

MOUNTVIEW

ACADEMY OF THEATRE ARTS

QUICK GUIDE TO HEALTH AND SAFETY

General Statement

Mountview Academy of Theatre Arts regards the promotion of Health and Safety measures to be a mutual objective of management and staff at all levels. Mountview's safety policy is to do all that is reasonably practicable¹ to protect its employees from personal injury, to prevent damage to property, to protect visitors and the general public from foreseeable risk so far as they have reason to come into contact with the company or its activities.

Employer's Responsibility

Mountview is aware of its responsibilities under the Health and Safety at Work Act 1974, Fire Regulatory Reform (Fire Safety) Order 2005 and the Environmental Protection Act 1990. We will make every effort to:

- Provide a safe place of work and proper access to that place of work, and to provide systems of work, which are safe and without risk.
- Initiate and sustain a constant and continuing interest in health and safety matters.
- Make arrangements for implementing the health and safety measures identified as necessary by the risk assessment.
- Review and revise the Health and Safety Policy as often as may be necessary to comply with changing regulations.
- Provide information, instruction, training and supervision necessary to ensure health and safety.
- Provide adequate welfare facilities.
- Provide all necessary protective equipment and supervise its use.
- Hazardous substances introduced to Mountview will be monitored, and the risks will be assessed as required, by the Health and Safety Committee.
- Ensure that plant and machinery are safe and that safe systems of work are set and followed.
- Provide health surveillance for those employees at risk.
- Appoint competent people to help implement any arrangements.
- Set up emergency procedures.
- Work in conjunction with other employers sharing the same workplace.

Employee's Responsibility

The Health and Safety at Work Act 1974 (HSWA) states:

Section 7

General duties of employees at work

It shall be the duty of every employee while at work

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

¹ "reasonably practicable"; this involves weighing a risk against the trouble, time and money needed to control it.

MOUNTVIEW

ACADEMY OF THEATRE ARTS

Section 8

Duty not to interfere with or misuse things provided pursuant to certain provisions

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Organisation

Responsibility of Directors / Trustees

The directors / trustees have the overall and final responsibility for the health and safety of employees as required in Section 2 of the Health and Safety at Work Act 1974. The chair of the Health and Safety Committee reports to the Finance and Planning Committee and the Board of Trustees.

The Health and Safety Committee

The Health and Safety Committee comprises the Production Director (chair), Head of Finance and Resources, Health and Safety Consultant, Senior Programme Manager, Programme Manager for Short Courses, Programme Manager for Performance, Head of Production and Stage Management, and Site Manager. The committee will monitor the implementation and operation of the Health and Safety Policy. Other functions will include organisation of safety training, safety inspections, accident investigations and monitoring of the maintenance of plant and equipment. They will also carry out suitable and sufficient assessment of the risks to the health and safety of both employees of Mountview and other people who may be affected by the organisation's activities.

Arrangements

The following will give you basic information. A full copy of Mountview's Health and Safety Policy can be found on the company's intranet as well as a hard copy in each office. New copies can be obtained from the Production Director (andyfranks@mountview.org.uk), your line manager or any member of the Health and Safety Committee. A full copy of the policy should have been given to you at the start of your employment or at your Health and Safety Induction.

Training and Risk Assessment

Your Line Manager will inform you of department-specific safe working practices and other safety and training arrangements. However, you should always carry out a risk assessment to identify the known and potential hazards of an activity or operation before beginning work. Above all, it is vital to remember that if you have not received training appropriate to the work you are doing, then you should NOT be doing it unsupervised and need to seek help and advice.

These pages provide useful and practical information for your health, safety and welfare in all aspects of working at Mountview. Please read them carefully.

MOUNTVIEW

ACADEMY OF THEATRE ARTS

Accident, Near Miss and Dangerous Occurrence Procedures

If an accident, near miss or dangerous occurrence takes place on Mountview's premises or during normal work activities, we ask that you deal with the incident to the best of your knowledge and ability, depending on the severity of the incident.

Accidents

All accidents must be reported to your line manager and/or a first aider at the soonest possible moment. In the event of an accident, a First Aider must be immediately called to the scene. It is company policy that all accidents must be recorded in the accident book by a qualified First Aider². The accident book can be found in Reception and in the Programme Managers' offices or, in the case of on-site work, with the supervising staff member. You must know how to contact assistance in the event of an accident. Names of first aid trained staff and locations of first aid equipment are displayed on notices around the premises.

