



## SCOTTISH YOUTH THEATRE: POLICY DOCUMENT

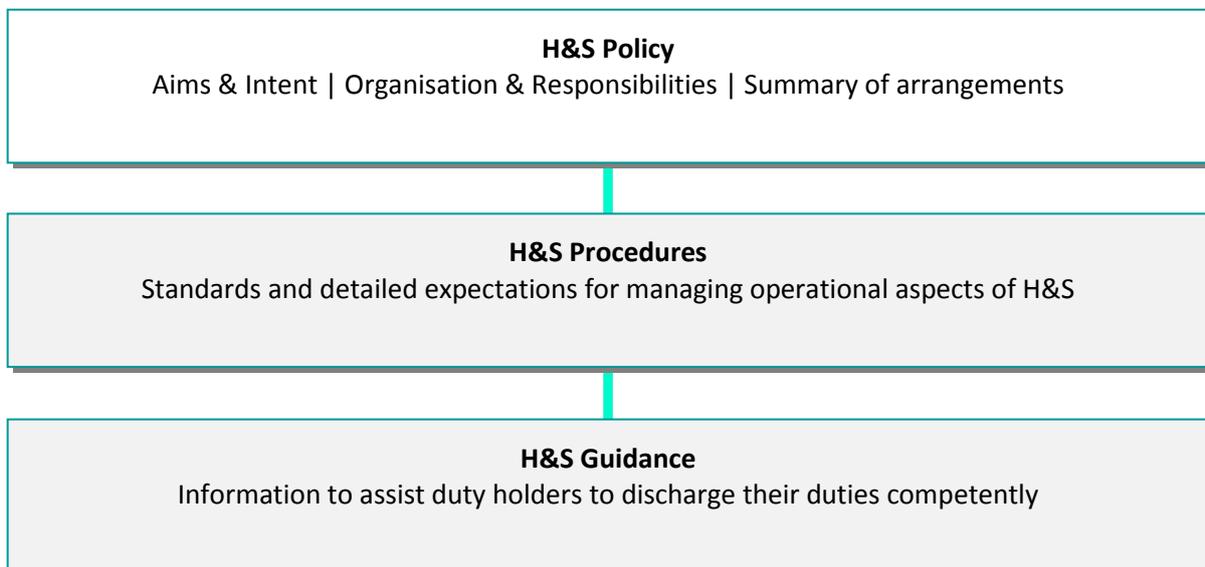
Name of policy	Health & Safety Policy
Date of last review	September 2016
Date of Board approval	18 October 2016
Effective from	1 November 2016
Date of next review	September 2017

## HEALTH AND SAFETY POLICY STATEMENT

This health and safety policy forms part of the health and safety (H&S) arrangements at Scottish Youth Theatre (SYT):

The policy itself consists of three sections:

1. **Aims & Intent** – the SYT declaration of how it will manage health and safety.
2. **Organisation & Responsibilities** – a summary of the roles and responsibilities for the board, management team, core staff, employees and others who work with SYT in relation to meeting these standards.
3. **Standards & Expectations** – a summary of the key standards and expectations for managing health and safety.



## **AIMS AND INTENT**

It is the policy of the SYT to ensure, so far as is reasonably practicable:

1. Safe and healthy working conditions for its employees
2. The safety of its premises and equipment and,
3. That staff, freelance workers, participants and members of the public are not exposed to risks to their health and safety

SYT recognises its responsibilities under the Health and Safety etc. at Work Act 1974 and other related legislation and seeks to satisfy its obligations by achieving these general aims. The policy is relevant to activities within the SYT building and other places of work in circumstances where the location does not have its own health and safety policy.

Implementation of this policy is reviewed regularly by the Health & safety Team and the policy itself will be formally reviewed on an annual basis or more frequently if required due to changes in our organisation, work practices or changes in health and safety legislation.

## **ORGANISATION AND RESPONSIBILITIES**

### **SYT Board**

Ultimate responsibility for health and safety matters lies with the Board of Directors. The Board is responsible for ensuring that the Chief Executive fulfils his/her responsibility for implementing this policy. This will be achieved through the submission of a Health and Safety Report to quarterly Board meetings.

