



CITY VARIETIES
MUSIC HALL · LEEDS

The
GRAND
Theatre & Opera House Leeds



Health and Safety Policy
and
Procedures Manual

Completed in compliance with

The Health and Safety at Work etc. Act 1974 and

The Management of Health and Safety at Work Regulations 1999

December 2024

Health & Safety Policy Statement

Leeds Heritage Theatres (LHT), is committed to ensuring the Health, Safety and Welfare of its employees so far as is reasonably practicable and also accepts its responsibilities and obligations to any other persons who may be affected by its activities.

The Charity is committed to take all reasonable steps to:

- (a) Provide and maintain equipment and machinery that is safe and without risks to health
- (b) Ensure safety and absence of risk to health in connection with the use, handling and storage of articles and substances.
- (c) Provide and maintain working environments and all means of access to and egress from that are safe and without risk to health
- (d) Provide such information, instruction and training as is necessary to ensure the health and safety at work of all its employees
- (e) Ensure that all the required risk assessments are undertaken, recorded where necessary and reviewed

All employees, freelancers and volunteers have the following duties:

- To take reasonable care for the Health & Safety of themselves and others that may be affected by their work and actions
- Be familiar with the Health and Safety policy and procedures and their own responsibilities
- To follow control measures identified in Risk Assessments and Safe Systems of Work
- Co-operate with the Company's requirements under its policy and other safety legislation in all matters relating to health & safety to enable LHT to comply with its health and safety obligations and procedures
- Report to their line Manager any hazard, incidents, near misses, accident or dangerous occurrence which has caused or may cause injury or damage
- Not intentionally or recklessly interfere with or misuse anything provided by LHT in the interests of health & safety or welfare
- To follow any training and instruction provided by LHT
- To inform LHT of any serious and/or imminent danger and any shortcomings in LHT Health & Safety arrangements.

All employees, freelancers and volunteers are encouraged to actively participate in improving health and safety. We can only achieve and maintain the successful implementation of this policy through the co-operation and support of everyone who works in the company.

This policy will be monitored and reviewed annually to ensure continuous improvement in LHT Health & Safety arrangements and, if necessary, revised to take account of company or legislative changes.

Signed..... Date..... (CEO)

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Introduction and Objectives

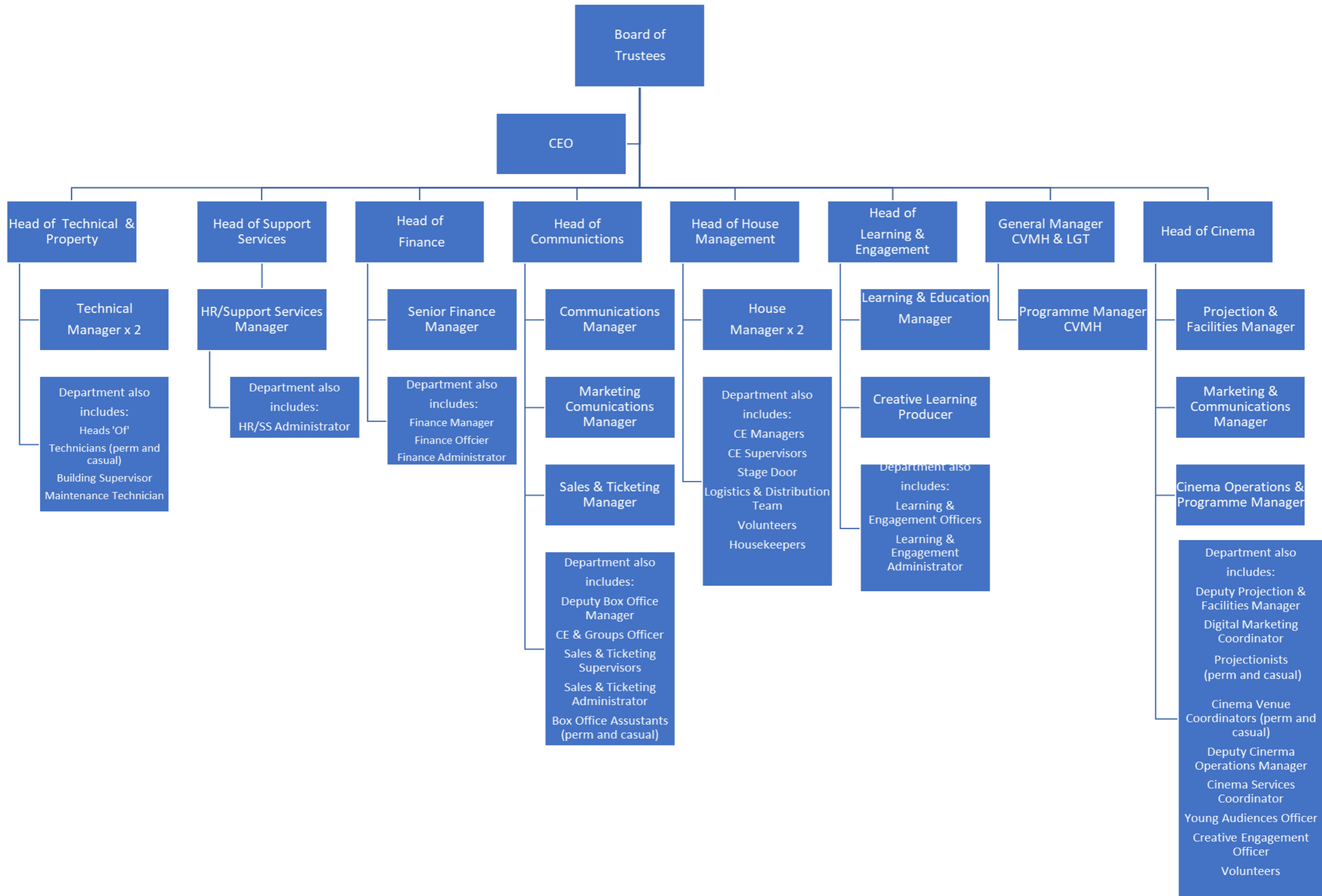
The purpose of this policy document is to provide:

- A reference document with information relating to the Company's Health and Safety Policy and Procedures.
- Guidance to ensure that healthy and safe working conditions and practices are adopted within the working environment.
- Management, Heads of Department and supervisors with a Health and Safety Manual containing procedural guidance to ensure the Health and Safety Policy is implemented.

The aims and objectives are to:

- Raise Health and Safety awareness throughout the company.
- Formally set out the management of the Health and Safety Policy, how it is to be implemented and the relevant detailed individual responsibilities.
- Ensure compliance with all current legislation in connection with Health and Safety at work.
- Implement any preventive and protective measures on the basis of principles specified in Schedule 1 of the Management of Health & Safety at Work Regulations 1999.

1.0 Company
HEALTH AND SAFETY ORGANOGRAM



2.0 General Duties and Responsibilities

The Board of Trustees

Trustees are committed to Leeds Grand Theatre & Opera House Ltd (*LGT&OH Ltd*) trading as *Leeds Heritage Theatres (LHT)* H&S policy in order to meet its statutory responsibilities integrating the management of health and safety with its business decisions.

In doing so it also recognises the need for a sensible and proportionate approach to risk management, ensuring that paperwork does not get in the way of doing the job, but maintaining attention on the significant risks and the implementation of adequate control measures.

Chief Executive Officer

The Chief Executive Officer (CEO) is given specific responsibility for coordinating Health and Safety across all areas of the organisations work including at each venue, ensuring that the policy is implemented and communicated at all levels.

The CEO will ensure that there is an effective policy for the Health Safety and Welfare of all persons employed by LHT, for all persons using the Company's premises, including self- employed persons, Contractors, and Members of the Public.

The CEO will lead Health and Safety to ensure that the company meets its statutory obligations and make certain that time and resource is allocated to enable the arrangements and procedures to be implemented in a satisfactory manner.

The CEO will report to the trustees and keep them advised of any health, safety or environmental significant issues that may result in adverse implications for the company.

Senior Leadership Team

The Senior Leadership Team is delegated responsibility to manage the health and safety policy on a day-to-day basis, for all areas under their remit.

The responsibilities include;

- To ensure that the policy is readily available and communicated to all employees, ensuring that the procedures are read and understood.
- To delegate the procedural arrangements where appropriate and ensuring that all duty holders fully understand their role in making sure that the policy arrangements are effectively employed.
- To keep a record of accidents and incidents investigating where necessary and taking action to prevent re-occurrence.
- To implement a training plan to ensure all staff are given sufficient training so that they are competent to carry out their tasks in a safe manner.

The Head of Support Services will be given specific responsibility for the management and administration of the health and safety policy and procedures.

The Senior Leadership Team will:

- Monitor the implementation and effectiveness of the Health and Safety Policy.
- Act on any necessary changes to policies, procedures or working practices as recommended by the external audit review.
- Annually review the policy and ensure that any necessary changes, due to updated legislation or changes in working practices, are communicated to all appropriate levels.
- Ensure that time, resource and budgetary consideration is given to Health and Safety requirements.
- Ensure that arrangements are made for all staff to receive adequate and appropriate training to enable them to undertake their duties in a safe and healthy manner.
- Ensure that there are adequate reporting procedures covering accidents, hazards, damage to buildings and equipment, and to ensure any such incidents are properly investigated.
- Take action following advice received from the competent external H&S Consultant.

Operational Managers/Deputy Managers/Assistant Managers/Officers/Supervisors/.

Operational Managers/Deputy Managers/Assistant Managers/Officers/Supervisors are responsible for ensuring that health safety and environmental issues are managed within their area of responsibility, and that the health and safety policy and procedures are implemented.

The responsibilities include;

- Conducting risk assessments, safeguarding, including manual handling, COSHH, DSE, and other control measures to reflect the risks under their control.
- Ensuring all staff, visitors, contractors, hirers, visiting production companies or anyone else in the work area receive adequate information, instruction and where necessary training.
- Ensuring that all staff under their control understand their responsibilities.
- Investigation of accidents and incidents and ensuring that these are recorded and reported.
- Inspection of all areas under their control to ensure safety measures are being maintained and all safety instructions and safe systems of work are being followed.
- Ensuring any contractors working in their area are aware of all safety precautions.
- Ensuring all equipment is maintained, guards are in place and used.
- Provision of Personal Protective Equipment (PPE) and ensuring that it is used effectively.
- Maintaining all areas under their control in a safe manner to protect all employees and others in the area as far as is reasonably practicable.
- Arranging appropriate training for their staff so that they can carry out their tasks in a safe manner.
- Maintenance of records to demonstrate compliance with procedures.

Designated Premises Supervisor (DPS)

In addition, the appointed DPS will be responsible for carrying out the provisions of the conditions as detailed within the Premises License, taking precautions for the safety of the public, employees and visiting companies.

Employees & Volunteer's

All employees have duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Specifically, these are to:

- Take reasonable care of their own Health & Safety and that of others who may be affected by their

acts or omissions.

- Ensure that any potential work situation which might present a serious and imminent danger to Health & Safety is reported immediately to their line Manager.
- Make themselves familiar with their workplace, potential hazards and safety precautions e.g., fire emergency plan.
- Co-operate with the Company to enable it to comply with any legal duty or requirement placed upon it or its employees.
- Not intentionally interfere with or misuse anything provided in the interests of health and safety.
- Work in a safe manner, using and maintaining equipment (for which they are trained) in line with the manufacturer's guidance and not taking unnecessary risks which could endanger themselves or others. Where possible employees should remove hazards or protect persons, as far as is reasonably practicable.
- Follow laid-down procedures and report any unsafe conditions e.g. damage or defect to equipment, machinery etc. to their Line Manager.
- Communicate with their Line Manager ways of improving the Company's Health and Safety Policy or working methods.
- Work in a safe manner at all times and not to take risks while working or indulge in "horseplay", practical jokes etc.
- Ensure that any young or inexperienced person working on the premises is not put at risk.
- Take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.
- Notify the Company of any shortcomings in the Health & Safety arrangements, even when no immediate danger exists, so that the Company can take remedial action if needed.
- Report all accidents, incidents, or cases of occupational ill health to their line Manager in a timely manner and to participate in any investigations.

Health and Safety Competent advice

RB Health and Safety Solutions Limited have been contracted to be the competent advisers with regards to health and safety. Offering support and advice to ensure a strong and robust Health and Safety management system is in place allowing the organisation to meet its legal and moral obligations.

The Management of Health and Safety at Work Regulations 1999 requires employers to appoint competent people to help with health and safety compliance. Competent people have the training, experience, and knowledge to provide appropriate assistance.

- Professional advice relating to Health and Safety.
- Professional support for emergency incidents.
- Professional support for accident and incident investigation.
- Audit and inspection review annually.
- Guidance on changes in legislation.
- Help maintain best practices within the industry.
- Training support for the organization relating to Health and safety needs.
- Annual Health and Safety Policy Review
- Support to create new policies where required.

Contractors

All contractors and other persons will be expected to comply with the Company's Health and Safety Policy and any Codes of Practice issued from time to time and will be issued with a copy of the Company's Health and Safety Policy Statement.

Contractors will be required to present, where required by the regulations, to the relevant Manager, or as appropriate, their Health and Safety Policy, COSHH Assessments, Risk Assessments and other documentation and appropriate checks. These are to be provided before tendering for the work. If those documents are unacceptable, they will not be considered.

Contractors and others will be made aware that they are expected to comply with all relevant legislation. They will also take into account when carrying out work, the health and safety of not only our employees but also that of visitors.

They will complete an online induction form on arrival before starting works and will be required to read any safety notices or instructions given to them by the Manager who has authorised their access to the venue and obey any instructions and company rules at all times.

When employees, contractors or visitors are in the building, the senior manager who has requested their services should liaise with the Head of Technical & Property with regard to LGT & CVMH or the Head of Cinema for HPPH to discuss if Duty Cover is required.

All plant, equipment and machinery brought onto the premises will conform to the relevant British or European Standard. The contractor may at any time be required to produce evidence that the plant, equipment or machinery has been inspected and tested and that certificates are available for inspection by the relevant Manager, or as appropriate.

