handle loads (particularly during productions) they shall only do so after an assessment has been made so as to conform to the Manual Handling Operations Regulations 1992 (www.hse.gov.uk/pubsns/indg143.pdf). Where an assessment identifies the need for mechanical aids the task shall not be attempted without these aids.

4.6 All personnel shall be advised of the necessity to keep the back straight and bend the knees when lifting an object. Whenever an individual feels that a manual handling operation is likely to cause them injury they shall request the assistance of another person.

4.7 Wherever practicable the heaviest objects to be handled shall be stored at waist height in order to facilitate ease of handling and reduce the necessity for lifting from the floor.

4.8 No goods shall be stored on top of cupboards or in other such insecure locations.

5. Machinery and equipment / electricity / maintenance

5.1 When any person doubts the safety of any machinery or equipment they shall bring this to the attention of the Executive Director immediately.

5.2 Only competent persons or supervised persons under training shall operate any equipment or machinery.

5.3 Portable electrical equipment shall be checked yearly by a competent person to ensure safe operation.

5.4 All liquids shall be kept clear of any electrical circuitry or electrically powered hardware.

5.5 The Executive Director and is responsible for identifying all equipment needing maintenance and for ensuring effective maintenance procedures are drawn up and implemented (or the Stage Manager during productions).

5.6 All maintenance shall be carried out by competent staff or contractors: this shall be established by management assessment of the contractor prior to work commencing.

6. Accidents, first aid and work related ill health

6.1 First Aid boxes are held by the Administrator in the Office and at the Bluecoat Performance space.

6.2 The Appointed Person/First Aiders are the Administrator, the Youth Projects Producer and the Youth Worker. All staff must be informed of the identity of these individuals. The Appointed Person/First Aiders will attend First Aid at Work training every three years.

6.3 The contents of the first aid boxes are checked every 3 months by the Administrator and where re-supply is necessary new stock will be ordered. See Appendix 1 for recommended contents of the first aid boxes.

6.4 All accidents and cases of work-related ill health are to be recorded in an Accident Report Book – one is kept in the Office and the other at the Bluecoat Performance Space.

6.5 The Administrator is responsible for reporting accidents and dangerous occurrences to the enforcing authority (Health and Safety Executive).

6.6 No medication of any sort shall be provided to any person.

6.7 Any employee or freelance worker identified as suffering from any occupationally related ill health problem is required to make themselves available for a consultation with any medical practitioners that 20 Stories High may appoint. Within this, 20 Stories High will make reasonable adjustment to the working environment, for example chair, desk, lighting.

6.8 The risks to users of VDU screens will be reduced to the lowest extent practicable. All VDU screen users will be allowed periodic breaks in their work.

6.9 In the event of any accident that is related to this company's activities:

- First aid shall be rendered to any injured party.
- Where necessary medical assistance shall be called as soon as possible.
- The responsible person shall investigate the cause of the accident and record the cause, along with recommendations for preventative action, in the Accident Book.

Please see Appendix 2 for a specific process for responding to Youth Theatre/Young Actors Company emergency situations. This Appendix will be made available to freelance workers as well as participation staff members.

7. Environmental factors and welfare

7.1 Noise shall be maintained at the lowest reasonably practicable level at all times.

7.2 Light levels shall be maintained at levels appropriate to the work being carried out.

7.3 Toilet facilities and a mains water supply shall be made available to all employees and freelance workers at all times, appropriate to their needs.

7.4 Staff are encouraged to store personal property in a safe manner so as to improve tidiness and limit tripping hazards.

7.5 Staff should take refreshment breaks away from electrical or hazardous equipment or materials.

7.6 All waste should be disposed of in a safe and responsible way and should not be permitted to mount up – waste bins and recycling bins should be emptied regularly.

8. Training, information and notification

8.1 All employees and freelance workers will be trained in emergency evacuation procedures.

8.2 All employees and freelance workers will be informed of the identity of the First Aid person.

8.3 When necessary (particularly during productions) employees and freelance workers will be informed of the COSHH (Control of Substances Hazardous to Health) assessments and the appropriate controls to be put in place when using, handling or storing such substances.

8.4 Employees and freelance workers will be informed of the safe working practices applicable to each machine or piece of equipment they are required to operate (ie technical requirements during productions).

8.5 When necessary (particularly during productions) employees and freelance workers will be trained in the manual handling techniques applicable to their tasks.

8.6 A current copy of the company's Employer Liability Insurance certificate shall be displayed at all times in the Admin Office.

8.7 All reportable accidents shall be notified as required by RIDDOR (Reporting of Injuries, Diseases and dangerous Occurrences Regulations). A reportable accident is one that causes more than three days off work. Any hospitalisation needs to be reported to RIDDOR. (For further information please refer to www.riddor.gov.uk)

8.8 An accident book shall be maintained at all times by the First Aider but any person can fill in the accident book.

9. Pregnant workers

9.1 It is the policy of 20 Stories High to comply with the European Directive on Pregnant Workers. In addition to a general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk is identified working conditions and/or working hours will be adjusted to avoid the risk. (For further information please refer to www.hse.gov.uk/mothers/mothers.html)

10. Working at heights

10.1 It is the policy of 20 Stories High to follow the guidelines set out by the Health and Safety Executive in their publication 'Working at Heights in the Broadcasting and Entertainment Industries'. (For further information please refer to www.hse.gov.uk/pubns/etis6.htm)

11. Smoke and vapour effects

11.1 It is the policy of 20 Stories High to follow the guidelines set out by the Health and Safety Executive in their publication 'Smoke and Vapour Effects in the Entertainment Industry'. (For further information please refer to www.hse.gov.uk/pubns/etis3.htm)

This policy was initially drawn up following guidance and recommendations from the Health and Safety Executive and the Independent Theatre Council, November 2011 and updated April 2015, April 2017 and Sept 2019.

