



THE ACTORS' WORKSHOP

Teaching Talent

Health and Safety Policy

This document outlines the health and safety policies within The Actors' Workshop Studio, which governs all activities whilst residing at Factory 8. It is expected that all staff and students should abide by this policy and endeavor to uphold its contents.

Contents:

1. Health and Safety Policy Statement
2. The Actors' Workshop's Responsibilities
3. Staff Agreements

Health & Safety Officers: Clara Marullo and Dan Winter.

1. Health & Safety Policy Statement

- Provide adequate control of the Health and Safety risks arising from activities.
- Provide and maintain safe equipment.
- Ensure safe handling and use of hazardous substances.
- Ensure all employees are competent to do their tasks and give them adequate training in Health and Safety.
- Undertake risk assessments in relation to on-site public events i.e. workshops or performances.
- Prevent accidents where possible and encourage a pro-active attitude towards safety.
- Implement emergency evacuation procedures in case of fire (see "**The Actors' Workshop Fire Safety Policy and Procedures**" document.)
- Do their best to meet the needs of participants with disabilities.
- Safeguard the wellbeing of all children and vulnerable adults in their care, naturally extending to those entering Factory 8 in relation to Gathering Voices or other activities.
- To annually review our commitment to Health and Safety in relation to new practices undertaken.



THE ACTORS' WORKSHOP

Teaching Talent

2. The Actors' Workshop Responsibilities

Insurances:

- To maintain an adequate level of insurance to cover all risks associated with their activities including Public Liability Insurance (PLI) and provide copies of PLI certificates/Equity cards upon renewal.

a) Risk Assessment:

- To carry out Risk Assessments for each of their activities in line with their own Health and Safety policies and procedures.

b) Safe Equipment:

- To ensure that equipment is maintained adequately and checked by a competent person/PAT tested annually.
- To designate an individual within the staff who is responsible for the maintenance of all the equipment
- To ensure that sockets and extension boards are not overloaded.
- To ensure that all electrical equipment is turned off when not in use – *especially overnight.*

c) Safe handling and use of substances:

- To ensure that the responsible person implements all actions identified in the COSHH assessments.
- To ensure that the responsible person checks that new substances can be used safely before they are used.
- To ensure that COSHH assessments are reviewed annually or when activities change, whichever is shortest.



THE ACTORS' WORKSHOP

Teaching Talent

(Although it is highly unlikely that any of the above will be applicable to The Actors' Workshop's activities, it is good to have these provisions in our policy in case they are ever needed.)

d) Accidents and First Aid:

- To provide first aid equipment and maintain an accident book for all activities in line with The Actors' Workshop's own Health and Safety policies and procedures.
- To appoint First Aiders for all activities in line with The Actors' Workshop's own Health and Safety policies and procedures.
- To report any accidents that result from the use of the facilities to Gathering Voices as quickly as possible.

f) Protection of Children and Vulnerable Adults:

- To ensure that the appropriate policies and procedures are in place to safeguard children and vulnerable adults taking part in activities at The Actors' Workshop in line with our own robust Child Protection Policy.

g) Smoking Policy:

- All staff and students must uphold the strict no-smoking, including e-cigarettes, policy in place at Factory 8. Those wishing to smoke must do so when clear of the Upton Rd vicinity.

h) Dancing

- All dancing to take place only on designated specialist dance floor, to avoid potential injury from uneven wooden floor.

For reference a hard copy of this policy can be found in The Actors' Workshop Studio in addition to a digital version in The Actors' Workshop Shared Documents File.