Near Miss

A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. In the case of a near miss, you should stop your work or activity, make safe the area and decide if work can continue in a safe and secure manner. Near miss forms can be found at Reception and in the Programme Managers' offices. All near misses should be reported to your line manager and the Production Director so an incident report can be carried out as soon as possible.

Dangerous Occurrence

The list of dangerous occurrences in Schedule 2³ of RIDDOR (Reportable Injuries, Diseases & Dangerous Occurrences Regulations 2013) is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. These dangerous occurrences apply to all workplaces and include incidents involving: lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, the collapse of scaffolding, train collisions, wells and pipelines or pipeline works. Depending on the nature and severity of the incident further investigation may be required and you may be asked to be involved in his investigation. All incidents deemed to be reported under RIDDOR will be reported by the chair of the Health and Safety Committee.

First Aid Boxes

First Aid Boxes are positioned in the following locations: Reception, Production Office Kitchen, Programme Managers' offices, Cafe, Workshop, Design Office, Karamel Club Control room and with venue supervisor when on-site. A list of first aid trained staff and their contact details is posted on the front of the boxes and displayed on notices around the premises.

Fire Prevention and Emergency Procedures

All staff will have been shown the evacuation procedure in force at Mountview. It is your responsibility to be familiar with the evacuation procedure and inform any new staff working with you about the evacuation procedure. Evacuation procedure notices are positioned around the building and copies can be freely obtained from the Intranet or

² Staff who have completed either the First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) training

³ <http://www.legislation.gov.uk/ukxi/2013/1471/schedule/2/made>

MOUNTVIEW

ACADEMY OF THEATRE ARTS

Production office. In the event of a fire alarm sounding, leave the building by the nearest fire exit and assemble at the correct assembly point. Details of the assembly points will be given to you during induction. Further copies can be found at Reception, in the Health and Safety Policy, in registers, or by asking the Production Director or any member of the Health and Safety Committee.

Good Housekeeping

Good housekeeping contributes to personal safety and fire prevention in the workplace. Always use a tidy and systematic methods of working. The build up of rubbish, empty containers and waste paper can be hazardous; please make sure they are disposed of correctly at the end of each day. Make sure that you are familiar with the building and any emergency procedures in the event of fire, spillages or other accidents. Do not enter restricted areas unless you are authorised to do so, and at all times observe the warnings given.

Clear Access

Do not wedge open fire doors, and never block or obstruct doorways, gangways, corridors or stairs. Do not tamper with door closures. Do not leave drawers and doors open unnecessarily and do not trail cables or flexes across the floor.

Spills

Cleaning fluids, photocopier chemicals and other such substances should always be stored correctly and spillages dealt with immediately. If in doubt about what is best practice, ask your line manager.

Storage

Make sure that shelves are not overloaded and that glass and heavy objects are stored at working height where they will be easier to handle. Use steps or ladders to reach items at height. **NEVER** climb on benches, tables or chairs. If you require access equipment, please speak to your line manager.

Access Equipment and Working at Height

Unless it is part of your work schedule, it will be very rare that you will be required to work at height or use ladders or access equipment. Mountview has various makes of access equipment, and the maintenance and production department are responsible for this equipment. You must not use any access equipment unless you have been trained to do so and are competent in the safe use of this equipment. Please note that standing on a chair to reach a box on a high shelf is technically “working at height”, therefore you must use the correct equipment and be trained to do so. Please speak to your line manager for more information.

Lifting and Manual Handling

“Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.” (hse.gov.uk 20 Jan 2014)

There is always a right and wrong way to move heavy or bulky objects safely. Never lift or move anything that is beyond your capability. Wherever possible you should use a handling aid to do the job for you, such as a trolley or sack barrow. If lifting or repetitive manual operations are routine in your work, your line manager will ensure that you receive appropriate instruction and training on safe working practices and posture. Further advice may be obtained from your line manager, Health and Safety Consultant or the Production

MOUNTVIEW

ACADEMY OF THEATRE ARTS

Director. Please look at this link for more information on correct manual handling techniques. <http://www.hse.gov.uk/pubns/indg143.pdf>

Personal Protective Equipment

Personal Protective Equipment (PPE) includes: overalls, safety glasses and goggles, masks and respirators, hard hats, and safety gloves and safety shoes. You will be issued the appropriate PPE equipment depending on your duties, however if you feel you should be using PPE, please speak to your line manager before you start the task. PPE is only of benefit to you if you wear it properly. Learn how to do so and store it carefully between uses.

