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| ***Overall responsibility for health and safety is that of:*** |
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| Artistic Director – Marie Amey  |
| ***Day-to-day responsibility for ensuring this policy is put into practice is delegated to:*** |
| Artistic Director – Marie Amey and Paid Workshops Leaders / Stage Managers |

### **Duties of Staff**

All staff are required to:

* Co-operate with the Artistic Director on health and safety matters;
* Not interfere with anything provided to safeguard their health and safety;
* Take reasonable care of the health and safety of themselves and others; and
* Report all health and safety concerns to the Artistic Director / Stage Manager.

Non-compliance with health and safety rules and procedures can result in staff being asked to explain their actions, and where necessary TYC reserves the right to ask them to leave their position if Health and Safety regulations have been not adhered to.

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All society policies and procedures in relation to health and safety are regarded as supplementary to this policy.

### **Risk Assessment**

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, the society will carry out risk assessments of all actions or omissions that present a risk to its members or others persons directly or indirectly involved for example audience members and sub-contractors. These risk assessments will be carried out in line with NODA SAFE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

| ***Risk assessments will be undertaken by:*** |
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| the Artistic Director and / or the Workshop Leaders and / or the Stage Manager for the event |
| ***Approval for the required action to remove or control risks will be given by the:*** Artistic Director***Risk Assessments will be kept in:***The Production File / Shared staff Google Drive for that event |

### **Covid 19 Related Health and Safety**

Full Covid Risk Assessments have been added to our preproduction planning. These are undertaken for each event and venue by our Artistic Director then discussed with Workshop Leaders. Risk Assessments are reassessed and signed off by Workshop Leaders once onsite prior to the arrival of young people or the public. All staff attend a health and safety briefing prior to any event.

In order to adhere to safe practises staff are provided with:

* PPE – masks
* Visors
* Cleaning products and throw away cloths
* Tissues
* Tie-able bags
* Hand sanitizer
* Gloves
* First Aid Kits
* Aprons

### **Safe Guarding of Children and Young people**

All staff are employed subject to a clear DBS check and successful completion of Safeguarding Level 2.

Prior to employment staff are provided with copies of TYC’s Child Protection Policies and Procedures.

On employment Workshop Leaders are provided with paper copies and electronic access to TYC Accident Report Forms, Disclosure Report Forms and the procedures in which to manage these should they occur.

### **Production File**

TYC operates a documented health and safety production file provided by our health and safety consultants, NODA SAFE, who are our competent advisers on all aspects of health and safety. They can be contacted at any time for advice on 0845 257 6632 or via email at nodasafe@noda.org.uk

| **The health and safety management system is the responsibility of:**The Artistic Director |
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### **Consultation with Staff**

The Artistic Director will consult with its event staff in accordance with our commitment to the safe running of our theatrical, production and artistic activities.

| ***Consultation with staff will be provided in:*** |
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| Pre-Production Meetings / Zoom health and safety briefings |

### **Safe Use of Production Equipment & Materials**

TYC will ensure that all production equipment & materials are suitable and without risks to health and safety, in accordance with its commitment to providing the safe running of our theatrical, production and artistic activities

| ***Responsibility for identifying all production equipment & materials needing maintenance is that of:*** |
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| Workshop Leaders / Stage Manager |
| ***Any problems with production equipment & materials should be reported to:*** |
| Artistic Director |
| ***Responsibility for checking that new production equipment & materials meets health and safety standards before it is purchased is that of:*** |
| Artistic Director |

### **Accidents, First Aid and Work Related Ill-Health**

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such cuts or bruising that do not result in any time lost from the production or a member of the public / student being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the Accident Book. In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is as follows:

* Care for injured person(s) including contacting emergency where necessary.
* Control hazards/secure accident site, if safe to do so
* Notification of the incident to NODA Safe, who will advise of appropriate action to take.
* Investigate promptly.

| ***First aid box(es) is/are kept in:*** |
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| TYC Blue Bags provided to all Lead Members of staff onsite |
| ***The appointed person(s)/ first aider(s) is/are:*** |
| Marie Amey / ALL workshop Leaders / Stage Manger for the event |
| ***All accidents and work related ill-health are recorded in the accident book, which is kept in:*** |
| Production File / Shared Staff Google Drive for the event |
| ***Responsibility for reporting accidents, diseases and dangerous occurrences to NODA Safe*** ***is that of:*** |
| Marie Amey |

### **Monitoring**

| ***To check our production conditions, and ensure our safe working practices are being followed, we will:*** |
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| Undertake Risk Assessments for every event and venue |

### **Emergency Procedures – Fire and Evacuation**

| ***Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of:*** |
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| Artistic Director |
| ***Escape routes are checked by/every:*** |
| Risk Assessor and on site Staff at each event prior to public arriving |
| ***In the event of an emergency person(s) responsible for roll call and giving any necessary information to the fire officer are:*** |
| The Workshop Leaders / Stage Manger for the event |

* **Visitors**

| TYC acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its theatrical, production and artistic activities - this includes visitors to rented premises i.e. audience members and contractors. |
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| In particular adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.  |