Appendix 1

First Aid Box Contents

There is no mandatory list of items to be included in a first-aid container, however we feel the following items should be stocked in the first-aid box:

- a leaflet giving general guidance on first aid
- 40 individually wrapped sterile plasters (assorted sizes)
- two sterile eye pads;
- two finger dressings
- two individually wrapped triangular bandages, preferably sterile;
- twelve safety pins;
- two large sterile individually wrapped un-medicated wound dressings;
- six medium-sized sterile individually wrapped un-medicated wound dressings;
- Microporous tape
- twenty sterile wet wipes
- at least three pairs of disposable gloves
- two instant ice packs
- one foil blanket

The contents of this box will be reviewed based on activity risk assessments.

Appendix 2

Accident & First Aid Procedure – Youth Theatre (YT) & Young Actors Company (YAC) Programme

Basic Guidelines

The following steps should be taken to ensure the safety of all those who attend 20 Stories High Youth Theatre and Young Actors Company programmes

- Up to date emergency contact details for all staff, volunteers and participants is held (respectively) in personnel files, volunteer folder and session register folders
- Our team will ensure they have emergency contact details available at all sessions
- At least 2 adults should be present at all sessions, with a minimum ratio of 1 staff member to 8 young people for Youth Theatre and a minimum ratio of 1 staff member to 10 young people for the Young Actors Company. If these ratios are unable to be met due to staff illness or events outside of our control then a dynamic risk assessment is to be undertaken by the Participation Manager who may take the decision to cancel the session.
- All staff, YT/YAC Directors and volunteers will receive a copy of this policy prior to starting a project.
- All staff and YT/YAC Directors and volunteers are asked to review the relevant risk assessments before starting a project.
- At least one staff member with up to date First Aid training should be present during all sessions.
- Staff members should receive updated basic First Aid training every 3 years.
- YT/YAC Directors and Youth Worker/ Pastoral Support Workers to access 'Mental Health First Aid Training' were appropriate
- All staff and YT/YAC Directors must ensure the space (both indoor and outdoor) used for sessions, rehearsals and performances are safe and that risk is mitigated in line with the relevant risk assessment(s). This includes checking for slip, trip and fall hazards and manual handling issues.

Emergency Response:

In the event of an injury that requires emergency medical attention, or act of self-harm (including suspected overdose), the Youth Worker should:

- Dial 999 immediately.
- Give the address as: "Bluecoat Arts Centre, School Lane, L1 3BX " (or appropriate address)
- Follow all advice provided by the emergency services
- Ensure the injured person is not left alone
- If the young person is under 18 years of age then contact Parent/Guardian or care giver and inform them of the situation and request their attendance
- Meet emergency services in front of the building, or delegate a responsible adult to do so
- Once the Parent/Guardian or Care Giver has arrived on scene and is caring for the injured young person then the 20 Stories High staff team are free to leave the scene

- It is not the responsibility of 20 Stories High staff or volunteers to travel with injured young people to hospital. However the Youth Worker plus a second appropriate adult will travel with an injured young person in the following circumstances:
 - Parents/Guardian or Care giver refuses to attend
 - The young person is unconscious and the Parent/Guardian/Care giver is not yet on scene

If a Parent/Guardian/Care Giver refuses to attend and take responsibility for the care and welfare of their young person (under 18 years) or vulnerable adult (under 25 years) then the Youth worker will contact Careline and report the event as a Safeguarding incident. The Youth Worker will request Liverpool social services staff to attend the Hospital and take responsibility for the care of the young person.

Staff and volunteers are reminded that emergency situations may include mental health emergencies, including threats of suicide, as well as physical injury.

Mental health emergencies should be handled as described above in the same way as any other medical emergency. A 'Youth Mental Health First Aid' guide is kept in the 20 Stories High company offices at Toxteth TV next to the first aid box as a reference.

In the event of an injury or incident that requires medical attention quickly, but is not an emergency, the Youth Worker/Support Worker can dial 111 to speak to a medical professional who will provide the relevant support.

If an ambulance is not required but the Youth Worker/Support Worker feels it appropriate for the young person to travel home alone, then we must initially request that a Parent/Guardian or Care Giver come to pick up the injured young person. If this is unviable and/or will take a significant period of time then the Youth Worker/Support Worker, supported by a second appropriate adult will return the young person to their home address via the pre-booked taxi service.

Accident Reporting

Any accidents or incidents involving 20SH staff, YT/YAC Directors, participants or volunteers should be recorded in the Accident Book and reported to the Administrator. The person reporting the accident will also complete an 'Incident report' form at their earliest convenience.

Information in the Accident Book will include:

- Date, Time and Place of the incident and outcome.
- Name of injured or ill person
- Details of the injury/illness and the action taken
- What happened to the person immediately afterwards
- (e.g. went home, went back to session, went to the hospital)
- Name and signature of the person writing the report

The Administrator will report incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the Health and Safety Executive. These incidents include major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc.

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- Microporous tape
- twenty sterile wet wipes
- at least three pairs of disposable gloves
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The contents of this box will be reviewed based on activity risk assessments.