

Reading Between the Lines Theatre Company

Health and Safety Policy

Reading Between the Lines Theatre Company (RBL) aims to ensure, as far as reasonably practical, the health, safety and welfare of all its employee's and others, including members of the public, who may be affected by its activities.

In order to achieve these aims RBL's policy is:

- to provide adequate control of the health and safety risks arises from our activities
 - to consult with employee's on matters affecting their health and safety
 - to provide and maintain safe plant and equipment
 - to ensure safe handling and use of substances
 - to provide suitable information, instruction and supervision for members
 - to ensure that members are competent to carry out tasks associated with our activities and to give them adequate training
 - to prevent accidents and ill-health resulting from our activities
 - to maintain safe and healthy conditions for our activities
 - to review and revise this policy as necessary at regular intervals.
- RBL Company Directors (RBL Directors) Dani and Toby Davies, take overall and final responsibility for health and safety. They are expected to ensure that RBL's health and safety policy is followed in all its activities.

Responsibilities

They are responsible for carrying out a risk assessment for each theatrical production in accordance with the requirements of the venue or the relevant licensing authorities. Stage Managers will be expected to communicate RBL's health and safety policy to all those participating in a production and

to ensure that any actions recommended by RBL Directors to remove or control risks are implemented. It is RBL Directors responsibility to check that RBL health and safety policy is being followed and that any recommended actions are implemented. RBL Directors will review health and safety compliance after every production. All those participating in a production are expected to co-operate with the RBL Directors in health and safety matters, not to interfere with anything provided to safeguard their health and safety, to take reasonable care of their own health and safety, and to report any health and safety concerns to the directors of RBL.

Consultation

Health and safety must be a standing item at every Company meeting. Any employee can ask the Directors to consider a health and safety issue by informing the Secretary. The Directors will report on health and safety matters at every AGM.

Safe plant and equipment

The RBL Directors are responsible for identifying all equipment or plant owned by RBL that requires maintenance. The RBL Directors are responsible for ensuring that effective maintenance procedures are drawn up and carried out by a competent person. Any problems found with plant or equipment should be reported to the RBL Directors. The RBL Directors will check that new or second-hand plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The RBL Directors are responsible for checking that any substances used in the course of preparing for or performing a theatrical production can be used safely, that the relevant COSHH* assessments are carried out where necessary and that all actions identified in the assessments are communicated to all those involved in the production. The Stage Manager is expected to ensure that all actions identified in the assessments are implemented.

Information, instruction and supervision

Young or inexperienced members will receive guidance and training according to their needs from competent RBL employees or other appropriate trainers. No young person is allowed to carry out tasks unsupervised. Anybody involved in a production who feels that they need guidance or training for a specific task should inform either the stage Manager or the RBL Directors before carrying out that task.

Competency for tasks

Nobody should be asked to carry out a task if there is any doubt about their experience or competency. Power tools and electrical installations require special care and they must be properly supervised at all times by a competent person.

Accidents, first aid and ill-health

All accidents and cases of production-related ill-health must be communicated to RBL Directors. RBL Directors are responsible for keeping the necessary records relating to each production. Suitable provision must be made for first aid during the course of each production. RBL Directors are responsible for investigating any accidents that occur during a production and for making recommendations to prevent a recurrence. Box office managers are to be first aid trained and any accidents are to be reported on an accident report form.

Emergency procedures

RBL Directors are responsible for ensuring that all those involved in a production are aware of the emergency procedures associated with any venues used in the course of preparing for and performing the production. They are also responsible for ensuring that any additional fire or safety risk assessments required by the venue or relevant licensing authority are carried out and implemented. Lastly they are responsible for ensuring that any necessary emergency equipment required by the venue is checked and properly maintained.

*Control of Substances Hazardous to Health Regulations (COSHH) 2002

