



## **FYTG Health and Safety Policy**

It is the policy of The Fisher Youth Theatre (FYTG) to provide, as far as is reasonably practicable, safe and healthy working conditions for employees, members and volunteers.

FYTG aims to ensure any work undertaken by the organisation does not adversely affect the health and safety of other persons.

FYTG also aims to provide a safe and healthy environment for participants, audience members, and visitors.

### **The aims and objectives of the policy are:**

- To promote and maintain standards of safety, health and welfare that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect employees, volunteers, participants and others, including the public from foreseeable hazards.
- To provide all employees & volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that employees, volunteers & participants are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

# Responsibilities

## **The Management Committee**

The Management Committee has ultimate responsibility for health and safety.

- The Management Committee will meet periodically to review the Health & Safety Policy of the organisation and its codes of practice.
- Review Health and Safety issues and incidents at each monthly committee meeting
- Identify training needs in relation to areas of Health & Safety.

## **Directors and Group Leaders**

- Complete risk assessments will be undertaken before each session or more frequently whenever working conditions change.

Work within the H&S policy of the Fisher Theatre or any other relevant premises or organisations.

- Oversee Health & Safety issues on a day-to-day basis and communicate any H&S issues to all relevant people.
- Receive and action all reports, verbal and written, regarding health and safety Issues.
- Ensuring all accidents and incidents are recorded in the incident book and appropriate action taken.

## **Employees, Volunteers & Participants**

Employees, Volunteers & Participants should:-

- Make themselves familiar with and conform to the Health and Safety Policy at all times.
- Observe all safety procedures at all times
- Wear appropriate safety equipment when required
- Must not interfere with anything provided to safeguard their health & safety
- Report all accidents, damage and dangerous occurrences to a member of FYTG staff
- Report all health & safety concerns to a member of FYTG Staff.
- Take reasonable care of themselves and others who may be affected by their Actions.

## **Arrangements for Maintaining a Safe and Healthy Working Environment**

FYTG recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of participants and employees,

### **Accident Reporting**

A record of all accidents, however minor, should be entered in the accident book.

'Near Miss' accidents should be reported to the Group Leader and if appropriate a member of the Fisher Theatre staff on duty, immediately so that preventative measures can be taken.

All users of theatre lighting, sound equipment and other electrical items must receive comprehensive instruction before they are allowed to operate the equipment.

Equipment operators must also demonstrate the ability to adhere to health and safety procedures before being able to operate equipment unsupervised.

### **Activities with Young People**

- In accordance with the FYTG risk assessment policy, Drama leaders will undertake a full risk assessment prior to the commencement of activities with young people.

Drama leaders are responsible for leaving the workshop space clear of furniture at the end of every session. Chairs should be safely stacked and fire exits must be left clear of any obstructions

- Leaders must ensure that fire exits remain clear during sessions when furniture may be moved around

- Whilst the organisation recognises that the nature of performing arts involves physical activity, young people must be given the option to sit out of activities where they feel unsafe

- Leaders should consider the appropriateness of the activities to the age, ability and experience of the young people they are working with in relation to health and safety issues

- Young people should be properly instructed in the use of technical equipment and supervised where appropriate

- Young people should be regularly reminded of their contribution to the health and safety of themselves and others. Disciplinary action will be taken when individuals disregard health and safety rules. (refer to FYTG Behaviour Policy)

- Leaders must always consider health and safety issues in the design, construction and use of a set for performance projects.

- Leaders should familiarise themselves with fire procedures and consider all health and safety issues when working at outreach venues.
- Access to the outside of the Fisher Theatre building and the street- All juniors must stay within the building at all times. The seniors can only leave the building with the permission of one of the group leaders or chaperones.
- Access to public areas of the Theatre- Leaders to inform student of areas where they can and can't go. Use of chaperones to ensure compliance, Inform Theatre staff to not allow children into bar area or foyer

## Fire

FYTG staff, volunteers and participants will adhere to the Fisher Theatre Fire Risk Assessments and Policy

FYTG will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks employees, volunteers and participants to be vigilant and report anything that could be hazardous.

Employees, volunteers & participants should familiarise themselves with the posted fire precautions and drill procedure.

### POLICY AGREED BY FYTG MANAGERMENTS COMMITTEE

Signed  
 (on behalf of FYTG Management  
 Committee).....Position

Date.....

Signed  
 (on behalf of FYTG Management  
 Committee).....Position

Date.....