All plant, equipment or machinery will be in good working order, safe to use, fitted with any guard or other necessary safety devices. Information on the noise levels produced by that plant, equipment or machinery might be requested by the relevant Manager, or as appropriate.

Consideration should be given to the use of all power tools or electrical equipment of greater voltage than 110 volts without prior permission of the Head of Technical and Property. Where possible all power tools will be battery operated. All transformers, generators, extension leads, plugs and sockets must conform to British or European Standards, and be in good condition.

Contractors must conform to workplace instructions, report any incidents to the person in charge of the workplace, and co-operate with the Company to ensure compliance with legislation.

Suitable welfare facilities, including first aid facilities, will be provided for Contractors when required.

All materials, substances, and those (dusts, fumes etc) produced in the course of the work must be assessed. All risks will be assessed as necessary. All operatives of contractors will wear personal protective clothing and equipment, as identified by the Assessments, and will be monitored by the relevant Manager, HOD, or as appropriate.

Visitors, Hirers, Production Company, Learning & Engagement participants

All other persons including the resident production staff, artists, musicians and all other persons visiting the locations (Producers representatives, Local Authority Inspectors etc.) are to sign in the log provided by the

Venue, showing the date and time on the premises.

They will read any safety notices or instructions given to them by the responsible Manager they are visiting and obey any instructions and company rules at all times.

They shall not perform any work on the premises until they have agreed, by signing, that they will comply with all LHT Ltd Health and Safety rules and instructions.

They shall report to a Manager any hazards or risks which they encounter or cause - ensuring that they leave the location safe when they leave.

3.0 Arrangements and Procedures

In order to meet its statutory obligations and to implement the aims of this policy the following procedures will be adopted to ensure compliance.

Where more detail is required specific arrangements for Health and Safety issues are detailed in specific Risk Assessments, Method Statements and where appropriate supplementary individual Policies.

The Company recognises its duties and obligations imposed by the Management of Health & Safety at Work Regulations 1999.

This section of the Policy describes arrangements and procedures in place to enable the company to fulfill the aims and objectives of the Company's Health & Safety Policy.

Effective leadership is a key driver in promoting health and safety in the workplace and ensuring that the Company protects its employees, members of the public and anyone else who may be affected by its activities.

The following principles are intended to underpin its actions and so lead to good health and safety performance. The approach is based upon the core elements of the Plan, Do, Check, Act system as detailed in the HSE document HSG 65 (2013).

PLAN: The Senior Leadership Team will set the direction for effective health and safety management by establishing a policy that is an integral part of the company's culture, its values and performance standards. All Senior Managers will take the lead in ensuring the communication of health and safety duties and benefits throughout the company.

DO: This policy is intended to ensure, so far as is reasonably practicable, the health and safety of employees, customers and members of the public. The management systems and practices will ensure that risks are dealt with sensibly, responsibly and proportionately.

Organisation: The Company has involved and will continue to involve employees and their representatives in the preparation of its risk assessments, decisions about appropriate preventative and protective measures and written procedures. We have established what we believe to be an effective means of communication and consultation through the Health & Safety Committee and the development of overlapping individual responsibilities described in Section 2 of this Policy.

Control: The Company believes, through their Management Structure, that they have clarified Health & Safety responsibilities to ensure the activities of everyone are well coordinated. Measures are in place to ensure duty holders have the time and resources to discharge their responsibilities, set standards and ensure adequate and appropriate supervision.

CHECK: Monitoring and reporting are vital parts of a health and safety culture, and management systems must ensure that Directors receive both specific (accident reporting) and routine reports on the performance of the health and safety policy.

Monitoring: Active monitoring will be carried out in accordance with the principles set out in the ACOP to the Management Regulations (Regulation 5).

ACT: A formal review of health and safety performance will allow the company to establish whether the strong and active leadership, worker involvement, and assessment and review have been embedded in the company and if the system is effective in managing risk and protecting people. The Company will review the whole of the Health & Safety Management system, to ensure it remains effective, on an annual basis.

Where appropriate, reference is made to official guidance literature such as HSE Guidance Notes and Booklets, Approved Codes of Practice, trade association literature and the Company's codes of safe practice/safe systems of work and risk assessments.

3.1 ACCIDENT and INCIDENT REPORTING and INVESTIGATION

Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

The Company continually strives to reduce potential accidents therefore all accidents, incidents or dangerous occurrences must be recorded firstly on the accident and incident form either paper or online (*Appendix A*), following the accident / incident guidance.

The following definitions will be used:

Accident = an unplanned, undesired event that results in harm, injury, ill health and / or property damage.

Incident/ Near Miss = an undesired event that does not result in harm, ill health, or damage but has the potential to do so.

First Aid Attendance = any situation that involves a First Aider attending and giving treatment.

Procedure:

All incidents should be recorded on the appropriate form and

then transferred to Blue Lemon H&S Portal

Minor Accidents

- For minor accidents Managers will detail the findings of their investigation on the accident reporting form stating what action has been taken to rectify any hazards.
- An immediate inspection of the area and/or equipment will be made noting anything relevant to the accident or incident. (Wet-Dry Floor / Stairs in good condition / Guards in/not in place), if First Aid was administered and by whom and when.
- The nominated person responsible person for Health and Safety will make or review any recommendations made, to prevent reoccurrence.

The relevant member of the Senior Leadership Team, in which the accident/near miss has occurred will review all accidents to confirm that they are satisfied sufficient detail is recorded on the accident form, and any relevant risk assessments have been reviewed, and corrective actions implemented.

The Designated Premises Supervisors and the Senior Leadership Team will have oversight of all accidents and incidents.

Major / Significant Accidents

Any major injury/accident should immediately be brought to the attention of the relevant member of the Senior Leadership Team in their department or another member of the Senior Leadership Team in their absence, and then reported to the CEO. The appropriate member of the Senior Leadership Team will give instructions on the action to be taken. Major / significant accidents, incidents or near misses should be reported to the Charities Commission.

All accidents resulting in major injuries and/or injuries causing absence of more than seven days will require the HSE to be notified using a Form 2508 (this can be done online at <http://www.hse.gov.uk/riddor>.) Major / significant accidents, incidents or near misses should be reported to the Charities Commission.

Should the accident be regarded as significant a detailed investigation will be undertaken and the appropriate report will be completed, ensuring appropriate witness statements are obtained and evidence gathered on the physical conditions and supporting paperwork such as risk assessments and training records.

Should SLT feel that external assistance is required to fully investigate, they should contact the CEO who will make the decision on the level of investigation required.

All significant accidents will be investigated by the relevant member of SLT, with the results of the investigation passed to the CEO and the Property, H&S and Safeguarding Subcommittee within 7 days.

The CEO and the Property, H&S and Safeguarding Subcommittee will review the accident confirming that they are satisfied a sufficient investigation has been conducted, recommendations to prevent reoccurrence have been made and relevant risk assessments have been reviewed.

All accidents will be discussed at the quarterly Health and Safety Subcommittee Meeting to ensure actions have been communicated to all relevant staff. Where appropriate the lessons learnt will be communicated to employees to prevent recurrence.

RIDDOR

The relevant member of SLT for where a RIDDOR reportable accident has taken place, has responsibility for reporting all RIDDOR incidents. In their absence, this will be done by another member of SLT as is appropriate.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) require employers to notify the HSE of certain incidents (details overleaf). A detailed explanation can be found on the HSE website; here is a brief list to give guidance.

Reportable Injury

The death of any person.

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes;

- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which:
 - Covers more than 10% of the body;
 - Causes significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness;
 - Requires resuscitation or admittance to hospital for more than 24 hours;

Further guidance on specified injuries is available.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. This will meet the requirements under the Social Security (Claims and Payments) Regulations 1979.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- Occupational Cancers;
- Diseases Associated with Biological Agents.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available. <https://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.

Registered gas engineers (under the Gas Safe Register) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- An accidental leakage of gas;
- Incomplete combustion of gas or;
- Inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the [online form](#).

3.2 ASBESTOS

Control of Asbestos Regulations 2012

The revised regulations came into force on 6 April 2012 updating previous asbestos regulations.

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos have additional requirements. i.e.: notification of work, medical surveillance, and record keeping. All other requirements remain unchanged.

The Regulations prohibit the importation, supply and use of all forms of asbestos. The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place; their condition monitored and managed to ensure they are not disturbed.

Procedure:

A management survey of LHT properties will be undertaken to determine if Asbestos or Asbestos Containing Materials are present within the building.

An asbestos risk register and an Asbestos Management Plan will be produced and made available at each venue.

Asbestos or asbestos based materials within the Company's premises are clearly identified as such by use of the asbestos register. This is carried out by a competent contractor.

. Trained LHT staff will also undertake a visual inspection of damage to the venue and report this to the Head of Technical & Property, so that further investigations and remedial works can be undertaken.

If the competent person notes any damage or deterioration the following action must be taken:

- Work to cease immediately and the area sealed off to restrict access. No equipment or material is to be removed from the area;
- Area is to remain isolated until confirmation that the area is asbestos free or until removal or decontamination has been carried out;
- Display signage "Potential Asbestos Hazard – Keep Out";
- The Head of Technical & Property should be informed immediately;
- Specialist testing and air sampling where appropriate will be carried out;
- Once the result of the testing is known the recommended action will be taken;
- The asbestos register will be updated to include any newly identified asbestos.

Any work with asbestos or asbestos based material will be carried out by approved and licensed specialist contractors. The Head of Technical & Property will ensure that when work is being carried out where asbestos materials are being disturbed or likely to be disturbed, adequate arrangements will be put into place to prevent other workers or members of the public being exposed to asbestos dust.

Contractors will receive an induction and be provided with a copy of the asbestos register before works commence. Where staff identify a substance which they suspect may contain asbestos, the following procedure must be applied;

- Work in the area must cease immediately;
- You must inform your line manager immediately;
- The Head of Technical & Property is to be informed;
- The area of concern will be checked against the Asbestos Register;
- If not identifiable the area is to be secured and arrangements for the material to be sampled by a specialist contractor urgently;
- The area will not be released until the results of the survey are known and recommended actions taken.

Employees who may encounter asbestos during the course of their work will be given appropriate training in the form of a Toolbox Talk in accordance with the HSE guidelines. This training will enable staff to identify situations in which asbestos or asbestos containing materials may be present.

Information, instruction and training on asbestos awareness is merely intended to help workers avoid carrying out work that will disturb asbestos.

Toolbox Talk Refresher training will be given every two years to help ensure knowledge of asbestos awareness is maintained.

Any Capital or Major Building Works require a full refurbishment survey to be completed before any work commences.

Minor works completed must first refer to the asbestos Management Plan available from the Head of Technical & Property.

3.3 AUDIT REVIEW

Management of Health and Safety at Work Regulations 1999 / Managing for Health and Safety HSG65 2013

Reviewing performance allows the company to establish whether essential health and safety principles such as effective leadership and management, competence, worker consultation, and involvement, have been embedded in day-to-day risk management.

Audits should be perceived as a positive management and boardroom tool.

Procedure:

Requirements of the Audit System To

be effective the audit must:

- Be planned and systematic;
- Have full support from the Management Team;
- Have clearly defined objectives;
- Carry sufficient authority within the company;
- Produce clear results;
- Result in action plans being drawn up.

Audit Format

- 1) Audits will be scheduled annually.
- 2) The provisional extent and scope of the Audit will be established by the Directors.
- 3) The Audit Team will be appointed.
- 4) An audit plan will be prepared, and the documentation required will be identified.
- 5) The audit will be conducted.
- 6) The main findings presented at a closing meeting.
- 7) The final report will be prepared.
- 8) An action plan will be produced by local Management and the Health and Safety Committee.
- 9) A follow up will be arranged within 12 months after the Audit to verify implementation of corrective actions.

Audit Plan (H&S and Fire Risk Assessments)

The Audit plans should be prepared by the competent Health and Safety Consultant. This plan should be flexible in order to permit changes in emphasis based on the information gathered during the Audit. The following should be included:

- Objective, Scope and Extent of the Audit;
- Identification of Individuals having direct responsibilities relating to the objectives and scope of the Audit;

- Identification of reference documents;
- The Audit timetable;
- Identification of Theatres/Offices to be audited;
- Inclusion of production companies;
- Expected time and duration of each major area of the audit;
- Proposed distribution of the Audit Report and expected date of issue.

Conducting the Audit Opening meeting.

All Audits should commence with an opening meeting between the Audit Team and any relevant Managers of the areas being audited. The following items should be on the agenda:

- A review of the objectives, scope and extent of the Audit;
- A brief summary of the system to be employed;
- Details of the agreed line of communication;
- Confirmation that the documents and records required are available;
- Confirmation of the date and time of the closing meeting any interim meetings to be held if appropriate;
- Confirmation of the Audit plan;

Gathering evidence.

As per the Audit plan.

Closing meeting.

At the conclusion of the Audit the team will meet with those Managers present at the opening meeting. A summary of the main findings will be presented to the Audit Team. The Audit Team will make recommendations for improvements and an action plan discussed where appropriate.

Final Audit Report

This should be signed and dated by the lead auditor.

The report should include:

- Summary;
- Introduction;
- Audit results, conclusions and recommendations;
- Summary of recommendations along with timescales for completion.

The findings are presented using a qualitative audit format together with a scoring system of either having fully, partially or not met the required standard. This will be used to gauge continuous improvement. Recommended actions will be prioritised as High (Red) - Medium (Amber) -Low (Green).

The actions will be allocated to a person responsible for the action with an agreed timescale.

The findings of the H&S Audit committee will be reported to the Board and relevant subcommittees.

3.4 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 (CDM 2015) apply to all construction projects, including those undertaken in the entertainment industry. A project includes all the planning, design and management tasks associated with construction work. For example, the building, fitting out and taking down of temporary structures for TV, film and theatre productions and live events.

CDM 2015 is about securing the health, safety and welfare of those carrying out construction work and protecting from harm any others who the work may affect.

This guidance should be read in conjunction with HSE's L153: Managing health and safety in construction.

CDM 2015 makes the general duties of the Health and Safety at Work etc Act 1974 more specific. They complement the general Management of Health and Safety at Work Regulations 1999 and integrate health and safety into the management of construction projects.

