



HEALTH AND SAFETY POLICY

Introduction

Tinderbox Theatre Company is required to maintain a comprehensive safety system to ensure that employees and other persons affected by the company's operations are not exposed to hazards which could cause them harm or injury.

Although the prime responsibility for implementing and reviewing safety systems rests with the Management, all employees have legal obligations to carry out their duties in a manner, which will not expose themselves or their colleagues to risk.

In the past, the Offices and Shop Premises Act (Northern Ireland 1966), the Factories Act and regulations made under these acts have been the main source of legislation affecting the work situation and have been specific in their areas of their application.

More recently, the Health and Safety at Work (Northern Ireland) Order 1978 and subsequent regulations have been introduced to provide a comprehensive integrated system of law dealing with health, safety and welfare of work-people and persons affected by work activities. The current legislation will remain in force until it is replaced by new legislation or expanded codes of practice made under new legislation or expanded codes of practice.

The contents of this document concern mainly managers whose responsibilities include office premises, company members with specific reference to stage management, transport facilities and appropriate ancillary services.

The Health and Safety at Work (Northern Ireland) Order 1978 established the Health and Safety Commission and the Health and Safety Executive. It gives powers to inspectors to issue improvement notices (requiring contravention's to be remedied by a certain time) and prohibition notices (stopping and activity which is considered by the inspector to involve 'risk or serious injury' unless or until remedial steps have been taken,). It also imposes certain criminal and civil liabilities upon employers.

The Company Permanent Workplace

TINDERBOX THEATRE COMPANY WILL OPERATE A HEALTH AND SAFETY POLICY FOR THE OFFICE WORKPLACE WHICH WILL INCORPORATE THE FOLLOWING CONDITIONS:

If Tinderbox is a tenant/ licence holder, the lease of agreement provides for reasonable access, human traffic routes, emergency exits, fire-fighting equipment, security, sanitary and washing facilities, catering and washing-up facilities, heating and ventilation within the property owned by the landlord and of which Tinderbox's work-base is a part.

Should there be deficiencies in any of the provisions required from the landlord under the terms of the lease, the management of Tinderbox will bring these to the attention of the landlord.



THE MANAGEMENT WILL ENSURE THAT WITHIN THE PERMANENT WORKPLACE THAT:

- Effective and suitable provision of ventilation shall be made to ensure a sufficient quantity of fresh or purified air in all enclosed workplaces
- All temperatures during working hours shall remain reasonable with the option of a thermometer being provided
- Suitable and effective lighting will exist, natural lighting where possible and suitable sufficient emergency light in the event of failure of artificial lighting
- The workplace shall be kept sufficiently clean
- Sufficient workspace and seating will be allocated per employee and will allow for swift exit in the event of an emergency
- All flooring shall be suitable for the purpose for which it is used
- Suitable and effective measures, as is reasonably practicable, shall be taken to prevent occurrence of any injury resulting from falling or being struck from a falling object
- Appropriate action to be taken to provide protective measures for use of VDU screens to guard against unnecessary eyestrain, headaches and radiation and an annual eye check shall be made standard for all full-time VDU employees and bi-annual for all part-time employees
- The company will operate a no smoking regulation for the work environment
- Access to a first aid box will be maintained in the office at all times and an accident report book will be made available to monitor all accidents that occur within the office environment
- Health and Safety information and Employer's Liability certificate will be displayed and Health and Safety information leaflets will be made available to all employees

Productions/ Rehearsals/ Touring

Design

At the time of offer of contract by the management to the designer of any touring production, the designer will be made aware of

- Limitations imposed by touring, the venues, the size of the tour van
- The number and, as far as known, the physical limitations of the size of the company involved in the get-ins, fit-ups and get-outs
- Health and Safety regulations and practice for the workshop, rehearsal rooms and storage areas
- Health and Safety considerations for any company props/ costumes/ materials/ workshop matter which may come into contact with the audience (i.e. toxic substances, colourfast materials, etc.)

Maintenance of Equipment

Annually, all lighting sound gear, cables, power units etc., will be checked, PAT tested and repaired or replaced as necessary. This check is to be done by a qualified electrician.

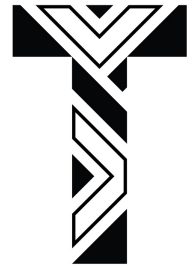
Rehearsals

At the beginning of rehearsals, all company members to be made aware of Tinderbox's Health and Safety policy.

