



# **Health and Safety Policy, Method Statement and Procedures**

**Issued by : Tavistock Repertory Guarantors Ltd.**

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# Health and Safety Policy, Method Statement and Procedures

The aim of the Tower's Health and Safety policy is to

- assess the situations in which members are involved
- provide a safe environment for members, audiences and the general public
- inform members of potential risks and to minimise these
- remind members that it is their duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.

The outcome is to prevent accidents and ill health by assessing and managing the risks at all stages of production, especially, but not exclusively, at setups and strikes.

To achieve this, the following processes and any others deemed appropriate from time to time will be carried out:

- a production and venue-based Risk Assessment will be carried out for each show
  - this will be made available to the relevant cast and crew
  - a copy will be filed for reference
  - a copy will be held by the production's Stage Manager and displayed where appropriate
  - members will be notified of any specific and/or unusual risks identified in the Risk Assessment.
- in addition, the cast and crew of each production will be emailed the Tower's 'Get-In/Run/Strike Health & Safety Notes' covering
  - actions in the event of a fire or emergency evacuation (including exit routes and assembly points)
  - risks while lifting heavy objects
  - risks while working at height
  - risks while using power tools and/or handling chemicals (e.g. paint, Flambar, etc.).
- at each setup, the Stage Manager, Technical Manager, or someone designated by them, will inform the setup crew and anyone else present of the safe work practices and risks as above. It will also be made clear that it is the duty of each member present to be aware of potential hazards to themselves and others and to exercise care in carrying out their activities.
- All theatre equipment must be used in a way that does not endanger the health and safety of any person.
- On seeing a safety hazard or potential safety hazard it is the duty of anybody using the theatre to take some action to make the equipment safe. After taking such action, the details should be reported to the Stage Manager and, if electrical equipment is involved, to the lighting staff.

- If it is not possible to rectify any hazard at once, the fact must be immediately reported to the Stage Manager and, if members of the public are present, to the Front of House Manager.
- Action must then be taken by the Stage or Front of House Manager to keep people clear of the hazard, and they should contact a member of the theatre competent to make the equipment safe.
- Engagement with members and officers along with on-going assessment and revision will aim to maintain and improve the Tower's Health and Safety procedures and resultant well-being of members.

**These instructions and procedures must be complied with at all venues used by the Tower Theatre Company.**

The Tower Theatre's Health and Safety Officer (Richard Pedersen) is available to give advice on any safety related issue