The aim is for construction health and safety considerations to be treated as a normal part of an event/production's management and development, not an afterthought or bolt-on extra. The objective of CDM 2015 is to reduce the risk of harm to those that have to build, fit out, use, maintain and take down structures.

The key principles are:

- Eliminate or control risks so far as reasonably practicable;
(This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk)
- Ensure work is effectively planned;
- Appoint the right people and companies at the right time;
- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health;
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work; and
- Consult workers with a view to securing effective health, safety and welfare measures.

Any actions you take to comply with CDM 2015 should always be proportionate to the risks involved. CDM 2015 defines a number of roles with different duties within construction projects.

The three main CDM roles are:

- Client,
- Designer and
- Contractor.

For projects involving more than one contractor, the additional roles of principal designer (PD) and principal contractor (PC) are required to plan, manage, monitor and coordinate the work.

These roles and their duties can be integrated into the overall safety management process for an event/production.

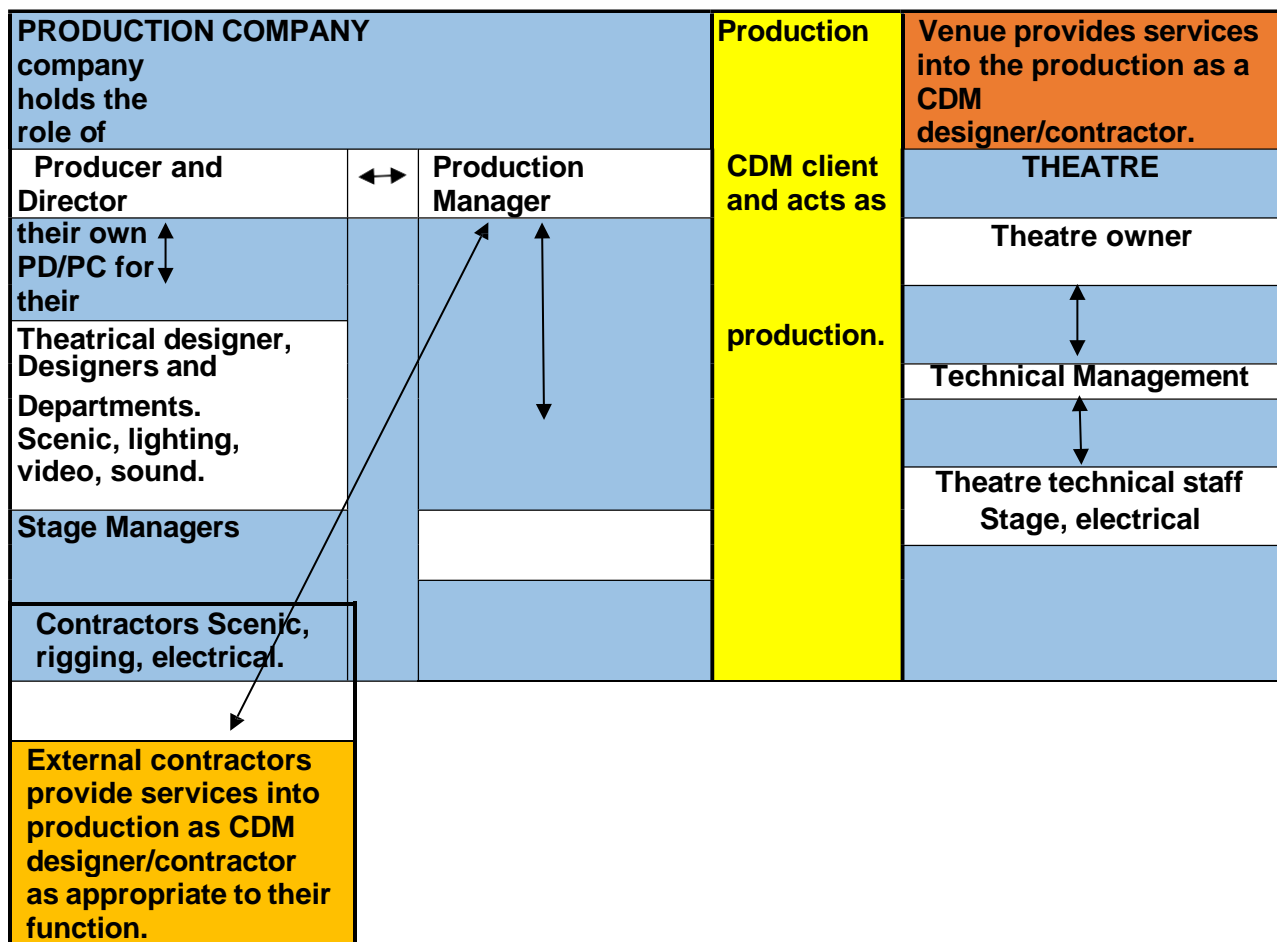
Company's and/or individuals may hold more than one role. For example, by being both a designer and a contractor.

Procedure:

A safety file will be held for each production which will hold;

- Risk Assessments and/or Show Riders.
- Production Risk Assessment
- Production Method statements.
- Production scheduling, Construction Phase Plan.
- Technical detail on rigging and loadings.
- Electrical inspection under BS 7909.
- Proof of fire rating for set structure, fabric cloths, and props.
- Production inductions – site attendance registers
- Safety Instructions and Evacuation procedure signed toolbox talks.

CDM role allocation for a typical touring production taking place at a receiving house.



Co-production

There may be occasions where the venue would jointly hold the role of CDM client, Principal Contractor and Principal Designer with the Production Company for a typical theatre co-production.

In-House production.

The producing company may also hold the role of client and retain the roles of Principal Contractor and Principal Designer in a situation where the production is produced in-house.

In either of these situations further advice should be sought before commencement of the project.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), we must:

- Notify HSE in writing with details of the project.
- Ensure a copy of the notification is displayed in the construction site office.

3.5 CONSULTATION WITH EMPLOYEES

Health and Safety at Work Act 1974 / Health and Safety (Consultation with Employees) Regulations 1996.

The Company is committed to consulting with employees and their safety representatives on health, safety and welfare matters in accordance with Section 2 of the Health and Safety at Work Act 1974.

The Company recognises that communication and consultation is paramount in the management of health and safety and the company ensures that all issues are fully communicated, and all staff have access to health & safety information via notice boards and communications which are regularly updated.

The Health and Safety Committee (HSC) will invite representatives to attend from all departments.

The HSC will meet quarterly and discuss agenda items producing minutes and action points arising from those meetings. All agreed actions should be allocated to a responsible person with timescales.

Toolbox talks will be used to reinforce the safety message including updates in any changes in regulations, company procedures, risk assessments and method statements.

3.6 CONTROL OF CONTRACTORS

Health and Safety at Work Act 1974 / Construction Design and Management (CDM) Regulations 2015

The Company recognises the importance of controlling the activities of contractors who may from time to time be required to undertake specialist work at its premises.

Managers are responsible for engaging contractors and are expected to:

- Ensure that the contractor has been vetted;
- Take steps to ensure that employees or customers are not exposed to any risks created by the contractor's work; and
- Ensure that contractors are not exposed to any risks from our activities.

Contractor Vetting Procedure:

Where practicable the contractors selected will have undergone an approval process ensuring that they can demonstrate good health and safety performance using the Company Vendor Assessment Form

Contractors will be vetted using the following criteria to assess their competence:

- Policy and Procedures.
- Accident Performance.

- Employee Training Records.
- Plant and Equipment Inspection Procedures.
- Personal Protective Equipment Policy.
- Sub-Contractor Assessment.
- Insurance arrangements.
- Previous work undertaken.

Standard pro-forma (Vendor Assessment Form) will be used to collect all relevant data.

A copy of the contractor documentation will be kept on file for reference and updated as necessary.

Contractor performance will be continually monitored, and any breaches of safety will be dealt with as appropriate.

Depending on the size and nature of the contractor, there are 3 methods of contractor vetting:

1) Larger contractor - Contractors that are likely to have 5 or more employees, or undertaking high risk works (eg statutory inspections) should be vetted, writing to the contractor and requesting evidence to confirm they are competent and adequately resourced to undertake the work. Once evidence is received, they will be entered into the vetted contractor list.

2) Medium sized contractor - From time to time, work may be resourced from smaller local contractors who provide a more tailor-made service (or have local knowledge pertaining to the job in hand). These contractors could potentially go through the central vetting procedure, but if this is not possible, at a minimum the contract manager must obtain the following:

- a copy of their health and safety policy statement / policy if they employ 5 or more persons.
- a copy of their current employment liability and public liability insurance
- any applicable risk assessments or safe systems of work pertaining to their overall work.

A record of these documents must be kept on file locally at the venue for auditing purposes.

3) Small Contractor - From time to time, individual freelance workers or 'one-man bands' may be employed (for example, specialist contractors with experience in the local operation). In many circumstances these contractors will have worked in the area for several years and fallen outside any contractor management procedures. At the very least, public liability certification must be obtained.

With small and medium contractors, a central document containing references to all certification on file for these contractors must be maintained. In the case of small contractors, a statement from the local venue as to their suitability must be recorded as to why the contractor is selected.

Managing Contractors' Procedure:

The degree of control exercised over contractors will inevitably vary considerably and will largely depend on the nature and location of the work. However, where practicable, the following points should be considered;

- a) Managers should use the contractor guidance to ensure suitable control of contractors.
- b) Engage contractors who, from previous experience at the site, have demonstrated good health and safety performance.
- c) Establish which senior Manager or Director has overall responsibility for health and safety.

- d) Arrange a pre-contract meeting to deal with the following matters:
- Agree health and safety responsibility and clarify areas of possible overlap.
 - Establish lines of communication between contractor and site staff.
 - Explain any special hazards present on the site that may affect the contractor's work and, where appropriate, explain results of relevant COSHH assessments and their implications.
 - Explain accident and dangerous occurrence reporting, first aid, fire and any other emergency procedures.
 - Obtain information from the contractors regarding any health or safety risks introduced by their activities that may affect the safety of contractors or the Company's employees (e.g. electrical, welding, pressure testing, scaffolds, lifting equipment, vehicles/plant, ionising radiation, confined spaces etc).
 - Obtain copies of data sheets for any hazardous substances likely to be used and, where appropriate, request COSHH assessments for the work.
 - Agree what safety equipment is required for the work and who will be providing it.
- e) Appoint a Manager or supervisor to liaise with the contractor's employees whilst they are on site, to ensure that the Company's Health and Safety policy is being fulfilled.
- f) Establish a system whereby contractors register when entering the site.
- g) Ensure that contractors' activities are periodically monitored.

Contractor Induction

All contractors must receive an appropriate site induction. This should encompass the following elements:

- 1) Signing in and out procedures.
- 2) Onsite communications (including who is the contract supervisor.)
- 3) Details of any site-specific permits (eg Working at Height, Hot works.)
- 4) Details of any dangerous areas (including Asbestos and Site-Specific Risks.)
- 5) Evacuation Procedure.
- 6) Accident and Incident reporting.
- 7) Public Area Working Procedures.
- 8) Waste Disposal and Site Management Procedures.
- 9) Sign Off Procedure.

Permits to Work

There are several areas of work that require permission or permits to work. In general, these will be discussed prior to arrival on site (i.e. Access to the stage will only be granted if a member of the technical team is onsite and operationally possible). When arranging contractors, show commitments, functions and meetings must be considered to both limit the impact operations of the building, and also to ensure that work can be completed in a timely and safe manner.

Permits must be obtained prior to the following works:

- a) Confined Spaces
- b) High Voltage
- c) Work at Height
- d) Roof Access

- e) Hot Works (welding/cutting)
- f) Emergency lighting system.

The above permits all include a sign on and off procedure to ensure safe compliance. Each permit sheet contains the relevant safe systems of work, PPE requirements and any checklist relevant for the permit. The contract manager must ensure that the contractor is aware of all requirements under the relevant permit.

Other Visitors

All persons visiting the theatres, who receive authorisation to go on stage during a fit-up, must be initially accompanied and informed of the Company's rules affecting their Health and Safety. They will be asked to wear a safety helmet. Refusal to do so may result in removal and prohibition from the stage area.

Public Safety

At all times, members of the public will be safeguarded, and the Company will take reasonably practicable steps to ensure their health and safety during the conduct of its undertakings.

Temporary Workers on fixed Duration Indirect Contracts

The Company will provide the Temporary worker's employer with information about any special occupational qualifications or skills required to carry out the work safely and whether the job is subject to statutory health surveillance.

Producers:

The Management of Health and Safety at Work Regulations apply when theatres are hired to external producers. Where the activities of different employers and self-employed share the workplace they need to co-operate in order to meet their respective obligations.

Producers use staff employed by Theatres e.g. front of house staff, bar staff, carpenters and electricians. It is therefore essential that the Producer affords the same level of protection, irrespective of the persons in control.

The Company will request a copy of the Producer's Health and Safety Policy.

The Producer must provide a copy of the show Risk Assessment together with any drawings, designs and calculations relevant to the building of the production, prior to the first public performance.

Information about specific hazards within the building will be supplied to the Producer for consideration.

3.7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

The purpose of the COSHH Regulations is to ensure that the employer continues to review the hazardous substances used within the workplace and wherever possible eliminate, reduce or substitute harmful substances with those less harmful.

The Company will ensure that all substances with the potential to cause injury to health for use within the workplace will have up-to-date information available and that information will be communicated to all those employees likely to be affected by the use of the substance.

All HODs will ensure that all processes under their control have been adequately assessed and any control measures identified are properly implemented, maintained and periodically reviewed.

The key areas which are covered in COSHH are.

- Legionella
- Dust and fumes
- Chemicals substances.

Procedure:

A Material Safety Data Sheet (MSDS) will be requested from the supplier for each substance purchased. These will be kept either in a paper or an electronic file.

An inventory of all substances used will be created and maintained, each being allocated an internal reference number.

Substances will always be kept in labelled containers even when decanted.

All substances identified as hazardous to health under the COSHH regulations will be assessed and evaluated for risk.

