

LEWISHAM YOUTH THEATRE

HEALTH & SAFETY POLICY

It is the policy of Lewisham Youth Theatre (LYT) to provide, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work, for company employees and volunteers. LYT also aims to provide a safe and healthy environment for participants, audience members and anyone visiting its premises. LYT aims to ensure that any work undertaken by the organisation does not adversely affect the health and safety of other persons.

POLICY AIMS & OBJECTIVES

- To promote and maintain standards of safety, health and welfare, that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation, and codes of practice.
- To protect employees, volunteers, participants and others, including the public, from foreseeable hazards.
- To provide all employees and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that all employees, volunteers and participants are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

RESPONSIBILITIES

1. The Council of Management has ultimate responsibility for Health & Safety. The Council of Management is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

2. The Executive Director has responsibility for ensuring the Health & Safety policy is implemented throughout the organisation. Working under the direction of the Council of Management, the Executive Director will:

- Communicate the Health & Safety Policy & Procedures to all staff, tutors and volunteers.
- Manage the Administrator as the Appointed Person
- Along with the Artistic Director, write, review and disseminate risk assessments, ensuring that they are fit for purpose
- Action any points arising from the completion of Risk Assessments
- Along with the Artistic Director, review the accident book and any related incidents and implement changes to improve safety
- Identify needs and arrange training in relation to matters of Health & Safety.
- Delegate the day-to-day implementation of the Health & Safety Policy within the organisation.
- Ensure that adequate maintenance systems are in place and that all identified maintenance is implemented.
- Ensure Health & Safety aspects are incorporated into all job instructions.

- Bring to the attention of the Council of Management all new legislation, codes of practice and other related matters.
- Report any accident, damage or dangerous occurrence to the Council of Management

4. The Programmes Administrator will act as the First Aid Appointed Person.

The Appointed Person is responsible for:

- Taking charge of first aid arrangements, including maintaining the first aid kit and disposing safely of expired contents
- Calling the emergency services in an emergency

As some of LYT's staff work part-time, the Appointed Person may not be on-site when people are at work or in the building. When the Administrator is not on site, the most senior staff member present will act as the Appointed Person.

5. Staff, Tutors, Volunteers and Participants should be made familiar with and conform to all relevant aspects of the Health & Safety procedures. This includes:

- Observing all safety rules at all times.
- Wearing appropriate safety equipment when required.
- Not interfering with anything provided to safeguard their own or others' Health & Safety.
- Reporting all accidents, damage and serious occurrences to the Executive Director /Artistic Director.
- Reporting all Health & Safety concerns to the Executive Director/Artistic Director.
- Taking reasonable care of themselves and others who may be affected by their actions.

ACCIDENT & FIRST AID PROCEDURE

Basic Guidelines

The following steps should be taken to ensure the safety of all those who use LYT's premises:

- Up to date emergency contact details for all staff, volunteers and participants is held (respectively) in personnel files, volunteer folder and session register folder
- Tutors will ensure they have emergency contact details available to them at all points in the sessions
- At least 2 adults should be present at all sessions, with a minimum ration of 1 adult to 8 children (if under 14) or 1 adult to 10 children (if 14+)
- Access to the LYT office will be made available to tutors at every session.
- All staff, tutors and volunteers will receive a copy of this policy prior to starting a project.
- All staff and Lead Tutors are asked to review the relevant risk assessments before starting a project.
- At least one staff member/tutor with up to date First Aid training should be present during working times, including evenings and weekends.
- Staff members should receive updated basic first aid training every 3 years.
- All staff and tutors must ensure the space (both indoor and outdoor) used for sessions, rehearsals and performances are safe and that risk is mitigated in line with the relevant risk assessment(s). This includes checking for slip, trip and fall hazards and manual handling issues.
- All staff and tutors must ensure that activity undertaken on LYT's premises or by LYT's workers and participants is safe and that risk is mitigated in line with relevant risk assessment(s).

- Use of hazardous chemicals (eg spray paints) will be assessed in line with [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#) by the supervising staff member. The supervising staff member will put in place plans for appropriate ventilation and protective covering provided for anyone coming into contact with these materials, and will report these plans to the Executive Director.

Emergency Response

In the event of an injury that requires emergency medical attention, the Appointed Person should:

- dial 999 immediately
- Give the address as: "Town Hall Chambers, 1st Floor, Rushey Green, Catford" (or appropriate address is off-site)
- Ensure the injured person is not left alone
- Meet Emergency Services in front of the building, or delegate a responsible adult to do so
- Brief Emergency Services on any communication needs or disability of person involved (e.g. autism, mental health issues, etc.) as well as injuries

These instructions will be displayed prominently in working areas.

Staff, tutors and volunteers are reminded that emergency situations may include mental health emergencies, including threats of suicide, as well as physical injury. Mental health emergencies should be handled as described above in the same way as any other medical emergency. A 'Youth Mental Health First Aid' guide is kept in the office next to the first aid box as a reference.