Asbestos

Mountview has carried out an asbestos survey⁴. All identified asbestos material is labelled with a yellow triangle sticker. You would not normally expect to work with or be exposed to asbestos on Mountview premises. However, asbestos becomes hazardous when disturbed or damaged and may be found in insulation, pipe lagging and ceiling tiles. If you suspect that asbestos material is likely to be present, do not undertake work that might damage or disturb it; you must consult with the Site Manager who will assess the work. If you think damage has occurred, you should evacuate the area and alert your line manager immediately.

Control of Substances Hazardous to Health Regulations (COSHH)

All substances, for example cleaning materials, paints or other chemicals, used on Mountview premises shall have first undergone an assessment of the risk to the health of employees either using or in close proximity to the chemical. This assessment will be carried out by your line manager. A COSHH Register is located in all departments. Specialist information can be found on the manufacturers' web pages and should be consulted on the first use of the chemical, looking for its safe use and other health and safety information. It is your duty to notify your line manager of any new substances acquired for intended use at Mountview or any of its external work, and may lead to disciplinary action if you do not follow this procedure.

Contractors and Visitors

All contractors and visitors must be inducted in the safe evacuation of the building and first aid arrangements; they must have provided the Head of Finance and Resources with a method statement of the work they intend to carry out prior to commencement of the work. All visitors are the responsibility of the employee they are visiting; they must not be left unattended in the building for long periods of time and must be escorted around the building until they have received suitable and sufficient induction.

Electrical Safety

All electrical equipment brought into the workplace must be PAT tested (portable appliance testing) before use. Check with your line manager, the Production Director or the Health and Safety Consultant as to what needs to be done. Faulty Mountview electrical equipment must be reported to Maintenance Manager in respect of office and building equipment and the Production Director for Production / stage equipment. Never undertake repairs or maintenance of electrical equipment unless authorised and trained to do so. Such equipment must not be used until it has been repaired, checked, and passed as safe for use. In the meantime, it should be taken out of service and suitably labelled to prevent others

⁴ For a copy of the Asbestos Register and report, please speak to the Maintenance Department

MOUNTVIEW

ACADEMY OF THEATRE ARTS

from using it. Obvious visual signs of potential electrical faults include damaged plugs and pins, significant wear or DIY repairs to flex coverings, and exposed wires.

Machinery

Always make sure that before using a piece of machinery you are trained in how to operate it correctly and, where authorised, to maintain it. You must know how to STOP it in an emergency. All staff must show competence and be signed off by the Senior Carpentry Tutor before you can use any machinery in the workshops.

Working Alone

Never work alone when carrying out any potentially hazardous work. There will be no one at hand to help you, should you encounter problems or have an accident. All staff should read the Lone Working Policy and make adequate provisions for such work. If you believe that you are lone working, you should discuss the arrangements with your Line Manager.

Mountview Van and Vehicle Policy

Mountview has a driving at work policy available on the intranet and from the Production Office. Prior to driving the company van all staff must have complete a driving test, vehicle induction and pre-use checklist.

Mountview Performance Spaces

Due to the nature of theatre work and the associated hazards, performance spaces used for Mountview's productions are considered restricted areas. Unless you are authorised by the Production Manager or senior member of staff, you must not enter these areas. Even if you have been authorized you must check what work activities are being carried out prior to entering any stage areas. Many of the venues we use are hired and may have in-house rules and procedures attached to the hire contract; all staff involved in this work must check for any restrictions or safe working practices prior to commencement of work. The Head of Production and Stage Management, the Production Manager or the Production Supervisor will be able to assist in this.

Health and Safety Policy

A full explanation of these points is given in the full version of the Health and Safety Policy and supporting information, which is available for all employees to read. It is the duty of all employees to familiarize themselves with the safety arrangements employed at Mountview.

This is a brief guide and as such only covers generic information on the main topics of health and safety. Your role at Mountview may require you to take on supervisory and line management duties; it is therefore important that you know how to obtain further information on health and safety matters and to understand how you can help us improve on specific, specialist areas of health and safety.

All issues relating to health and safety go through the Health and Safety Committee by contacting any member of the committee or emailing healthandsafety@mountview.org.uk. The Production Director is the on-site contact for the Health and Safety Executive and can give further clarification on any matters arising from the Health and Safety Policy.

Any employee who wishes a matter to be discussed and looked into may speak to any member of the Health and Safety Committee, who will bring it up at the next committee meeting. The results will be published in the following Health and Safety minutes, available to all staff.

MOUNTVIEW

ACADEMY OF THEATRE ARTS

A good source of further information is www.hse.gov.uk, where you will find information, help, aids and online training. Please feel free to ask if you are not sure.