The assessment will be conducted on a standard COSHH Assessment form (Appendix B) and will identify the:

- Substance name;
- Persons likely to be affected by the substance;
- Risk to health;
- Control measures include information, instruction, and training.

At each point of storage and as close to the point of usage as practical, there should be:

- An inventory of products stored in the cabinet or cupboard
- A copy of the Safety Data Sheet
- A copy of the COSHH Assessment.

First, Aiders should familiarise themselves with the location of the COSHH Folders.

Where users of hazardous substances are identified as requiring health surveillance, the Company, where appropriate, will arrange a health surveillance programme to comply with its legal requirements.

Examples of the effects of hazardous substances include:

- skin irritation, dermatitis or burns because of skin contact.
- asthma because of developing an allergy to substances used at work.
- losing consciousness because of being overcome by toxic fumes.
- cancer, which may appear long after exposure to the chemical that caused it.
- infection from bacteria and other microorganisms (biological agents).

Examples of when you may come across hazardous substances include:

- substances used directly in work activities (adhesives, paints, cleaning agents)
- substances generated during work activities (fumes from soldering / welding, sanding, and grinding)
- naturally occurring substances (wood dust)
- biological agents such as bacteria and other micro-organisms (contaminated water if using water effects in a show like rain curtains)

The use of any hazardous substance, unless the Risk Assessment can justify its use and appropriate controls are in place to prevent the risk of harm.

Implement control measures.

Control measures must be considered carefully, and no measures, however practical, can work unless they are used properly.

The hierarchy of the priority control measures for COSHH is outlined below and should be considered when completing your COSHH risk assessment.

1. eliminate the use of a harmful product or substance and use a safer one
2. use a safer form of the product e.g., paste rather than powder
3. change the process to emit less of the substance
4. enclose the process so that the product does not escape
5. extract emissions of the substance near the source
6. have as few workers in harm's way as possible
7. provide personal protective equipment (PPE) such as gloves, coveralls, and a respirator.
PPE must fit the wearer.

If elimination or substitution for a less hazardous material is not possible then control measures other than personal protective equipment (P.P.E.) will be sought.

However, P.P.E. may be necessary as an interim measure whilst other control measures are being developed, or to supplement engineering controls.

P.P.E. will only be the principal control measure if other controls are not reasonably practicable.

P.P.E. is to be carefully selected to ensure it offers adequate protection. (Refer to section P.P.E.)

Dust and Fumes**Exposure by breathing in gases, fumes, mist, or dust:**

Some substances can attack the nose, throat, or lungs while others get into the body through the lungs and harm other parts of the body such as the liver.

Exposure to the eyes:

Some vapours, gases and dusts are irritating to eyes.

Legionella – water safety (3.17)

3.8 DISPLAY SCREEN EQUIPMENT

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

THE DSE regulations and supporting guidance (L26) are designed to eliminate or minimise risk associated with the use of display screen equipment (DSE) such as musculoskeletal disorders (repetitive strain injury or RSI, visual fatigue, and mental stress.

Regulation definitions: -

- “Display screen equipment” means any alpha numeric or graphic display screen regardless of the display process involved.
- “User” means an employee who habitually uses display screen equipment as a significant part of his / her normal work (daily, for continuous periods of an hour or more.)
- “Workstation” means an assembly comprising: DSE, any optional accessories to the DSE, any disk drive, modem, printer, document holder, work chair, work desk, work surface, or other item peripheral to the DSE, and the immediate work environment around the DSE.

Scope of the Display Screen Regulations (DSE):

The DSE regulations set the standards for the following;

1. Analysis of workstations to assess and reduce risks.
2. Requirements for Workstations.
3. Daily Work Routine of Users.
4. Eyes and Eyesight testing arrangements.
5. Provision of training and information.

Procedure:

The Company will ensure that all workstations comply with the legislation and that all users are subject to a DSE risk assessment.

All employees who use D.S.E. will be required to undertake an annual self-assessment, this includes an assessment of workstations for those who work from home.

A user is defined as anyone who uses D.S.E. in excess of approximately one hour continuously each day.

The assessment will be reviewed by a competent (trained) person where practically possible, i.e. not possible at a person's home, who will then make suitable adjustments or seek additional advice from a specialist source.

If any risk is highlighted by the assessment, it should be reduced to the greatest extent that is “reasonably practicable.”

Employees must ensure they actively control their working activities and ensure they do not use the DSE equipment for excessive periods without a change in posture, a rest break or a change of activity to prevent fatigue and to vary visual and mental demands.

Employees who have been identified on the assessment as “users” are entitled to have an eyesight test at the expense of the company if requested.

Before any person becomes a user, they should be provided with appropriate health and safety training in the use of the workstation. Also, training should be provided when there is any substantial modification to the workstation. "Users" should be instructed to promptly report any symptoms they may develop in their upper limbs or eyes, so that medical advice can be sought before symptoms progress.

In the Theatre industry, the possibilities of working with DSE are particularly high due to the variety of roles and responsibilities that exist; many will not be with computers or screens but workstations and working environments that do form part of DSE regulations.

For example, a Deputy Stage Manager could encounter many DSE-associated hazards during their working day.

- the seat
- the design of the desk,
- low lighting levels
- their environment can be busy, noisy and, at times, hot.
- Space in the working environment

In the technical area, the Lighting and sound staff spend a lot of time looking at monitors or computer screens while either seated or standing at their relevant consoles to operate the shows or program them.

General Hazards.

- Lighting may be causing glare on the screen.
- Seating is not suitably set up.
- keyboards, mouse, and screen that aren't set up in the correct space or distance due to space.
- Posture due to length of time working, using phones, bacterial spread due to different persons using equipment.

3.9 DRUGS and ALCOHOL

Alcohol and drug abuse damages health and causes absenteeism and reduced productivity. Both forms of abuse can lead to serious accidents, particularly when working at height or driving a vehicle.

The Company has a policy of zero tolerance with regard to alcohol including 0% alcohol and non-prescription drugs.

This is particularly relevant in the use of company vehicles and equipment but refers equally to consumption on the premises and in the workplace.

Non-compliance with these requirements may lead to instant dismissal and anyone deemed to be under the influence on arrival at work will be sent home without pay.

A separate Company policy details the procedure to follow in case of suspected drug or alcohol abuse.

3.10 ELECTRICAL SAFETY

Electricity at Work Regulations 1989

The purpose of these regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

The Company will ensure that the Electricity at Work Regulations are complied with, in respect of the electrical system installed at all locations and portable electrical apparatus.

Procedure:

Inspections and tests will be carried out by a qualified electrician at suitable intervals to ensure the safety and integrity of the installation.

The Head of Technical & Property Buildings will keep a register of all examinations, tests and any necessary repairs carried out on both the installation and portable apparatus and will ensure that the register is properly maintained and available for inspection by an enforcement officer.

Live Working

Regulations 14 and 15 of the Electricity at Work Regulations lay down strict requirements with regard to work near live conductors which could result in danger.

Before any live working can be permitted, the following three conditions must all be satisfied:

- a) Exposed live conductors must be dead unless it is unreasonable in all the circumstances for the exposed live conductors to be dead: and
- b) It is reasonable in all circumstances for the operative to be at work on or near the conductors while they are live; and
- c) Suitable precautions (including, where necessary, the provision of suitable protective equipment) are taken to prevent injury.

PAT Testing

All portable electrical apparatus, plant tools, extension leads etc will be labelled with a unique identification number and periodically examined and tested by a competent person using Portable Appliance Testing in line with the HSE guidance INDG 236 (Rev 3) 2013 and HSG107 (3RD Edition) and Appendix C for frequency and type of test.

Main considerations will be:

1. Selection and procurement – suitable and sufficient for the task, tested and logged onto the local inventory system.
2. Hired and leased equipment – ensure that records are available for equipment brought in or hired to the venue.
3. Equipment out of service date – clear local procedure and understanding of the action to be taken.
4. User checks – the user is responsible for visually checking equipment before use, and for reporting any visual defects or operational faults found.

Personal Chargers and Equipment (E.G. Mobile Phones/Laptops)

It is vitally important that any low voltage equipment for personal use is safe to use. A simple visual check prior to use is sufficient, along with adhering to some key pointers.

The company permits the use of personal equipment subject to the following:

- a) Items are visually checked by the user prior to use.
- b) Items are never left plugged in and unattended.
- c) Equipment is regularly checked for signs of overheating or other damage.
- d) Due to the current nature of issues being encountered with E-Cigarette chargers (explosion, increased risk of fire), the company does not permit these items for use onsite.

Temporary Electrical Installation BS 7909-

Below is the LHT process with regards to managing BS7909 within their venues; some productions will supply all the electrical equipment and be responsible for this; others may require the venue's dimmer systems solely, and part of the standard is then required. Where the LHT lighting department is responsible for the maintenance and upkeep of a production electrical system once the production electrical team departs, the below process must have been completed.

BS 7909 requires productions to design their systems in accordance with the Wiring Regulations, i.e., to ensure systems work effectively and protect against the risks of shock and fire. A focus is on the management of the production and its requirements of the Management of Health and Safety at Work Regulations 1999. It requires the Production Manager to appoint someone electrically competent to oversee the electrical system. This will be a Head of Lighting or Senior Production Lighting Person. Under BS 7909, this person is called the 'Senior Person Responsible' (SPR).

The testing needs to be completed before the system is handed over to the rest of the event crew for general use and the test results noted. The certification would normally be completed when everything is operational and the SPR has satisfied himself that the system is safe and works effectively.

Temporary systems need re-testing and re-certification (or amended certificates) when substantial changes in the distribution occur. Each event is different, but examples may be:

- New locations – each time a system is put together in a new location or venue.
- Significant additions of equipment, e.g., a new multiple channel dimmer and lighting circuits or a dining bus, rather than a couple of individual light fittings or an extension lead to power a kettle. Changes of supply – e.g., going from using a building or venue supply.
- Damage or interference to the equipment, including unforeseen environmental effects (flood, fire etc.).

Training

Inspections and Tests will be carried out by a qualified electrician (usually a contractor).
Portable Appliance Testing will be conducted by an authorised, trained, and competent person.
Staff will be advised of the risks of working with or near electrical equipment at their induction.

3.11 ENVIRONMENTAL PROTECTION

The company strives to be environmentally friendly and recognises its environmental responsibilities and will encourage its staff to ensure we minimise the impact we have on the environment.

Our Environmental aims:

- To reduce the use of energy (gas and electricity), water and other natural and raw materials, ensuring all usage is as efficient as possible.
- To reduce pollution and waste by reusing and recycling as much as possible.
- To reduce our venues' carbon footprint.
- To monitor and measure our actions and continually improve our working practices.
- To identify new actions and make improvements to the building and procedures.
- To raise awareness and to encourage and support staff with new initiatives.
- To build customer trust and loyalty and encourage them to see us in a positive manner in relation to the environment.
- To benchmark our actions and achievements against industry standards where available.
- To communicate our progress and results with the staff and customers, sharing our successes.

3.12 FIRE and EMERGENCY PROCEDURES

Regulatory Reform (Fire Safety) Order 2005

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Company will conduct a Fire Risk Assessment and apply control measures to ensure the means of escape, fire detection, warning systems and fire-fighting equipment are both adequate and properly maintained.

The Fire safety risk assessment for theatres, cinemas and similar premises will also be used for guidance on managing fire safety within the theatre environment.

Up-to-date copies of Fire Risk Assessments and Fire Evacuation Plans will be retained.

Procedure:

Fire Risk Assessments will be reviewed annually.

Findings of fire risk assessments will be reviewed by the H&S and Property, H&S and Safeguarding Subcommittees and implemented actions/recommendations were reasonably practical in order of priority.

General fire precautions, including storage of flammable liquids and combustible materials, will conform to the standards set out in this Policy so as to reduce the risk of fire.

All Fire Extinguishers, Hose Reels and Fire Blankets will be serviced on an annual basis and visually inspected weekly to ensure that appliances are in the correct place and have not been damaged, discharged or suffered a loss of pressure.

An inventory of Fire Extinguishers is to be held, noting location, type and size. This inventory should be signed off by the inspecting engineer annually to confirm that all fire-fighting equipment has been checked.

Automatic fire-fighting systems, including sprinklers, will be serviced annually and visually checked weekly. Fire

Alarms will be certified annually and tested weekly at a different call point which will be recorded.

Smoke vents and haystacks will be tested quarterly and given an annual inspection by a specialist engineer.

Emergency lighting system will be given a 'drop test' monthly and a 1 hour run down test bi-annually, and a full three-hour run-down test annually.

Automatic door closure devices fitted to fire doors will be inspected annually and visually inspected weekly. All

staff will be trained annually in Fire Awareness, fire safety and evacuation by the Fire Marshals.

Fire Marshal training will be provided for appointed Marshals every 3 years. All

premises must practice an Emergency Evacuation at least twice a year.

3.13 FIRST AID

Health and Safety (First Aid) Regulations 1981

The Health and Safety (First Aid) regulations set out the essential aspects of first aid that employers have to address.

The definition of "first aid" is;

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained from a medical practitioner or nurse.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Procedure:

The Company will ensure that First Aid facilities are provided at all of our buildings in accordance with practical guidance set out in the Approved Code of Practice (L74 - 2013).

The responsible nominated H&S representatives for each venue will undertake a site specific First Aid Needs Analysis / Risk Assessment which will indicate the number and location of first aid stations, together with numbers of trained staff and the level of training required. Provision will be made for easily identifiable first aid stations where suitable and sufficient equipment will be housed e.g. First Aid boxes and/or other emergency equipment e.g. Eye wash stations. They should not contain medication of any kind.

The ACOP recommends the provision of at least one suitably trained First Aider for every 50 employees, however this figure is only a guide, and the actual number will depend on the degree of hazard in the working environment. The Company expects each venue to have access to at least one person who is trained in first aid and on duty ensuring provision is made to cover sick leave, holidays and overtime. The appointed First Aider must have undertaken training and obtained qualifications and must undergo the necessary refresher training.

First Aid provisions will depend upon the hazards and risks identified in each work area.

First Aid Kits will be inspected monthly to ensure that all first aid kits are kept clean and adequately stocked.