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

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 governs all matters of fire safety. LYT's activities mainly take place within the offices and rehearsal room on the first floor of the Town Hall Chambers. Lewisham Council manages the building, including inspections of fire safety equipment, producing a fire risk assessment and running fire drills. Fire alarms are tested on a weekly basis and fire drills are run twice a year.

LYT's Artistic Director and Executive Director have received training as Fire Evacuation Wardens. All workers are given fire safety training as part of their induction, including location of fire exits, fire alarm points, evacuation procedures and assembly point.

In the case of a fire, the fire warden(s) (or lead staff, when appropriate) will ensure:

- All workers and participants exit the building quickly and calmly through the nearest fire exit, assembling under the 'Catford Cat' in Winslade Way
- Sessional registers are taken with the group to the assembly point
- Any Fire doors that are propped for ventilation are closed
- The alarm is raised if not already sounding, or the fire brigade is called

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire fighting equipment, such as fire extinguishers.

Accident Reporting

Any accidents or incidents involving LYT staff, tutors, participants or volunteers should be recorded in the Accident Book and reported to the Executive Director.

Information in the Accident Book will include:

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

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

First Aid and Accident/Incident Procedure

In the event of an emergency, the Appointed Person should always call 999 before following the steps below.

Any accidents or incidents involving those involved in LYT sessions should also be reported in the first instance to the Lead Tutor. The Lead Tutor should ensure:

- Continued risk is removed or mitigated in line with the appropriate written risk assessment(s);
- The participant does not engage in any activity that may constitute further risk;
- The parent/carer or emergency contact of the young person is informed of the accident as soon as possible;
- If necessary, an action plan for treating or managing any injury is developed and agreed with the parent/carer. Lead Tutors should continue to communicate the results and progress of this plan with parents/carers;
- If the accident has involved a head injury, encourage parents/carers to monitor injured party for 48 hours for signs of concussion (headache, dizziness/confusion, slurred speech, nausea/vomiting, loss of consciousness, etc.)
- The accident/incident is recorded in the accident book, located in the LYT Office.
- The Executive Director and/or Artistic Director are notified of the accident/incident on the next working day, or immediately in an emergency.
- If hospital treatment is required and parents/carers do not get to LYT before the ambulance, an LYT tutor will accompany the young person.

First Aid Box Content

There is no mandatory list of items to be included in a first-aid container. Based on the assessment of Lewisham Youth Theatre as an office-based and therefore low-hazard working environment, the following items should be stocked in the first-aid box:

- a leaflet giving general guidance on first aid
- 40 individually wrapped sterile plasters (assorted sizes)
- two sterile eye pads;
- two finger dressings
- two individually wrapped triangular bandages, preferably sterile;
- twelve safety pins;
- two large sterile individually wrapped unmedicated wound dressings;

- six medium-sized sterile individually wrapped unmedicated wound dressings;
- Microporous tape
- twenty sterile wet wipes
- at least three pairs of disposable gloves
- two instant ice packs
- one foil blanket

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

Arrangements Regarding COVID-19

The COVID-19 pandemic has highlighted the need for LYT to consider infectious disease in risk assessments and health & safety procedures.

The Executive and Artistic Directors will be responsible for:

- Assessing risks to workers and participants for in-person working (both in office-based work and participatory activity) and developing plans to mitigate these risks in line with government and NHS guidance
- Including in assessments any risks incurred for workers and participants in travelling to work or activity (whether in LYT's normal office or external venue)
- Including in assessments any risks for online working when in-person work is not possible
- Encouraging and supporting all workers and participants to follow the risk mitigation plans as closely as possible
- Keeping risk assessments and mitigation plans under review in order to reflect the most up-to-date government guidance and best industry practice.

The Council of Management will be responsible for approving risk assessments and mitigation plans, and regularly reviewing these plans in response to changes in statutory guidance.

Working from Home

During the Covid-19 pandemic, LYT's offices have been closed and all staff have worked from home. LYT realises that even after the office reopens, home working is likely to continue in some form. We have consulted the Health & Safety Executive's toolbox on protecting home workers in developing this policy.

In order to ensure the home work environment remains as safe and productive as possible, managers should:

- Have clear supervision arrangements in place and agreed methods for keeping in contact with home-working staff
- Consult with and support staff regarding workstation assessments of their home work environment
- Where budget allows, approve the purchase or procurement of small equipment, eg laptop risers, keyboards & mouse etc., with the goal of creating a similar environment of occupational health as workers would have in the office
- Ensure that LYT computers and electronic equipment used in workers' homes are PAT-tested and in good working order.

Review & Improvement

The Executive and Artistic Directors should review all accidents or incidents to determine if service could be improved to decrease risk in the future. Actions may include:

- Updating policies and procedures

- Updating risk assessments
- Increasing staff training
- Disciplining staff in the event that the health & safety policy has been breached.

This policy is reviewed by the Council of Management on a two-yearly basis.

Last review date: 2 February 2021

Date of next review: April 2022