

**Thunk-It Theatre
CIC Health & Safety Policy**

**Approved by Thunk-It Members.
Reviewed: 01/04/2023**

**The Safety Officer – Rebecca Lennon (Co-Artistic Director),
hello@thunkittheatre.co.uk phone: 07949281546**

Introduction

This policy applies to all members and the general public.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

For more information on 'The Health and Safety at Work Act' (1974), and other relevant legislation, please visit www.hse.gov.uk

The Thunk-It members are aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for members and the general public.

Thunk-It will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
2. Involving and motivating members in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work
5. Using and adhering by partner organisations policies and procedures when using venues.

The Procedure

The members are responsible for safety in Thunk-It and will monitor the policy; it will be reviewed annually. The members will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment and training in manual handling where appropriate. Information and training for members will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The Safety Officer – **Rebecca Lennon (Co-Artistic Director), email: hello@thunkittheatre.co.uk Phone: 07949281546** whose responsibilities cover maintenance of safety records and investigation of accidents. She will report directly to all members with a view to prevention of future occurrences, and carry out full investigations of accidents. The Safety Officer has responsibility to provide leadership and to promote responsible

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attitudes towards health and safety. Any managers will ensure that all staff and volunteers are given induction training into health and safety procedures.

Thunk-It works within organisations who have their own policies and procedures. When working with new organisations, members will be shown the location of First Aid boxes, fire exit doors and firefighting equipment. Thunk-It will honour partner organisations policies as well as their own when working.

All individuals involved in the work of Thunk-It, including members, associate artists and freelance creatives have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow Thunk-It's procedures and to report any incidents that have or may have led to injury or damage. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their Project Lead (this can be found in contract) or Safety Officer.

Violence at Work

Violence at work can be defined as:

“any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment” (The Health and Safety executive leaflet ‘Violence to Staff’, 1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within Thunk-It Equal Opportunities policy, as well as any other threatening behaviour and physical attack.

Thunk-It is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Therefore Thunk-It will:

- Implement procedures that will be followed at all times to minimise risk and develop safe working practices
- Provide equipment such as personal alarms where necessary
- Maintain a report/record system
- Provide up to date information and training on personal safety issues
- Review systems and procedures on a regular basis

Individuals working with Thunk-It are required to:

- Follow the procedures set out with regard to personal safety which can be found in Thunk-It's Code of Conduct.

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- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform the Project Lead or Safety officer of any new or increased risk in their work

Accidents

In the event of an accident all members must report full details to the Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The Safety Officer will investigate all accidents and will ensure that necessary action is taken to prevent recurrence.

First Aid and Mental Health First Aid.

The wellbeing of all individuals who work with Thunk-It is considered during all aspects of our work, including the physical and mental health of individuals. We ensure the safety physical and mental safety for individuals by ensuring that there is always at least one first aider in at an event and we aim to have mental health first aiders available when needed.

During induction to a new venue all members will be shown the location of the nearest First Aid box on location.

Main facilitators will also provide a first aid box to sessions. Names of First Aiders are:

Rebecca Lennon (September 2021 First Aid At Work).

Juliette Risingham (February 2022, Emergency First Aid At Work).

If work is being delivered without First Aiders on site, contact information for the First Aiders is available on the contracts of those carrying out the work.

Existing Medical Conditions and/or Access requirements.

Individuals who have existing medical conditions and/or access requirements given the opportunity to confidentially share these to the Thunk-It team on application forms or during initial introductions. However, sharing medical conditions/ access requirements can be done at any point during working with Thunk-It and will always be handled confidentially.

Thunk-It will then work with the individual to ensure that all suitable adjustments are made for each individual to make their experience as comfortable and accessible as possible.

Fire

At all times in any venue fire exits must be kept clear from obstruction and must be kept shut. Fire regulations are displayed in working areas, as is the fire evacuation procedure. When working with a new venue, fire

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procedures must be shown and a drill must be carried out at the beginning of each project.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed all members need to be vigilant when using electrical equipment and inspect if it is inspect if it is safe to use, e.g. no loose wires, or wires showing.

- **NEVER** touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorization has been given.
- **KEEP** electrical supply cables and flexes away from wet areas, or from where they will be damaged.
- **ALWAYS** switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. *A qualified electrician will check all electrical equipment annually.*

Thunk-It will PAT test their own equipment. Freelance creatives will be responsible for ensuring the safety of their own electrical equipment used on any Thunk-It projects.

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management is the responsibility of the Safety Officer, who can delegate to a competent person or a small team.

All risk assessments must be approved by the Safety Officer, signed and dated.

VDU users

VDU users are defined as **freelance creatives, associate artists and Thunk-It members who habitually use display screen equipment as a significant part of their normal work.** The VDU test must be carried out as soon as practicable after the request or, where the individual is to become a VDU user, before they do so.

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing. This is required for all home working.

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Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Training will be provided for staff and volunteers when necessary.

Monitoring and Reviewing

Thunk-It is committed to ensuring safe working conditions for all members. The Safety Officer is responsible for monitoring these procedures on a regular basis and the members will review this policy annually.