Checks will be recorded and signed by the person responsible.

All employees are to be informed of the First Aid arrangements, as part of their induction, including location of equipment, facilities and personnel in the form of a H&S booklet

Automated External Defibrillators (AEDs)

Where AEDs are provided the venue will ensure that an appropriate number of staff are trained in the use of AEDs.

Training will conform to the current guidelines on Adult Basic Life Support and the Use of Automated External Defibrillators published by the Resuscitation Council (UK);

Procedure:

- Training will be refreshed every 3 years as part of first aid training.
- The nominated designated officer will ensure that each AED is checked weekly and replacement parts (i.e. batteries and pads) ordered as appropriate. Checks should be recorded.
- AEDs will be made available to emergency service personnel.
- The location of each AED will be communicated to all staff who work within the building.
- On advice from the Ambulance service, if requested by a member of the public or any emergency service personnel, AEDs will be made available.

3.14 FOOD SAFETY

Food Hygiene Regulations 2006 (as amended) Food Standards Act 1999

The Company recognises its duty to protect consumers by ensuring that all food stuff is processed, stored and distributed in the safest manner possible.

Other than fruit, popcorn, some snacks and ice, all foods will be pre-packaged.

Each venue will follow the Food Safety Management system, which will cover hygiene, storage, cleaning, training and record keeping.

3.15 HIGHLY FLAMMABLE LIQUIDS (HFL) & LIQUEFIED PETROLEUM GASES (LPG)

Permanent liquid petroleum gas installations must comply with the Gas Safety (Installation & Use) Regulations 1998.

Procedure:

All liquids displaying a “Highly Flammable” symbol or having a flashpoint below the ambient temperature of the workroom/work area must be kept in suitable sealed containers.

When not in use, they should be stored in a metal cupboard or bin of fire resisting construction, labelled “Highly Flammable.”

Larger volumes must be stored in a dedicated storeroom which is either in a safe place, i.e. away from the building or in a fire-resistant structure. Combustible materials must not be stored with HFLs or LPG.

Quantities of HFLs and LPG in use in the theatre should be kept as low as possible and containers must be promptly replaced in the appropriate store.

When not in use, LPG cylinders must be stored upright at ground level in a well-ventilated place in the open air away from pits, basements, etc where leaking gas could accumulate.

Up to 300kg of LPG may be stored in a lockable wire cage situated in a well-ventilated place in the open air.

Cylinders must never be stored in locations where a leak may give rise to an accumulation of gas and risk of fire or explosion.

Acetylene cylinders may be stored with LPG, but oxygen cylinders must always be stored separately. In all circumstances, gas cylinders must be secured in an upright position.

Theatre management and all supervisory staff will ensure that smoking is prohibited in all areas where HFLs or LPG is being used or stored.

3.16 INSPECTIONS, MONITORING & REVIEW

The Company will carry out regular in-house workplace inspections to assist with the measurement of health and safety performance and meet its commitment to attain high standards within the theatre.

Procedure:

Nominated persons will conduct a workplace inspection identifying any hazards and risks.

Safety Inspections

- Front of House Areas – Weekly
- Rear of House – Monthly

Areas of inspection would be guided by any specific factors that may have been brought to the attention of management by:

- Health and Safety Committee.
- Show Reports.
- Customer Feedback (complaints.)
- Near Miss / Incident reports.
- Accident investigation follow- up.

Health and Safety Policy Review

The policy will be reviewed annually taking into account any changes or updates of legislation, best practices, industry guidance plus feedback from Audits and Inspections.

3.17 LEGIONNAIRES DISEASE

Health and Safety at Work Act 1974 / Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

Legionella is an airborne bacterium and is found in a variety of water sources which produces a form of pneumonia caused by the bacteria penetrating to the alveoli in the lungs.

The HSE Approved Code of Practice (ACOP) L8 covers the requirements of where plant is at risk of the development of legionella exists.

Legionella bacteria may contaminate and grow in water systems such as hot and cold-water services and showers.

The bacteria survive low temperatures and thrive at temperatures between 20-45 deg C if conditions are right i.e.: if a supply of nutrients is present such as rust, sludge, algae and other bacteria.

Procedure:

A competent person should identify any sources of risk;

- Water systems incorporating a cooling tower.
- Water systems incorporating an evaporative condenser.
- Hot and cold-water systems.
- Other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.

A Risk Assessment will be conducted if working in an environment where any such water systems may present a risk.

A scheme (or plan of action) should be prepared for prevention of the identified risk. Implement and manage the controls and precautions;

- Ensure that the release of water spray is properly controlled.
- Avoid water temperatures and conditions that favour the growth of Legionella and other micro-Organisms.
- Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipe work.
- Avoid materials that encourage the growth of Legionella.
- Keep the system and the water in it clean and
- Treat water to either kill Legionella (and other micro-organisms) or limit their ability to grow.

A log will be kept to record checks to ensure the control measures are effective.

In most cases actions will be managed by a contractor appointed as the competent person. The risk assessment will identify local actions which are to be managed by the Head of Technical and Property, Head of House Management and Head of Cinema as named Duty Holders.

Records of local actions will be maintained detailing where applicable and as detailed in the risk assessment, temperature checks, flushing of all identified dead ends, shower head descaling, all conducted by a nominated competent person.

3.18 LIFTING EQUIPMENT

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Lifting equipment includes any equipment used at work for lifting and lowering loads.

The regulations cover a wide range of equipment including cranes, forklift trucks, lifts, hoists, and mobile elevating platforms.

Lifting equipment includes any equipment used at work for lifting and lowering loads, such as chain hoists, counterweight systems or even hemp sets. It can also cover stage lifts, orchestra lifts and some dock doors.

The Company accepts its responsibilities for ensuring that all lifting machinery and equipment is maintained regularly by a competent person and records will be kept in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Procedure:

Any Company-owned equipment will be tested and inspected in accordance with the relevant statutory examination for lifting equipment and associated attachments/tackle as required by the regulations are carried out, and a record of thorough examination will be kept.

Persons hiring in equipment will be responsible for ensuring that it is certified and tested; if the production requires extra equipment above LHT's own stock, the Technical Manager must receive inspection certification before the hired stock is used.

All personnel who use lifting equipment will be adequately trained in the use of that equipment.

The training is to include operator checks and instruction on what to do in the event of faulty equipment.

It is the duty of all employees to correctly use such equipment in accordance with the instruction and training that has been given.

LHT will ensure that the equipment is the subject of a "Declaration of Conformity" and is CE marked. The requirement for a "Declaration of conformity" is not retrospective but does apply to all new equipment.

A detailed and thorough examination of lifting equipment and safety-critical parts must be carried out at specified intervals by the Competent Person, who must then complete a written report. These examinations must be carried out before use for the first time, after assembly and before use at each location, and regularly, while in service, as follows:

- 6 months for lifting equipment and any associated accessories used to lift people.
- 6 months for all lifting accessories
- 12 months for all other lifting equipment

3.19 LONE WORKING

The HSE guidance defines Lone workers as those who “work by themselves without close or direct supervision” and for this may include any of the following;

- Working in areas where only one person is present, e.g. workshops, stage door;
- People who work outside normal hours,
- Working in isolated areas, e.g.: plant rooms, roof.

The Company recognises its responsibility to ensure all employees are not put at risk of injury while at work including lone workers.

Procedure:

All potential Lone Working situations will be identified.

A risk assessment will be carried out on all employees who are likely to work alone both on and away from the company’s premises.

Where there is no emergency cover available on site, the company will make arrangements to ensure their employees have access to the nearest emergency services facilities and ensure they have a mobile phone or other means of contacting the emergency services and Management.

3.20 MANUAL HANDLING

Manual Handling Regulations 1992

The Regulations apply to the manual handling (any transporting or supporting) of loads where human effort is involved including lifting, putting down, pushing, pulling, carrying or moving.

The Company recognises the importance of developing and maintaining arrangements for preventing, as far as reasonably practicable, injury from handling heavy or awkward loads.

There is a clear hierarchy of measures:

- Avoid hazardous manual handling operations as far as reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided, and
- Reduce the risk of injury so far as is reasonably practicable.

Procedure:

Heads of Department/ Deputy Managers/Assistant Managers/Supervisors are expected to conduct a Manual Handling risk assessment to identify what action may be required to prevent injury from manual handling operations and what training may be appropriate.

An assessment of any high-risk tasks will be made using the following guidance;

The Task

- Can the task be avoided?
- Can mechanical aids be used such as trolleys, trucks or conveyors?
- Is PPE required and available?
- Can the task be changed to prevent bending, twisting, stretching, carrying distance, and frequency?
- Can the job be rotated to avoid repetition, are rest periods possible?
- Can handles be provided, and sharp edges avoided?

The Individual

- Has allowance been made for the individuals carrying out the task?
- Is instruction or training required?
- Is there a review of accidents and ill health records to identify any trends in absence due to the effects of handling?

The Load

- What is the weight of the load?
- Can the load be improved by reducing the size, the weight, the portability?

The Environment

- Can the working area be improved by widening walkways, removing obstructions, keeping floors clean and free from slips and trip hazards?

- Is the lighting adequate, and is the working temperature comfortable?

Where practicable the Company will take the following actions:

- To avoid the manual handling activity.
- To introduce automation or mechanical aids.
- To introduce smaller or lighter loads.
- To alter the system of work to reduce the frequency of manual effort where movements are required.
- To consider the use of personal protective equipment. All employees will be required to:
 - Follow all safe systems of work and use the handling aids provided.
 - Not take on handling tasks where excessive twisting, stretching or stooping is involved.
 - Report any work activity that may give rise to manual handling problems or any mechanised handling aid shortcomings.
 - All employees will receive training in manual handling techniques and refreshed periodically in line with the Training Needs Analysis.

No member of staff should attempt to carry out any manual handling operation beyond their own individual capabilities.

3.21 NEW and EXPECTANT MOTHERS

The new and expectant mothers' regulations are designed to ensure a mother and her unborn child are protected from unwanted hazards within the workplace, (during pregnancy and one year following birth, miscarriage or still birth) therefore when a Manager receives the written notification from the employee they must conduct a specific risk assessment with the employee as soon as practicable. The assessment must take into account any advice provided by the employee's GP or Midwife regarding their health.

Procedure:

A risk assessment will be carried out jointly by an appointed person (either line Manager or external consultant) and the pregnant member of staff.

Discuss each section of the risk assessment form with the pregnant worker in order to identify:

- Is she at risk? Yes / No (i.e. will continuation of that task endanger her or the child)
- If the answer is **yes**, agree with the member of staff measures that should be taken to safeguard the employee, and how soon they should be implemented. Always take into account any control measures already in place
- Add any relevant comments
- Manager and Employee to sign to agree all actions
- Arrange review dates. These should be throughout the pregnancy and upon return to work (remembering the employee is protected up to one year from birth or miscarriage.)

If any risks are identified action will be taken to remove, reduce or control the risk.

If the risk cannot be removed the Manager should consult with Senior Management for advice on the following;

- **Action 1**
Temporarily adjust working conditions and/or hours of work; or if that is not possible
- **Action 2**
Offer suitable alternative work (at the same rate of pay) if available; or if that is not feasible
- **Action 3**
Suspend from work on paid leave for as long as necessary to protect their health and safety and that of their child.

The standard Company risk assessment form will be used.

“N.B. In this section we have used language to describe new and expectant mothers and have frequently employed she pronouns recognising this is appropriate for the majority of relevant parties. However, the core of this policy and procedure must also be understood as applicable to trans and non-binary members of our workforce who may also experience pregnancy and it should be adapted as such to the individual.”

Night Working

Where a new or expectant mother works at night or late unsocial hours and has been issued with a certificate from a registered Doctor or Midwife stating that night work would affect the health and safety of them or that of the child, suitable alternative daytime work must be offered or the person should be suspended, if no suitable alternative employment can be found.

Rest Facilities and Working Conditions

Suitable facilities for the welfare of new and expectant mothers must be provided; this includes arrangements for an employee who returns to work following her allotted maternity leave who may be continuing with breast feeding her new child and needs to express milk during the working day e.g. a private rest area (see below) and a clean, lockable container to enable her to store her milk which then must be kept in a fridge.

New and expectant mothers who do not receive sufficient rest are in danger of putting both their unborn child and themselves at risk. These rest facilities should be conveniently situated in relation to sanitary facilities and, where possible, include the facility to lie down. This may be a 'medical room' or a staff / rest room.

When considering working arrangements for pregnant and breast-feeding employees, Managers will need to take into account aspects of pregnancy such as morning sickness, varicose veins, increasing size, backache, hemorrhoids, frequent visits to the toilet, tiredness, balance, comfort, dexterity, agility, coordination, speed of movement and reach, etc. that may affect the work which the employee undertakes.

3.22 NOISE

Noise at Work Regulations 2005

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage.

The Noise at Work Regulations require employers to prevent or reduce risks to health and safety from exposure to noise at work. The company recognises its duty to reduce the risk of hearing damage to the lowest level reasonably practicable and comply with the provisions of the regulations and the guidance issued in HSG260 “Sound Advice.”

Noise which is defined as unwanted sound can emanate from equipment, people and entertainment sources and is measured in decibels often expressed as dB (A).

The regulations require specific action to be taken at certain action levels:

Lower exposure action level

daily or weekly exposure of 80 dB (A)
peak sound pressure of 135 dB;

Upper exposure limit

daily or weekly exposure of 85 dB (A)
peak sound pressure of 137 dB;

Exposure limit value

daily or weekly exposure of 87 dB (A)
peak sound pressure of 140 dB;

The table below gives an example of how long it takes to reach a particular noise dose:

Average noise level	Time taken to receive a dose equivalent to the upper exposure action value (85dB)
85dB	8 hours
95dB	45 minutes
100dB	15 minutes
105dB	5 minutes
110dB	Under 2 minutes
115dB	Under 30 seconds

Procedure:

Production

Noise monitoring will be undertaken for each production. Management will be responsible for ensuring the following:

- Monitoring is undertaken on the opening night of each production
- Measurements are taken in key areas of the venue (i.e. areas where staff are likely to be working and exposed to production noise)
- Measurements are taken at the times of the production where noise is expected to be at its highest levels
- Records are maintained of the measurements
- Where noise levels exceed the levels identified above then appropriate controls are put in place to protect staff (i.e. reducing noise levels or identifying hearing protection areas)
- Those taking measurements are suitably trained on appropriate use of the noise measurement equipment.

