

Bear Pit Theatre Health and Safety Policy

1. Policy Statement

The Bear Pit Theatre is committed to ensuring the health, safety, and welfare of all its employees, volunteers, contractors, and visitors. We recognise our legal and moral obligations to provide a safe and healthy working environment.

2. Scope

This policy applies to all employees, volunteers, contractors, and visitors to the Bear Pit Theatre.

3. Responsibilities

- The Board of Trustees is responsible for ensuring that this policy is implemented and regularly reviewed.
- The Theatre Manager is responsible for day-to-day health and safety management and ensuring that all staff and volunteers are aware of this policy.
- All staff and volunteers are responsible for familiarising themselves with this policy and following health and safety procedures.

4. Risk Assessment

- Regular risk assessments will be conducted to identify potential hazards and implement control measures.
- Risk assessments will be reviewed annually or sooner if required.

5. Training

- All staff and volunteers will receive health and safety training appropriate to their role.
- Specialist training will be provided where necessary, such as for manual handling or working at height.

6. Accident and Incident Reporting

- All accidents and incidents, including near-misses, must be reported to the Theatre Manager.
- The Theatre Manager will investigate accidents and incidents and implement measures to prevent recurrence.

7. Fire Safety

- The theatre will have a separate Fire Safety Policy and procedures, including regular fire drills and maintenance of fire safety equipment.

8. First Aid

- Adequate first aid provisions will be available at all times, including trained first aiders and well-stocked first aid kits.

9. Equipment Safety

- All equipment will be regularly inspected and maintained to ensure it is safe to use.
- Staff and volunteers will receive training on the safe use of equipment where necessary.

10. Hazardous Substances

- Hazardous substances will be stored, used, and disposed of in accordance with manufacturers' instructions and COSHH regulations.

11. Manual Handling

- Manual handling tasks will be avoided where possible or risk assessed to minimise the risk of injury.
- Staff and volunteers will receive manual handling training where necessary.

12. Working at Height

- Work at height will be avoided where possible or risk assessed to minimise the risk of falls.
- Appropriate equipment and training will be provided for unavoidable work at height.

13. Welfare Facilities

- Adequate welfare facilities, including toilets, washing facilities, and drinking water, will be provided.

14. Monitoring and Review

- Health and safety performance will be regularly monitored and reviewed by the Board of Trustees.
- This policy will be reviewed annually or sooner if required due to changes in legislation or circumstances.

Health and Safety Coordinator:

Name: Roger Ganner

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This policy was last reviewed on 22 May 24

Signed:

Chair of Trustees