

The Ashton Group Theatre Ltd

The Old Fire Station, Abbey Road, Barrow-in-Furness, Cumbria LA14 1XH

Health and Safety Policy Document

Organisational Responsibilities

1. The person with overall and final responsibility for Health and Safety is RACHEL ASHTON
2. Day to day responsibility for Health and Safety in The Old Fire Station is delegated to GEORGE FLOYD
3. Responsibility for Health and Safety during workshops is delegated to the WORKSHOP LEADERS
4. Responsibility for Health and Safety during rehearsals is delegated to the STAGE MANAGER OR DIRECTOR'S SUPPORT WORKER
5. Responsibility for Health and Safety during productions is delegated to the PRODUCTION MANAGER and/or APPROPRIATE OTHER RESPONSIBLE PERSON AS SPECIFIED AND CONTRACTED BY THE MANAGEMENT.

IT IS THE DUTY OF ALL EMPLOYEES AND SELF EMPLOYED CONTRACTORS TO:

- undertake to comply with the Company's Health and Safety Policy
- not to interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report health and safety concerns to an appropriate person as detailed in this policy statement

Health and Safety risks arising from our work activities

1. Risk assessment will be undertaken by
GEORGE FLOYD in The Old Fire Station
WORKSHOP LEADERS in Workshops
THE STAGE MANAGER OR DIRECTOR'S SUPPORT WORKER in rehearsals
THE PRODUCTION MANAGER and/or APPROPRIATE OTHER RESPONSIBLE PERSON AS SPECIFIED AND CONTRACTED BY THE MANAGEMENT.
during productions
2. The findings of any risk assessments will be recorded on the Company's Risk Assessment Sheets and any serious problems reported to RACHEL ASHTON
3. Action to remove/control the risk will be approved by the person named in 1 above, except in those cases referred to RACHEL ASHTON. The person named in

1 above is responsible for ensuring that the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Consultation with employees

Consultation with employees will take place at regular team meetings, but employees are encouraged to raise issues concerning Health and Safety at any time.

Plant and Equipment

The sound and lighting equipment will be maintained by the Company's nominated technician, who will be responsible for identifying and implementing maintenance procedures. Problems with the equipment must be reported to RACHEL ASHTON, who will also check that any new equipment meets Health and Safety Standards before it is purchased

Safe handling and use of substances

GEORGE FLOYD will be responsible for identifying all substances at The Old Fire Station which need a COSHH assessment and will be responsible for undertaking COSHH assessments for those substances. RACHEL ASHTON is responsible for ensuring that all actions identified in the assessments are implemented. GEORGE FLOYD will check that new substances can be safely used before they are purchased.

Self employed contractors are responsible for COSHH assessments of any substances which they use.

Information, instruction and supervision

- The Health and Safety Law poster is displayed on the first floor landing
- Health and Safety advice is available from RACHEL ASHTON, GEORGE FLOYD or the HSE Infoline 08701 545500
- Supervision of young workers will be arranged by RACHEL ASHTON
- RACHEL ASHTON is responsible for ensuring that employees working at locations under the control of other employees are given relevant Health and Safety information

Competency for tasks and training

- Induction training for all employees will be provided by RACHEL ASHTON
- Job specific training will be identified, arranged and monitored by RACHEL ASHTON
- Training records are kept in the main office

Accidents, first aid and work-related ill health

- First aid boxes are kept in Space One: with the touring rig and are carried by Workshop Leaders when working out of the building

- All accidents and cases of work-related ill health are to be recorded in the accident book which is kept in Space One
- GEORGE FLOYD is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

- To check our working conditions and ensure our safe working practices are being followed we will review them every six months
- RACHEL ASHTON is responsible for investigating accidents and work related causes of accidents
- GEORGE FLOYD is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures – fire and evacuation of Old Fire Station

- GEORGE FLOYD is responsible for ensuring the fire risk assessment is undertaken and implemented
- Fire extinguishers are maintained and checked annually by WESTMORELAND FIRE PROTECTION SERVICES
- Alarms are tested and escape routes checked weekly by GEORGE FLOYD
- Emergency evacuation will be tested every 3 months

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