General Procedures (including non-production times)

An evaluation of whether there is a noise problem at work will be conducted by asking the following;

- Is the noise intrusive for most of the working day?
- Do employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day?
- Are employees exposed to noisy equipment for more than 30 minutes each day?

Are employees exposed to impacts such as hammering, or explosive sources such as pyrotechnics?

Where a risk of exposure to noise in the workplace has been identified, this will be the subject of an assessment and evaluation by a Competent Person.

The noise assessment will identify what needs to be done to control the risks;

- Who is at risk and under what circumstances
- Daily personal exposure taking into account the level of the sound and how long it lasts
- Prepare an action plan setting out what needs to be done to control the risks
- Who is responsible for the actions and a timetable for implementation.

Responsibilities

Heads of Departments:

- must ensure that all employees are aware of the potential harmful effects of noise exposure. Staff with any pre-existing medical conditions should co-operate with management to ensure their work will not adversely affect their hearing.
- should arrange for sound level readings to be taken where appropriate to ensure visiting production sound levels are controlled.
- must ensure that employees wear hearing protection in Mandatory Hearing Protection Zones.
- must monitor the wearing of hearing protection within their department
- must consider whether the time that any employee is exposed to noise can be reduced

Controls

Collective protective measures should always be used in preference to individual protective measures. The approach for the control of noise will be, in order of preference, to:

- Eliminate the hazard or risk altogether (if it is reasonably practicable to do this, it should be done);
- Control the risk at source (for example reduce the volume, substitute quieter sources);
- Reduce the noise as it travels to the people exposed (for example physical barriers, distance, absorptive materials);
- Reduce exposure (for example by rotating ushers so that no individual is in the auditorium for an entire show).

If these measures are not adequate to reduce the exposure enough, then hearing protection must be provided (see 'personal hearing protection').

Personal Hearing Protection

Hearing protection will be provided if the noise level cannot be reduced sufficiently by other methods. Hearing protection is provided with a single number rating (SNR) value. The table below will be used as a guide to which SNR rating will be appropriate:

Noise level in dB	Select a protector with an SNR of:
85-90	20 or less
90-95	20-30
95-100	25-35
100 - 105	30 or more

A hearing protection spreadsheet is available on the HSE website with further details www.hse.gov.uk/noise

Users of hearing protection will be provided with suitable training on how to correctly fit and use hearing protection using the guidance table over:

Areas covered on hearing protection training	Tick:
Why hearing protectors are provided and where they must be stored	
The need to follow manufacturer's instructions	
How to avoid items such as spectacles, long hair, earrings, costume accessories and any other personal protection interfering with the effectiveness of the hearing protection	
The need for full acclimatisation	
Importance of wearing hearing protection at all times in a noisy environment	
Cleanliness and hygiene (including not sharing earplugs)	
Storage and care (including regular checks to ensure they remain in good condition)	
Where to report damage and how to obtain replacements	

Health Surveillance

Health surveillance involving hearing checks are recommended where employees are likely to be frequently exposed at or above either the upper action value or are at risk for any other reason.

3.23 OFFICE SAFETY

Workplace (Health Safety and Welfare) Regulations 1992.

The following matters shall be incorporated in health and safety arrangements for office work:

- Adequate standards of heating, ventilation and lighting shall be maintained in accordance with the requirements of the Workplace (Health Safety and Welfare) Regulations 1992.
- Particular attention will be paid to lighting and ergonomic arrangements in situations where visual display units are frequently used. (Refer to Display Screen Equipment.)
- To ensure safe access, the layout will be planned in such a way as to provide suitably dimensioned gangways and obstructions such as trailing cables will be avoided by sensible location and/or protection so as to prevent possible tripping hazards.
- All electrical equipment is subject to periodic examination and test by a competent person, to ensure its safety and integrity.
- Floors and stairs will be constructed and maintained so as to minimise tripping and slipping hazards.
- Fire escapes and routes must always be kept free from obstruction.
- Manual handling operations will be assessed by the appropriate Manager and remedial action taken to prevent or minimise the risk of injury. (Refer to '*Manual Handling*')
- Control of Substances Hazardous to Health (COSHH) all substances must be managed in line with the regulations. (Refer to *COSHH*)

3.24 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (Amendment) Regulations 2022 (PPER 2022)

It is the policy of the Company to protect, as far as is reasonably practicable, all its employees from unnecessary risks to health and safety at work and to comply with the requirements of the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022).

Under PPER 2022, the types of duties and responsibilities of employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers, as defined in PPER 2022.

Workers (limb (b) workers)

Individuals in this category are less likely to be working in permanent, full-time employment with a single employing organisation. They are more likely to have more casual and flexible working relationships often involving multiple and sometimes rival employers. Limb (b) workers are entitled to core statutory employment rights but have increased freedom in how much, where and when they work. All limb (b) worker rights are rights from day 1, where limb (b) workers do not need continuous service or qualifying periods to accrue their rights reflecting their more flexible relationship to their employer(s). However, as with the employee status, there is also discretion for employers to provide additional contractual statutory benefits beyond the legal minimum to limb (b) workers, for example, paying above the National Minimum Wage or National Living Wage.

The limb (b) worker and employer(s) relationship should expect to have more flexibility over how, where and when work is done compared to the employee status but limb (b) workers are generally required to do the work themselves and only have a limited right to send someone else. This status still requires employers to provide individuals with a core set of employment protections. Many individuals enjoy the increased freedom that this status can provide in their work including balancing their work with other commitments whilst still benefiting from core protections.

If PPE is required, employers must ensure their workers have sufficient information, instruction, and training on the use of PPE.

A limb (b) worker now has a duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage area provided by their employer.

PPER 2022 extends this duty to limb (b) workers and came into force on 6 April 2022. Employers need to carefully consider whether the changes to UK law apply to them and their workforce and make the necessary preparations to comply.

What this means for limb (b) workers

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

The employer is responsible for the maintenance, storage, and replacement of any PPE they provide. As a worker, you are required to use the PPE properly following training and instructions from your employer. If the PPE you provide is lost or becomes defective, you should report that to your employer.

Personal Protective Equipment (PPE) will only be used as a last resort, after all other means of controlling the risks safely have been examined, and it is acknowledged that additional protection is required. This should be designed to protect eyes, feet, head, skin, body and will include harnesses and hi-visibility clothing.

Procedure:

Where the risks associated in the workplace cannot be controlled by other means the Company will provide Personal Protective Equipment (P.P.E.) to employees.

PPE will be provided free of charge and will be purchased from a reputable supplier, ensuring that the equipment is suitable for the user and the hazard it is designed to protect it against.

All equipment issued will be signed for and a register of issue will be maintained detailing the date, type and specification.

Employees have a duty to not misuse the equipment issued and it is their responsibility to use it all at times when a possible hazard has been identified.

Employees must also ensure the equipment is maintained in a clean and serviceable condition and request a replacement as necessary.

Head Protection

To be worn on stage during a fit-up when there is a risk of falling objects, plus when work is taking place on the grid, or above the stage or working in confined spaces in any of our venues.

All operatives, visitors, contractors should wear an approved safety helmet in specified situations.

When work is taking place on the grid, warning signs or a warning light will be displayed indicating that helmets must be worn by all personnel entering the hazardous area.

Fall Arrest Systems

The risk assessment for working at height will identify the control measures to be taken which may include the use of fall arrest systems.

Where such systems are required, employees will be given suitable training and equipment. The equipment used must be serviced and maintained in accordance with the manufacturers' guidance.

Ear Defenders

The risk assessment will have identified the areas where noise levels require controls which may include ear protection. Areas where ear protection must be worn will be clearly signed and supervisors will ensure that any person entering such an area will use protection.

Other PPE

Gloves, goggles, footwear or any other PPE specified within either a risk assessment or Wellbeing Action Plan or Access Rider will be worn at all times. For further guidance on the selection, use and maintenance of PPE refer to HSE guidance L25.

3.25 PRESSURE SYSTEMS

Pressure Systems can range from steam-generating commercial coffee machines to large boilers.

The main legislation covering the duties of users of pressure equipment is the Pressure Systems Safety Regulations 2000 (PSSR).

A competent person should be appointed who should familiarise themselves with the guidance on the implications and requirements of the Regulations given in HSE approved code of practice L122 2nd Edition "Safety of Pressure Systems."

Pressure vessels (safety) Regulation 2016, The Regulations also say how manufacturers are to show that products meet the 'essential requirements'. Coffee barista machines and some portable compressor units will come under this regulation.

3.26 PYROTECHNICS

Pyrotechnics are potentially dangerous and should be supplied specifically for stage use and used strictly in accordance with the manufacturer's instructions.

Procedure:

Pyrotechnics must be sited well away from the public, staff and performers and away from any fabrics or other flammable materials. As a general rule, no adult should be within 2m of the device when fired and a distance of 3m should be maintained for children.

The operator must have a direct line of sight from the firing position.

The operator will make the final decision whether or not it is safe to fire the device.

Pyrotechnics should not be stored in the same store as any flammable substances, such as gas cylinders, white spirit, paper or wood.

Pyrotechnics should be stored in their UN certified transport boxes and not transferred to other containers, specifically not steel containments such as filing cabinets or drawers.

Boxes are to be securely closed after removing the daily show supply and returned to the store and relocked.

Each storage box should carry the explosive symbol together with a sign reading Danger – No Smoking – No Naked Flames in letters no less than 25mm high.

3.27 RISK ASSESSMENT

Management of Health and Safety at Work Regulations 1999

The Company recognises its legal requirement to carry out Risk Assessments for hazardous operations involving a risk of injury to anyone affected by its work activities.

It will record any significant findings and take remedial action to ensure the area and work practices are safe, either by eliminating, reducing and /or controlling any identified risks.

Risk assessments will be conducted for its work activities and in addition specifically for those required under the:

- CoSHH Regulations
- Regulatory Reform (Fire Safety) Order
- Work at Height Regulations
- First Aid Regulations
- Asbestos Regulations
- Manual Handling Regulations
- Noise at Work Regulations
- Display Screen Regulations, plus
- New and Expectant Mothers
- Legionella, and
- Lone Working.

This list is not exhaustive.

Production Risk Assessments will be sought from the production company and will be reviewed by the Head of Technical & Property Buildings before the show is approved.

Any specific building rules and regulations will be provided to the production company to assist them with the risk assessment.

In order to conduct Risk Assessments, the Company will use the following definitions:

- Hazard = something with the potential of a substance, activity or process to cause harm.
- Risk = the likelihood of a substance, activity or process to cause harm and the consequence.
- Risk Assessment = a careful examination of the workplace.

Procedure:

Task Lists will be produced to identify tasks that need to be covered by a risk assessment.

These are recorded in the Risk Assessment Log.

Suitable and sufficient risk assessments will be conducted by, or under the direct supervision of a competent trained person, who has sufficient understanding of the task being assessed.

The principles of the risk assessment process will follow a standard procedure:

- An inspection of the workplace will be made in order to identify potential hazards;
- Significant hazards which could result in serious harm will be recorded;
- Persons at risk from the hazards will be identified and recorded;
- The risk will be estimated and evaluated by a standard simple process;
- Risk controls will be implemented where reasonably practicable;
- Actions taken will be recorded;
- Assessments will be reviewed annually (or sooner in the event of any significant changes.)

The company recognises the importance of providing adequate information, instruction and training so that employees exposed to potential risks are made aware of the appropriate control measures.

Risk Assessments will be used to review work processes and to induct and train new employees. A

copy of all risk assessments will be kept on file either in electronic or paper format or both.

Risk Assessments will be made available to any employee to consult.

3.28 SAFE ACCESS & SAFE PLACE OF WORK

The Company recognises its duty to provide a safe place of work including lighting, temperature, toilets and washing facilities.

Procedure:

Workplaces will be maintained in a clean, orderly and safe condition.

Suitable and sufficient safe access to, and egress from, every place of work will be provided and maintained.

Where work cannot be safely done on or from floor level, or from a temporary or permanent structure, then access equipment will be provided and made available. These comprise of lightweight aluminium tower scaffolds, genies, zarges, tallescopes, ladders, stepladders and trestles.

Collective protection measures will be given priority over personal protection measures.

When ladders are used, initially they should be footed and then tied off at the upper resting place, or otherwise secured against both outwards and sideways slipping. Ladders should be inspected for any defects on each occasion before use.

Lightweight aluminium tower scaffolds must be constructed by a competent person and strictly in accordance with the supplier's instructions.

Tallescopes and zarges, when used on sloping stages should, wherever possible, be in line with the slope and not across the slope when extended. Outriggers must be fitted and deployed on the tallescope.

Safety harnesses and 2-metre lanyards will be supplied and should be used where improvised access is the only means available, for example, work on balconies, at edge of the circle and on flying walkways between lighting bars.

All access equipment will be inspected, and the results logged in the Equipment Inspection Register. Any defects identified which require remedial work must be reported to the Head of Property and Technical.

Where there is a risk of a person falling a distance likely to cause personal injury, barriers of adequate height and strength will be provided.

On open edges of high-level storage platforms sections of barriers may be removable but should remain in place at all times except when loading and unloading is taking place.

Secure handholds will be provided where workers have to position themselves at an unfenced opening or edge, such as an opening or similar doorway used for the purpose of hoisting or lowering goods.

Openings in floors through which a person may fall a distance likely to cause injury should be avoided. Trap door covers must be in place when access through the opening is not required.

Temporary fences may be used if it is necessary to keep a trap door open. Steps must be taken to prevent persons being struck by falling objects.

If persons are required to work on or near fragile material through which they may fall a sufficient distance to cause injury, before the work begins a detailed assessment will be conducted to ascertain the measure necessary to prevent injury to the person carrying out the work and any others who may be affected.

Where it is reasonably practicable, prominent warning notices will be affixed at the approach to a place where a fragile surface is situated.

