

Vamos Theatre CIO Health and Safety Policy



Date approved: Dec 2016
Updated: 16 Oct 2020
Board Approved: 16 Oct 2020
Next Review: Dec 2021

Vamos Theatre Company has a Duty of Care to prevent harm to those for whom it is responsible. It abides by the Health and Safety at Work Acts of 1974 and 1999 and other related legislation. It seeks to satisfy its obligations by the adoption of this Health and Safety Policy.

‘Employee’ means anyone working for the company in whatever capacity, e.g. volunteer, self-employed and all others with whom the company’s work brings it into contact.

Vamos Theatre Company will:

- Provide a general Duty of Care to all employees
- Provide adequate control of health and safety risks arising from all its activities
- Provide safe working environments, conditions and systems of work – this includes putting in place the relevant procedures and measures in line with Government guidance surrounding the Covid-19 Pandemic. Please see separate Covid-19 Work Policy and Risk Assessment, which will be reviewed regularly.
- Provide safe use, storage, handling and transport of articles and substances
- Provide and maintain safe equipment
- Consult with our employees on matters affecting their health and safety and provide information, instruction, training and supervision when required
- Ensure all employees are competent to do their tasks and give them adequate training
- Provide safe means of access and egress, a safe place of work and arrangements for welfare of all its employees
- Prevent accidents and cases of work related ill-health
- Review and revise this policy as necessary at regular intervals

Employee Duties

- Cooperate with supervisors and managers on health and safety matters
- Not interfere with or misuse anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and those around them at all times
- Read and abide by all information provided by the company attaining to health and safety
- Abide by any instruction or training provided by the company in the execution of their duties
- Report any health and safety related incidents immediately to the relevant Health and Safety Officer
- Abide by this Health and Safety Policy at all times and any additional guidance issued in relation to specific Health & Safety matters including Covid-19 measures.

The final overall responsibility for the safety and well-being of the employees rests with the Board of Directors, but the day to day management of the policy has been delegated to staff members who are made aware of their own responsibilities and as reflected in job descriptions. The company believes that cooperation and consultation with all staff members are essential.

The Health and Safety Officer will:

- Ensure that current Accident Books are in evidence and completed as required
- Undertake regular relevant training and refresher sessions
- Ensure adequate First Aid boxes are freely available and properly equipped
- Make sure the workplace satisfies health, safety and welfare requirements
- Minimise risk
- Report any serious incidents to the Health and Safety Executive
- Participate in or undertake any required Health and Safety related Risk Assessments

Risk Assessment

The company will undertake and up-date risk assessments whenever and wherever required. Risk Assessments will be shared with all relevant personnel. The findings of the risk assessments will be reported to the Artistic Director and Board of Directors. Action required to remove/control risks will be approved by the Board of Directors. The designated Health and Safety Officer will be responsible for ensuring required action is implemented. On-going Risk Assessments will be reviewed at least every 12 months.

A copy of the policy is given to each person working with the company, together with the leaflet HEALTH AND SAFETY AT WORK (available at <https://www.hse.gov.uk/pubns/lawleaflet.pdf>) and forms the basis of an induction session to Health and Safety issues.

Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the Health and Safety requirements.

Designated Health and Safety Officer/lead:	Claire Morton 01905 312921 claire@vamostheatre.co.uk
Deputy designated Health and Safety Officer/lead:	Honor Hoskins 01905 312921 honor@vamostheatre.co.uk