

Health & Safety Policy Statement

Created on 18th July 2017

Storyhouse, as an employer, and provider of public entertainment is committed to providing and maintaining a healthy and safe working environment for all its employees, visitors, clients and any other people who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the board.

This statement applies to all premises and activities within the control of Storyhouse.

In order to achieve this aim Storyhouse has the following key objectives:

- as a minimum, to comply with requirements of relevant legislation;
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;
- to ensure that employees, visitors and clients are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- to consult with employees' representatives on health and safety matters;
- to make arrangements for co-ordination and co-operation with other employers where persons from other organisations are working in Storyhouse controlled activities;
- to safeguard the environment from the effects of Storyhouse' activities;
- to monitor and review the effectiveness of Storyhouse' arrangements and where appropriate to implement improvements.
- to ensure that the demands of activities do not exceed the capabilities of staff or clients to carry out the work without risk to themselves or others.

The board of trustees is responsible for ensuring compliance with Storyhouse Health and Safety Policy. Senior managers are required to produce annual health and safety action plans summarising key objectives and timescales.

Storyhouse will actively monitor the performance of senior managers in the management of risks under their control and the implementation of health and safety action plans.

Whilst Storyhouse accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

All staff are responsible for ensuring the safety of themselves and others, and any suspected breaches of health and safety regulations or any potential hazards should be reported at once to your manager.

It is everyone's wish to work in a safe and secure environment and in order to achieve this the co-operation and effort of all staff is needed. The framework for health and safety is provided by law under the Health and Safety at Work Act 1974 and we have used this as a base for which to set our own standards.

Storyhouse expects all staff regard safety as a prime responsibility and to set a good example in safe behaviour. They are to ensure that the required standards of safety at work are maintained. This is to include fire regulations, food hygiene, and that any accidents or dangerous occurrences, whether or not causing damage to persons or property, are thoroughly investigated so as to minimise the chances of recurrence. The management however does not carry out this duty alone, everyone must take care that the rules are followed.

We all have a duty to care for one another in health and safety at work and anyone not following the correct procedures or breaking the rules will be subject to disciplinary procedures, which could result in dismissal.

The Company's responsibility is:

- Provide plant and systems of work which are safe and without risk to health
- Make sure that the use, handling, transport and storage of equipment is safe and without risk
- Provide proper information, instruction, training and supervision to ensure the safety and health of employees
- Maintain our places of work in safe and risk free condition

The Employee's responsibility is:

- Taking care of their own health and safety at work
- Taking reasonable care of everyone else using Storyhouses' premises, and that includes colleagues, visitors and those delivering goods and supplying services.
- Fully co-operating with and adhering to any rules or systems, which you consider, are unsafe or potentially unsafe.

Useful pointers to remember regarding Health & Safety:

- Use any safety appliances supplied for your use.
- Do not interfere or misuse appliances.
- Keep your area clean and tidy at all times.
- If you spill liquid on the floor, clean it up immediately.
- If you break glass or china, clean it up straight away and dispose of any pieces safely.
- Report potential hazards – torn carpets, wet floors etc.
- Ensure emergency exits and corridors are clear from obstructions at all times.
- Never overload trolleys or bins.
- Store bulky or heavy items low down – never attempt to carry more than you can possibly manage.
- Do not trail power cables or sockets across the floor.
- Report any lights out of order and electrical faults you may find.
- Do not prop open any Fire Doors and leave unattended.

If you suffer from any disorder or are taking any medication, which may affect the performance of your duties, you should notify your Manager. Similarly you should inform your manager of any allergies from which you may suffer in case of an emergency.

Risk Assessments

Storyhouse will carry out individual risk assessments for all events and festivals delivered, these will be regularly assessed and updated. All Storyhouse risk assessments are available on the company intranet. Any difficulty you have in finding these, Simon Roberts or Noel Tegg will be able to assist.

Manual handling

This is concerned with the correct lifting and carrying methods to prevent injury to your back. Our full manual handling procedure is available on the company intranet. Training in this area will be offered to all staff during their induction.

Injuries at work

Every year 1 million workdays are lost due to injuries at work. Most of these are caused by employees not doing things properly. The main cause of these injuries are listed as follows:

Pulling- Keep your back straight, do not make jerking movements, stop if it's too difficult.

Pushing – Keep your back straight and get down as low as possible.

Lifting – Bend your knees and not your back, hold the load close to your body.

If you feel any pain report it to your Manager or supervisor and fill in the accident book.

First Aid

Under no circumstances must you treat a member of staff or member of the public if you are not a qualified first aider as you could actually cause more damage. Also do not give anyone pills of any kind e.g. paracetamol as they may be allergic to them, and you are liable for prosecution.

First Aid kits are located:

Ground Floor – Transaction room, security office, loading dock, kitchen x 2 (1 in the kitchen, 1 behind the bar)

Odeon Level 1 – Reading room (touchdown point)

Odeon Level 2 – Archive, office kitchen

Theatre Level 2 – Green room

Theatre Level 3 – Technical workshop

Theatre Level 4 – Garret bar, prep kitchen

Reporting accidents

All accidents must be reported to your Line Manager, failure to follow these simple steps could result in disciplinary action. If you injure yourself at work and fail to report it, we will not be liable should the problem worsen.