Sufficient and suitable steps should be made to prevent injury from the fall of any material or object, for example hand or power tools. Where this cannot be guaranteed, a clearly delineated 'danger area' should be set up preventing unauthorised persons from entering the area.

3.29 SAFE SYSTEMS OF WORK

Safe Systems of Work (SSOW) will be developed for all tasks and the use of equipment, as identified as a control measure within the Risk Assessment.

Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established system, or unusual use of plant, is reported to their Line Manager who will arrange for appropriate action to be taken.

Where modifications or changes to machines, guard systems and plant are made which may affect the safety of the unit, the matter should be notified to the Director who may seek professional advice before authorising the change.

The Company's safe systems of work and codes of safe practice will be regularly reviewed and, where necessary, revised to reflect new published guidance and/or statutory requirements.

3.30 SMOKE & VAPOUR EFFECTS

Health and Safety at Work Act 1974 / Control of Substances Hazardous To Health Regulations (COSHH) 2002 as amended

Smoke and vapour effects are used for a range of purposes within the entertainment industry and can give rise to a variety of hazards depending upon the substances and how they are used.

Procedure:

If smoke and vapour effects are to be used in a production, the Company will liaise with production staff at the pre-production meeting to ensure that arrangements are made to implement a safe system of work.

Particular attention will be paid to the risk of carbon-dioxide or other gases/vapours accumulating in poorly or un-ventilated spaces, thereby causing a dangerous atmosphere.

The Venue Manager will liaise with the production company and the relevant Local Authority to ensure that approval is sought, demonstrations arranged, and any conditions imposed by the Local Authority are complied with.

3.31 STRESS (Work Related)

Health and Safety at Work Act 1974 / Management of Health and Safety at Work Regulations 1999

Workplace stress has no specific health and safety regulations but is covered by the duties imposed by the Health and Safety Act and the Management of Health and Safety at Work Regulations.

Under these regulations employers are required to assess the health & safety risks to which employees are exposed and this is recognised as including stress.

Risk Assessments will include an evaluation of the potential stress to which employees could be exposed whilst at work. Causes of stress could include time pressures, work overload, interpersonal relationships and working environment.

Where a member of staff has been shown to be suffering from a stress related problem action will be taken to alleviate the situation and will be strictly monitored.

3.32 TRAINING

Health and Safety at Work Act 1974 / Management of Health and Safety at Work Regulations 1999

The Company is committed to maintaining the highest standards and therefore all persons employed will receive suitable and sufficient health and safety training in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The aims of the health and safety training programme are:

- To ensure all employees work in a safe manner.

- To ensure employees correctly use and maintain PPE required for their work.
- To assist management to arrange and organise effective work operations.
- To minimise workplace incidents, accidents, delays in work programme and damage to property.
- To ensure a safe and healthy working environment.
- To ensure compliance with all relevant health and safety legislation.
- To ensure employees are familiar with emergency procedures.

Procedure:

It is Company Policy to provide ongoing training for all employees to refresh knowledge and update on safe working practices and new equipment.

Training needs will be identified in relation to the job function and job description.

Individual training needs will be identified at induction for new employees, at the annual appraisal system for existing employees, and as identified within Risk Assessment control measures.

A training plan will be produced for each site and prioritised in relation to risk.

Training courses will be arranged across the company to ensure maximum take up.

All training will be recorded using the electronic system with a copy of all certificates retained in employees' personal training files.

If any employees are uncertain of the safe working practices for any equipment, they must contact their immediate Supervisor who will be responsible for ensuring adequate training is provided.

Any staff wishing to add to their training record in matters of Health and Safety should notify their Management of their request, and appropriate training will be considered at the next available opportunity.

Induction

All new employees will undertake Health and Safety Induction Training with key safety information covered prior to release into the workplace, following the workplace induction checklist.

Induction training shall include:

- An introduction to the Health and Safety Policy and Procedures;
- An awareness of the duties of Duty Holders, including Fire Marshals and First Aiders;
- Fire and Evacuation procedures;
- Risk Assessment and Safe Systems of work as applicable;
- The issue use and maintenance of Personal Protective Equipment and work equipment;
- A familiarisation tour of the venue;
- An introduction to work colleagues.
- Training and development needs.

3.33 VIBRATION

Control of Vibration at Work Regulations 2005

Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health.

Prolonged and repeated exposure to high levels of hand-transmitted vibration (e.g. from the use of hand-held vibratory power tools) can result in damage to nerves and blood vessels of the fingers and hands.

Also, vibratory tools and equipment may affect the musculoskeletal system and nervous system of the upper limbs. The most common vibration-induced injury is known as "Vibration White Finger" (VWF), but a condition known as "Carpal Tunnel Syndrome" (CTS) may also be caused by vibration exposure.

Tools which may give rise to a risk include:

- a. Hand-held grinders (pneumatic and electric)
- b. Disc cutters.
- c. Power saws.
- d. Jigsaws and drills (particularly those with a hammer action.)

Whole-body vibration (WBV) is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back pain.

The risk of developing a vibration-induced injury largely depends upon the vibration level produced by the tool in question and the amount of time it is used. It is unlikely that occasional short duration use of vibratory tools mentioned above will present a significant risk of injury.

Procedure:

Identify tasks and equipment that may cause HAV harm.

Assess the vibration risk to employees.

Take action to reduce vibration exposure that produces those risks. If

employees are likely to be exposed above the -

- Daily Exposure Action Value (EAV) - introduce a programme of controls to eliminate risk, or reduce to as low a level as is reasonably practicable.
- Daily Exposure Limit (ELV) - take immediate action to reduce the exposure below the limit value.

Provide information and training to employees on health risks and the actions that need to be taken to control those risks.

Carry out health surveillance where there is a risk to health and keep records of the health checks. Keep a record of the risk assessment and review and update regularly.

3.34 VIOLENCE and AGGRESSION

The Company will not tolerate its staff being subjected to any form of violence or unacceptable behaviour at work and will ensure that any allegations are investigated, and that appropriate action is taken to deal with it.

Unacceptable behaviour could include verbal abuse, threatening postures or physical violence.

Violence at work or the fear of it happening can affect the performance of individuals and/or teams at work.

All staff are encouraged to report incidents which cause them harm or anxiety, in confidence to their Line Manager. Please refer to the company's Positive Work Environment Policy for further details.

At risk staff will receive conflict management training.

3.35 WELFARE

Workplace (Health, Safety and Welfare) Regulations 1992

The Company will aim to achieve and maintain, so far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid ill health and promote good health and employee welfare.

Adequate welfare facilities will be provided for employees, wherever reasonably practicable, at all premises occupied by the company.

'Welfare facilities' are those that are necessary for employee well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

Cleaners

- a) It is recognised that cleaning work can be demanding and labour intensive where cleaners work for long durations and under time constraints.
- b) Cleaning work in theatres is believed to be sufficiently varied and of short duration, which should be maintained to ensure cleaners are not exposed to the risk of Upper Limb Disorders (ULDs).
- c) When any work at height is undertaken, the 'Work at Height' regulations must be strictly adhered to.
- d) HSE advisory publication web feed www.hse.gov.uk/cleaning

3.36 WELDING

Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended.

There are several hazards associated with the incorrect or careless use of welding equipment which can cause injury and/or damage to property and the process needs to be carefully managed.

Procedure

Flame cutting and welding operations will only be undertaken by fully trained and competent employees. Principles of safety contained in HSE Guidance HSG139 will be incorporated in all systems of work where appropriate.

Special precautions are required before cutting or welding any vessel, pipe or plant that has previously contained flammable or combustible material, to prevent the risk of explosion.

Where welding processes are liable to expose persons to substances hazardous to health, a COSHH assessment must be conducted, and any necessary control measure applied (e.g., local exhaust ventilation personal protective equipment).

Adequate hand, eye and face protection must be provided.

In all circumstances, a permit to work system will be implemented before any "hot" work is carried out.

Training

Anyone involved in welding or flame cutting operations should be authorised and deemed competent via suitable training on the risks and health effects, and what control measures should be in place, including permits.

3.37 WORKING AT HEIGHT

Work at Height Regulations 2005

Work at Height means any place where, if there were no precautions in place, a person could fall a distance liable to cause them personal injury.

The Work regulations have clear expectations to be considered when carrying out working at height activities including:

The Responsibilities for the Duty Holder (Manager in control of the activity)

- Ensuring all work at height is properly planned and organized.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height where it is possible to do so.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided and
- Where the risk of falling cannot be eliminated, work equipment or other measures should be used to minimise the distance and consequences of a fall should one occur.
- The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

Procedure:

All work at height will be planned, appropriately supervised and carried out in a manner which is, so far as is reasonably practicable, safe.

The Company will nominate and train a competent person to coordinate, risk assess, organise, plan and supervise work at height or work equipment for use in such work.

A robust rescue plan which must be in place and communicated to all staff or persons within the vicinity. The rescue plan must be practiced, including ensuring any rescue equipment is inspected in line with manufacturers guidance.

Ladders and Stepladders

The company will ensure that only approved access equipment will be supplied for use at work (including ladders, stepladders, tallscopes and trestles). The equipment will comply with the Provision and Use of Work Equipment Regulations 1998.

- An inventory of all Ladders / Stepladders will be kept and maintained
- All Ladders / Stepladders will be allocated a unique identification number
- All employees will be informed, instructed and trained in the safe use and in user checks
- All equipment will be subject to a "pre-use" user check
- All Ladders will be inspected 6-monthly by a competent person
- Employees will be encouraged to promptly report any defects and to co-operate with management in all aspects of equipment used at work

- All reasonable steps will be taken to rectify any deficiencies noted, with records being kept of maintenance schedules and reports.

Ladders should only be used for a short duration where more suitable work equipment is not justified because of low risk. If a three-point contact (both feet and one hand, or both feet and leaning torso) cannot be maintained, for example drilling with two hands, more suitable equipment with a guarded platform should be substituted.

Mobile Access Towers / Elevated Work Platforms

The company will ensure that all equipment that it hires, or is directly responsible for, is adequately maintained by a competent person as required by the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 as appropriate.

Persons using Mobile Access Towers will receive training in the safe erection, dismantling, moving and use of equipment prior to first use to ensure competence.

Persons operating/using Mobile Elevated Working Platforms will receive formal training such as the Powered Access Licence (PAL) card before they are authorised to operate or work with such plant.

Fragile Surfaces

The company will ensure that no one working under our control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If anyone does work on or near a fragile surface it will be ensured that;

- As far as it is reasonably practicable to do so suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk.
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

3.38 WORK EQUIPMENT

Provision and Use of Work Equipment Regulations (PUWER) 1992

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, regardless of whether it is owned, leased, or provided by the employee for use at work.

Works equipment includes:

- 'Small hand tools' such as hammers, knives, handsaws, etc.
- Single machines such as drilling machines, circular saws, photocopiers, etc.
- Lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings, etc.
- Other equipment such as ladders
- Scaffolding or similar access equipment.

The use of work equipment means any activity involving work equipment including starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing or cleaning.

All power tools will be registered on a Work Equipment Register and will be checked monthly to ensure they are in good working order, guards are in place, and not damaged.

All work equipment will have a risk assessment that shows the controls for its use, and many will have safe working procedures for them. Below are the hazards and controls that would be considered for these risk assessments.

- **Suitable** - for use and the purpose and conditions in which it is used.
- **Maintained** - in a safe condition for use so that people's health and safety are not at risk and
- **Inspected** - to ensure it is and continues to be safe for use.

Procedure:

The Company will ensure that all authorised persons who use work equipment have available to them adequate health and safety information and where appropriate written information pertaining to the use of the work equipment.

The Company will ensure that the work equipment is maintained in an efficient state, in working order and in good repair and that all protective guards are fit for purpose, securely fitted and are regularly inspected.

All hired or leased equipment will be checked so that it meets satisfactory safety standards. The person hiring in equipment will ensure that Certificates of Thorough Inspection, Portable Appliance Testing, Calibration, and compliance to LOLER and PUWER regulations are met as necessary, prior to release. Defective or non-compliant items will not be used.

Selection of Equipment

When selecting work equipment, either new or existing, LHT Employees & Supervisors must ensure that it is suitable for the task. For simple tasks using 'toolbox tools' such as hammers, employees will be expected to use common sense in selecting the appropriate tool. For more complex tasks and use of either powered or fixed equipment, such as workshop machinery, Supervisors should undertake a risk assessment of the task, including the selection of work equipment to be used.

All LHT Employees, when provided with equipment, are required to:

- Check that it is the equipment as identified in the risk assessment or task-specific method statement.
- Check that any equipment with a specified life is in-date.
- Comply with the manufacturer's instructions and follow any training given. Raise any concerns with the Supervisor before use.
- Report any deficiencies or losses to their supervisor.

LHT Supervisors should also ensure that risks created using the equipment are eliminated where possible or controlled by:

- Provision and maintenance of suitable guards and other protection devices; markings and warning devices; system control devices (such as emergency stop buttons) and, as a last resort, personal protective equipment; and by
- Following safe systems of work and providing adequate information, instruction, and training.

Small Tools:

Small tools are the personal responsibility of the user and must be kept in good condition and properly maintained. In the use of knives and 'Stanley' blades, care must be taken to retract blades at ALL times when not in use.

It is a collective responsibility to ensure that NO blade is left open at ANY time.

Mechanical / Electrical Equipment:

All mechanically or electrically driven portable tools issued by the Company, or hired for use by operators, should be examined before use and any defects reported to the appropriate HOD. Defective equipment should not be used. Electrically driven portable tools must be properly installed, insulated, connected, earthed and maintained. Where practicable, 110-volt equipment in combination with a transformer with a centre tapping to earth is to be preferred to 240-volt portable equipment.

Hired-In Equipment

Plant or equipment on hire will be obtained from approved suppliers who certify their equipment and keep it maintained. Where the hire period extends beyond planned preventative maintenance schedules, either arrangements should be made with the supplier to carry out maintenance or it should be included in the Company's own programme of planned preventative maintenance. If there are any defects which affect the safety of the equipment, then it should not be used and the defect drawn to the attention of the HOD who will arrange for the supplier to carry out repairs or supply a replacement.

