



Mountbatten Players Policy Document

On-site Health and Safety - *Peter Pan at the Abbey*

Titchfield Abbey August 2004

1. Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation for duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document.

The policy will be kept up to date as legislation is introduced, as new equipment is acquired by the company, and the facilities and technology within the industry make safer systems of work possible. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed & Dated:

Peter Pitcher, Chairman

2. Responsibilities

2.0.1. Overall responsibility (company wide)

Overall and final responsibility for health and safety within the company resides with

Peter Pitcher, (Chairman)

2.0.2 Overall and Final responsibility (on-site)

When on site, the person with overall and final responsibility for Health and Safety resides with:

David Buss (Production Manager)

2.0.3 Day to Day (On Site)

When working on site, the responsibility for the Health and Safety of the company's employees, freelancers and sub contractors resides with:

David Freemantle, crew leader

2.1 Employees and Sub Contractors

All cast crew and sub contractors shall be considered as 'employees' and will be covered by this policy regardless of whether they are paid or volunteers. All employees have a responsibility to co-operate with the supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

It is considered part of work duties that any employee who becomes or is made aware of a safety issue should act on that information.

Sub contractors and some volunteer crew are expected to provide their own personal protective equipment (PPE) as required by normal and everyday work requirements. These would include (but are not limited to) gloves, footwear, protective headwear etc, fall arrest equipment and harnesses.

2.2 Disagreements

There will always be occasions where differing opinions and experiences lead to a disagreement about a safety aspect of an event. The crew will endeavour to avoid any situation where this becomes a problem. However it may become necessary, particularly in the event of potential expenditure, for a crew leader to obtain instruction from a local inspector in writing prior to proceeding with requested modifications and changes.

2.3 Consultation

Due to the size of the company and its reliance on volunteers and sub contractors, no formal system of consultation has been set up for on-site work. However all staff are involved with identifying and minimising risks on a daily basis, and are encouraged to actively partake in the setting up of safe systems of work.

3. General Arrangements

3.1 On-site work

Because of the unpredictable nature of working at any new site, it is important that all members of cast, crew and subcontractors be made aware of the risks involved with working on a particular site. Therefore it is important that all staff contact the Production Manager or Crew Leader on arrival on site.

3.2 Accidents / First Aid

A first aid box and accident book are kept in the production office/control room. David Buss, Production Manager and Peter Pitcher, Director are both trained First Aiders. In all cases, any accident should be reported to David Buss

3.3 Fire Safety

3.3.1. Escape route and procedures

Generally it is the responsibility of the venue managers to ensure that escape routes are kept clear and are signed. Staff should contact the production manager if they are unsure of routes or procedures.

Point of liaison is David Buss, Production Manager

3.3.2. Fire fighting Equipment

It is the duty of the production manager to ensure that the correct number and type of fire extinguishers are made available to the crew – namely two water extinguishers at the prompt desk and two CO2 or powder extinguishers in the control room.

David Buss, Production Manager.

3.3.3. Raising the Alarm

It is the duty of the production manager to ensure that the crew are made aware of the correct procedure in raising the alarm and how to react on hearing it.

David Buss Production Manager

4. Hazards

4.1 Location of Information

The risk assessments carried out by the company are available in the production office; they can be found in the safety box along with relevant manufacturer's instructions and safety info.

4.2 Housekeeping

4.2.1. Cleanliness

It is considered part of every cast crew and sub contractor's duty to maintain a clean and tidy work environment. Discarded food and drink containers can be a fire hazard and untidy cables can represent a trip hazard. All staff should ensure that their area is clean and tidy before leaving.

4.2.2. Waste

All items that require special handling should be removed from site for disposal.

4.3 Manual Handling

Staff should ensure that they are aware of the potential weight of an item before attempting to lift; if in doubt ask.

4.4 PPE

The Mountbatten Players is a voluntary organisation, volunteers and sub-contractors are expected to provide their own personal protective equipment.

4.5 Electrical Work

All equipment brought in should be capable of passing a valid PAT test; in each case all equipment should be subjected to a visual check and if in doubt, report suspect equipment to the production manager.

4.6 LOLER

All lifting equipment should be marked to enable the rigger to identify SWL and conformity to the relevant standards.

4.7 Machinery PUWER

All power tools used by the company are regularly inspected.

The use of plant e.g. MEWP is limited to properly trained persons. It is the responsibility of the production manager to ensure training is up to date.

David Buss, Production Manager

4.8 Dangerous substances COSHH

These are restricted to fuels, effects fluid and paint and some cleaners. A COSHH store will be established and full information kept in the production office.

4.9 Work stations VDU

Generally these are set up on site by the staff that have to use them. They are aware of the need for regular breaks.

4.10 Other Hazards

The nature of site working is such that unforeseen risks can occur due to the large number of different groups of people. Many of these have been documented in the risk assessments. Staff should be aware of these in order to be able to identify them.

It is important that the production manager carries out regular briefings so that information regarding new risks can be shared.