### **Chief Executive**

The Chief Executive is ultimately accountable for ensuring that this policy is implemented effectively by the organisation and that adequate resources are made available for health and safety.

### **Finance & Administration Director**

The operational responsibility for implementing the policy is delegated to the Finance & Administration Director including coordinating health and safety activity across SYT and facilitating the Health & Safety Team.

### **Health & Safety Team**

The H&S Team (Finance & Administration Director, Venue Administrator, Building Supervisor and other core staff when relevant) is responsible for reviewing SYT's health and safety performance on a regular basis ( i.e. the implementation of this policy) and ensuring a coordinated and planned approach to health and safety improvement across the organisation. This includes:

- Ensuring suitable and sufficient risk assessments are carried out and kept up to date
- Reviewing risk control measures
- Ensuring that the building and installations are fit for purpose, safe for use and maintained in that condition
- Planning and supervising maintenance activities and contractors
- Carrying out in-house inspections and checks of fire safety systems and portable electrical appliances

### **Core Staff**

All Core Staff are responsible for ensuring that the relevant arrangements detailed in the Health & Safety Procedure Manual are adopted within their own areas of control. In particular this involves:

- Making sure the control measures identified in any relevant risk assessment are put into place for the activity or work environment they are overseeing
- Reporting and investigating any health and safety incident
- Providing adequate opportunity for consultation and communication with other employees and freelancers within their areas of responsibility

- Ensuring that suitable and sufficient information, training, instruction and supervision is provided to ensure the health and safety of all other employees and freelancers working within, or affected by, activities being carried out under their areas of control.

**Other Employees & Freelancers**

All other employees and freelancers have a duty to look after their own health and safety and that of anyone else that might be affected by their actions. They are also obliged to:

- Cooperate with the development of health and safety improvements
- Follow any reasonable instruction
- Communicate any danger, defect or incident (i.e. an injury, other accident or near miss) to their immediate supervisor / line manager
- Follow procedures for fire, first aid, child protection, security and the use of equipment

It should be noted that action may be brought under the company’s disciplinary procedure, as a last resort, if there is neglect or abuse of these health and safety requirements.

**Contractors and Other Organisations working with us**

Other organisations are expected to share adequate health and safety information with SYT to ensure the health, safety and welfare of all those who might be affected. When working in SYT premises or under SYT control, they are also expected to meet the requirements of this policy and any other relevant SYT health and safety standards.

**CONSULTATION**

SYT is committed to engaging with its employees, freelancers and partners on its improvement journey for health and safety. It recognises the benefits of effective consultation in addition to the legal requirements upon it to do so and will always strive to involve and consult relevant parties on any improvements and developments to the best of its abilities.

**STANDARDS & EXPECTATIONS**

The organisation will be guided by HSE standards and Health & Safety legislation. The effective implementation of procedures will be monitored by the Health & Safety Team. Procedures and guidance will be reviewed annually to ensure they meet the changing needs of the organisation and its premises.

SYT strive to impress upon all staff and building users that health and safety is the responsibility of all and to encourage a culture where simple actions are taken when a minor risk is noted (e.g. moving a trip hazard, wiping up spilt liquid on the floor) and more significant risks are reported and dealt with promptly.

Specific areas of procedure include (but is not limited to):

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| <ul style="list-style-type: none"> <li>• Fire evacuation</li> <li>• Risk assessments</li> <li>• The work environment</li> <li>• First aid</li> <li>• Training</li> <li>• Reporting and recording</li> <li>• Theatre specific health and safety</li> </ul> | <ul style="list-style-type: none"> <li>• Working with young people specific health and safety</li> <li>• Managing stress</li> <li>• Capability to work</li> <li>• Manual handling</li> <li>• Smoking</li> <li>• Hazardous substances</li> <li>• Noise</li> </ul> |
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**Training**

SYT will ensure appropriate and adequate training is provided for all relevant employees and freelancers in areas of health and safety, including refresher courses.