Woodworking Machines:

The Company recognises the specific risks associated with the operation and use of woodworking machines. Both practical and safety training will be given to all operatives. Only authorised persons are allowed to use woodworking machines. The only exception to this rule is for those persons undergoing training under immediate supervision of a competent person.

Cutters (including saw blades, chain cutters, knives, boring tools, detachable and solid cutters) must be enclosed by a guard to the greatest extent practicable, having regard to the work being done.

No adjustments should be made to any guard or woodworking machine whilst the cutters are in motion except where adjustment can be made without danger. Sufficient, clear and unobstructed space must be provided around every woodworking machine to enable work to be done without risk of injury.

Abrasive Wheels:

Only operatives trained and certified to change abrasive wheels should do so. At all times, fixed and portable grinding machines should be fitted with a properly maintained guard. In the case of bench-mounted machines, the tool must be correctly adjusted. Operators must wear eye protection which meets the requirements of the Personal Protective Equipment at Work Regulations 1992, conforming to BSEN166, and dust protection (face masks) to BSEN149.

Hired-In Equipment

Plant or equipment on hire will be obtained from approved suppliers who certify and maintain their equipment. Where the hire period extends beyond planned preventative maintenance schedules, arrangements should be made with the supplier to carry out maintenance or included in the Company's planned preventative maintenance program. If any defects affect the safety of the equipment, then it should not be used, and the defect should be drawn to the attention of the HOD, who will arrange for the supplier to carry out repairs or supply a replacement.

The Company will ensure that the work equipment is maintained efficiently, in working order and in good repair and that all protective guards are fit for purpose, securely fitted, and regularly inspected.

Maintenance of Equipment

LHT will have a program of planned preventative maintenance (PPM) activities at required intervals to ensure that equipment is maintained in a safe and efficient working order. The program includes inspection, testing, cleaning, repair, and replacement by a competent person. Maintenance of Equipment is recorded on the equipment inventory. Defective Equipment must be reported to the Supervisor, who will withdraw it from service and label it to prevent its inadvertent use.

All Supervisors must have copies of their testing and maintenance Records.

Portable electrical equipment

As part of any PPM arrangements for and record of regular maintenance by a competent electrical contractor (NICEIC Approved Electrician or equivalent) for each item of portable electrical equipment

Supervisors shall inform employees that they should not attempt to repair or maintain electrical equipment unless trained and certified to do so and that any defective equipment must be reported.

Private electrical equipment should not be used in the workplace unless the supervisor has approved it and the equipment has been checked and passed by a competent electrical contractor.

Maintenance of Personal Protective Equipment – Must be carried out in accordance with the PPE at work (Amended) Regulations 2022, as per 'Instructions for Selection, Use and Storage of PPE.

Local Exhaust Ventilation (LEV) – as part of the PPM, all LEVs will be thoroughly examined and inspected every 14 months by a competent person and regularly checked and maintained throughout the year by the users, ensuring that the maintenance log is kept up to date.

Training:

Appropriate training will be given for all work equipment which will be way of Toolbox Talks, Internal Training or Accredited Training depending on the equipment.

3.39 WORKING TIME REGULATIONS

Working time regulations 1998

The Working Time Regulations 1998 (the Regulations) came into force on the 1st of October 1998 as amended 2003.

The Regulations cover the following areas:

- Daily rest breaks / weekly rest periods.
- Maximum weekly hours.
- Paid holidays.
- Health assessments for night workers.
- Monotonous work.
- Introduction to the Section, including:

The Regulations apply to all "workers" – including.

- All employees (full-time and part-time)
- Employment agency staff.
- Casual staff.
- Seasonal staff.
- Work experience placement pupils.
- Training program staff (such as "Modern Apprentices")

Regulations exceptions.

A member of staff can choose to enter an individual agreement, confirming that s/he is prepared to exceed the 48-hour limit by formally completing an OPT-OUT agreement.

This agreement can be reversed by giving between 1- and 12-weeks' notice to their manager. Any OPT-OUT agreement should be kept within their personnel file.

Responsibility for compliance with the regulations.

- The employer has an obligation to ensure that staff receive the benefit and protection of the regulations.

Entitlements specified by the regulations EXCLUDING those who chose to opt out.

Maximum working week includes any working time e.g.

- When a worker is at his/her employer's disposal and carrying out its activities or duties or receiving training.
- Or time required but not being directly paid for e.g., on call, work related travel time, home working.

Maximum number of working hours:

- Staff cannot be required to work more than an average of 48 hours in any week when averaged over a seventeen-week period, (called a reference period).

- If a member of staff has a second job, they must declare it as the combined number of hours must not exceed the maximum allowed. It is the responsibility of the individual to ensure they remain compliant when holding two or more jobs.

Overtime recording.

- Managers must monitor the overtime worked by their staff and ensure that the total hours worked do not exceed an average of 48 hours per week over the 17-week reference period.
- If staff are often required to work overtime that raises their working week to around 48 hours, the member of staff should keep a record of the hours worked and the Line Manager should verify that record.

Average weekly hours exceeding 48 per week.

- If overtime requirements result in the average working week exceeding 48 hours, there are two options available:
- The member of staff can choose to sign an individual voluntary agreement to exceed the 48 hour per week average; (OPT-OUT agreement.)

Rest periods and breaks.

- Employees are entitled to daily and weekly rest periods in addition to their paid annual leave entitlement as follows:

Staff aged 18 or over are entitled to:

- One twenty-minute daily rest period if the working day is longer than 6 hours. This daily rest period is catered for by the normal lunch break.
- Eleven consecutive hours' daily rest between each working day.
- one uninterrupted weekly rest period of at least 24 hours in each 7-day period; or, where this is extended to a 14-day period, two uninterrupted weekly rest periods of at least 24 hours, or one uninterrupted rest period of at least 48 hours.

Staff aged 16 or 17 are entitled to:

- One thirty-minute rest period if the working day is longer than 4½ hours. This daily rest period is catered for by the normal lunch break.
- Twelve consecutive hours daily rest per 24-hour period.
- One uninterrupted weekly rest period of at least 48 hours in each 7-day period.

Flexibility in these rest periods is permissible under the regulations if there are unforeseen circumstances or emergencies. This, however, is exceptional and should not be used on a routine basis. If staff do not receive the appropriate rest period, they are entitled to compensatory rest equivalent to the period of rest they missed out on.

Monotonous work

- Where the work is repetitive or monotonous employees should be given adequate rest breaks to compensate in addition to the normal breaks.

Night workers

- A night worker is anyone who, as part of his/her normal work, works during nighttime for at least three hours a night between the hours of 11 p.m. and 6 a.m. A night worker may not undertake more than an average of 8 hours work during any period of 24 hours. Night workers are entitled to a free health assessment. This should be offered before the member of staff commences night work.

Staff protection and discrimination

- The regulations protect staff from being discriminated against because they assert their entitlement to limit their working hours or to take rest breaks e.g., protection against dismissal, denial of promotion, facilities or training opportunities that would otherwise have been available.

Weekly calculation

For the purposes of calculating weekly rest periods, a week starts at midnight between Sunday and Monday.

3.40 YOUNG PERSONS

Health and Safety at Work Act 1974 / Management of Health and Safety at Work Regulations 1999

When employing a young person under the age of 18, whether for work, work experience or as an apprentice, LHT recognise that we have the same responsibilities for their health, safety, and welfare as we do for other employees.

Procedure:

Management will conduct a risk assessment ensuring that young persons are not exposed to risk due to:

- Lack of experience.
- Being unaware of existing or potential risks.
- Lack of maturity.

The risk assessment will consider:

- The layout of the work area.
- Any physical, biological, and chemical agents to which they could be exposed.
- How they will handle any work equipment.
- Training requirements.
- Risks from processes and work.

Factors considered will include specific risks such as exposure to noise, vibration, hazardous substances, and working in the dark, and these will be assessed in conjunction with the instruction, training and supervisory arrangements put into place. Working hours are not governed by health and safety law but

young persons have different employment rights from adult workers and are subject to protection in relation to the hours they work.

APPENDICES

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Appendix A Accident Report

LTD INCIDENT/NEAR MISS REPORTING FORM	
REGISTER No:	
*Incident with injury	YES/NO
*Near Miss	YES/NO
*Identify type of incident as appropriate	
GENERAL DETAILS	
Categories (Identify type of incident as appropriate from list below. Tick the relevant box)	
Animal	Lifting/Handling
Fall from Height	Performance
Fire	Slip/trip/fall
First Aid/Unwell	Struck/Contact with/by (static item, falling item, moving item, flying set)
Ill Health (noise, vibration, disease, hazardous substance etc)	Other
Accident Date:	
Venue:	
Department:	
Accident Address:	
Postcode:	
Are you the person reporting the accident? YES/NO	
REPORTER DETAIL	
First name:	Last Name:
Accident Address:	Contact Number:
Postcode:	
Job title:	Occupation:
Email address:	
Is the accident a RIDDOR incident?	YES/NO
Details of Immediate Action Taken:	
Additional Information: (i.e. WHERE was incident exactly – (which floor/ which staircase...), any existing known facts (injured party under medication, physical condition, age etc), Ownership of Equipment – Ours or the Visiting Company's, conditions of are e.g., wet, dark)	












INJURED PARTY			
Title:		Age/DOB:	
First Name:		Last name:	
Occupation:		Relationship to Company:	
Address:			
Contact No:			
Email address:			
Involvement (select from list below)		Relationship to company (select from list below)	
Injured person		Employee	
Witness		Contractor	
First Aider		Customer	
		Member of the Public	
		Member of Production Company	
		Visitor	
		Volunteer	
ANY OTHER PERSONS			
Title:		Age:	
First Name:		Last name:	
Occupation:		Relationship to Company:	
Involvement (select from list below)		Relationship to company (select from list below)	
Injured person		Employee	
Witness		Contractor	
First Aider		Customer	
		Member of the Public	
		Member of Production Company	
		Visitor	
		Volunteer	

All the information entered has been confirmed with the people involved and is a true reflection of the incident that occurred?









Office Use Only:

Level 1 – No further action needed Level 2 – further actions & follow-up needed
 Level 3

Appendix B CoSHH Assessment

	<h1 style="margin:0;">COSHH Risk Assessment No:</h1>	RA Ref:
Venue:		Department:
Product / Substance Name involved in the process and its manufacturer. <i>(A copy of a current safety data sheet for this substance should accompany this assessment)</i>		
Supplier / Manufacturer:		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>		
Location of process being carried out?		
Identify the persons at risk:	Employees <input type="checkbox"/> <i>(including trainees)</i>	Contractors <input type="checkbox"/> Public <input type="checkbox"/>
Classification <i>(click in the relevant box to indicate the category of danger)</i>		
 <input type="checkbox"/> Very Toxic/Toxic	 <input type="checkbox"/> Irritant	 <input type="checkbox"/> Flammable
 <input type="checkbox"/> Carcinogen	 <input type="checkbox"/> Oxidising	 <input type="checkbox"/> Environmental
 <input type="checkbox"/> Corrosive	 <input type="checkbox"/> Extremely Flammable	
 <input type="checkbox"/> Harmful	 <input type="checkbox"/> Highly Flammable	
Hazard Type		
<input type="checkbox"/> Gas	<input type="checkbox"/> Vapour	<input type="checkbox"/> Mist
<input type="checkbox"/> Fume	<input type="checkbox"/> Dust	<input type="checkbox"/> Liquid
<input type="checkbox"/> Solid	<input type="checkbox"/> Other (state)	
Route of Exposure		
<input type="checkbox"/> Inhalation	<input type="checkbox"/> Skin	<input type="checkbox"/> Eyes
<input type="checkbox"/> Ingestion	<input type="checkbox"/> Other (state)	
Workplace Exposure Limits (WELs) <i>please indicate n/a where not applicable</i>		
Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):	
State the Risks to Health from Identified Hazards		
Control Measures: <i>(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.</i>		

Is health surveillance or monitoring required? Yes No

Personal Protective Equipment (state type and standard)			
 <input type="checkbox"/> Dust mask		<input type="checkbox"/> Visor	
 <input type="checkbox"/> Respirator		<input type="checkbox"/> Goggles	
 <input type="checkbox"/> Gloves		<input type="checkbox"/> Overalls	
 <input type="checkbox"/> Footwear		<input type="checkbox"/> Other	

First Aid Measures : what actions should be taken if substance is:	
Swallowed:	In contact with Eyes:
In contact with Skin:	Inhaled:

Fire Fighting Precautions (What actions should be taken in the event of a fire involving this substance)

Storage: How should the substance be stored

Disposal of Substances & Contaminated Containers

Hazardous Waste Skip Return to Supplier Other

Is exposure adequately controlled? Yes No

Risk Rating Following Control Measures

High Medium Low

Training: Have persons using this substance received training and instruction on the risks and controls:
YES / NO

Assessed by: _____ Date: _____ Review Date: _____

Appendix C PAT Testing

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Office Equipment – including PCs and extension cables.	On asset tagging and through housekeeping checks.	At point of installation then 4-yearly.	At point of installation then 4-yearly.
Office Equipment (Low Voltage and Double Insulated).	On asset tagging and through housekeeping checks.	4-yearly.	Not required.
Low Voltage <50V (eg: telephones, battery operated, PoE Equipment)	On asset tagging and through housekeeping checks.	None	None
Power Tools	Via PUWER inspections.	Annual	Annual.
Racked Stage Equipment (except Dimmers)	On asset tagging and through housekeeping checks.	At point of installation then annual.	At point of installation then 5-yearly.
Standard Stage Equipment (lanterns, Cabling, Movable)	On asset tagging and through housekeeping checks.	Annual	Annual
Double insulated lesser moved equipment (Eg: Power adaptors, small fans.	On asset tagging and through housekeeping checks.	4 years unless evidence suggests a stricter regime is required.	None
Double insulated heavy use. (Eg: Cleaners, Hoovers etc).	On asset tagging and through housekeeping checks.	Annual.	None
Extension Cables.	On asset tagging and through housekeeping checks.	Annual	Annual