All company members to receive a copy of the health and safety leaflet and stage management to be provided with information poster on manual handling.

All company members to be told that the first point of management contact on Health and Safety matters is the Production Manager.

All special equipment to be used as directed



Before Dress Rehearsal Day, the Production Manager, with other permanent staff management if required, will make a risk assessment of all effects to be toured. Specific tasks will be allocated to each company member, and where tasks require more than one person, skilled lifting and handling techniques, lifting by a particular method, etc., to be discussed and where appropriate written on the back of set pieces.

The Equity Deputy should be asked to be actively involved in the risk assessment procedure.

All temporary or permanent injuries, health difficulties and conditions, pregnancy, etc., which have been declared are to be taken into consideration in the allocations of tasks. Company members are required to declare any relevant health difficulties, injuries, etc.

The Production Manager will assess how the tour van is to be loaded and once agreed, that loading plan will operate throughout the tour.

First Aid box will be available.

Accident Report Book will be available.

Employer's Liability certificate will be displayed.

Health and Safety Law information will be displayed.

Electrical fire extinguishers will be kept beside the sound/ lighting control desks and the technical operator will be instructed in the use of the extinguisher.

Venues

Any technical difficulties or health and safety problems found on arrival at the venue or noted during the get-in and fit-up will be recorded by the Stage Manager, and reported to Tinderbox.

If the problem is acute, it is the Stage Manager's responsibility to contact the venue manager to ensure appropriate remedial work.

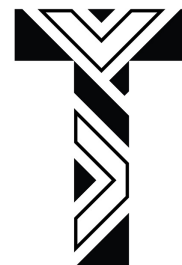
For outdoor venues/ museums, sites etc., the Management will make a risk assessment for Health and Safety at the time of first negotiations on a project. This will be done in conjunction with the site management team.

Visitors at Venues

At public venues, company visitors and guests are the responsibility of the venue in the same way as members of the general public. At schools, colleges, training units etc., i.e. venues not licensed for public performances, visitors should come only by prior arrangement with the Tinderbox office. They are subject to the same restrictions as members of the public as stated before.

General Responsibilities

Whilst it is the management's responsibility to ensure reasonable Health and Safety conditions and provisions are in place, it is the responsibility of all company members to report any defects/ deficiencies/ or accidents where they are aware.



Hired Company Vehicles – Vans, Lorries and Cars

TINDERBOX THEATRE COMPANY WILL OPERATE A HEALTH AND SAFETY POLICY FOR VEHICLE HIRE FOR TOURING WHICH WILL INCORPORATE THE FOLLOWING CONDITIONS

- All drivers are in possession of a full, clean driving licence
- The vehicle has an up to date service record
- The vehicle has all necessary safety features including working lights, windows and safety belts and is checked daily for faults so any conditions can be rectified promptly
- A current PSV license, where appropriate, is in order
- Insurance has full comprehensive cover with a reputable insurance company
- Tax is current and will remain so for the duration of the hire
- A First Aid kit and fire extinguisher is carried at all times
- An opportunity to test load all equipment necessary for transport to ensure ease of access to the vehicle and prompt on/ off loading, checking that all loads are stable and secure, keeping heavy articles near floor level
- No other passengers are permitted in the vehicle except those authorised by the Production Manager
- A copy of the Health and Safety policy is carried in the vehicle.

Health and Safety Policy Risk Assessment

The following list identifies items for the assessment of Health and Safety in Tinderbox's offices, rehearsal spaces and performance venues. They have been addressed in the company Health and Safety policy and will be reviewed regularly. If maintenance/ regular checks are required, a comprehensive record of all work undertaken will be recorded.

- Access
- Furnishings and Fittings
- Filing and Storage
- Lighting
- Electrical Supply/ Equipment
- Heaters
- Ventilation
- Emergency Lighting
- Fire
- Flooring
- Computers
- VDUs
- Cleaning
- Hygiene
- Waste Disposal
- Maintenance of Equipment
- Vehicles
- Manual Handling
- Hired Equipment
- Chemicals
- Freelance Workers
- Temporary/ Permanent Illness/ Medical Conditions
- Visitors
- Lifts
- Stairs
- Open-air sites
- Weather
- First-Aid