

HEALTH AND SAFETY POLICY- ANNA NEWELL THEATRE ADVENTURES

This policy statement outlines how Anna Newell theatre Adventures will operate to ensure the safety and well being of its employees and performers, and with regards to that of those outside of the company we come in to contact with during rehearsals and performances. The company is committed to promoting good safe working practices in delivering exciting new works in a variety of settings.

As a company, Anna Newell Theatre Adventures performs and produces shows in a range of premises, including but not limited outdoors, private gardens, theatre venues and schools. Anna Newell's Health and Safety Policy is intended to compliment any Health and Safety polices in these various locations already have in place, and care will be taken to observe and adhere to those.

Risk assessments for each show are compiled in advance with knowledge of the rehearsed and devised elements of the individual piece. Information of each location or host venue shall be gathered in advance by the Production Manager in consultation with an appropriate representative, and the prepared Risk Assessment shall be reviewed and adapted where necessary, to the specifics of each site. Risks Assessment shall be continually reviewed and action taken as and when any additional risks are identified.

This General Health and Safety Policy is further supplemented by Anna Newell Theatre Adventures COVID-19 Response Policy, which outlines policies and measures the Company has implemented to address and minimise the risk of the spread of COVID-19.

GENERAL STATEMENT

Anna Newell Theatre Adventures recognise its duties under current Safety, Health and Welfare at Work Act and relevant legislation to provide a safe and secure working environment.

Therefore, so far as reasonably practicable the Company, alongside the Production Manager shall

- Prioritise the health, safety and welfare of its employees.
- Promote and maintain a positive and encouraging approach to Health and Safety within the company, so that identifying and addressing any safety issues is adopted as part of normal work.
- Ensure that we establish a culture where employees can contribute to the conversation around their Health, Safety and Welfare and be confident that any concerns they identify will be dealt with efficiently and in a timely manner, and that personnel within the company they can approach with concerns are identified and known to them.
- Ensure that employees are give the information, adequate training and where necessary Personal Protective equipment they require to carry out their daily duties and perform in a controlled and safe manner.

- Ensure that equipment, props and costume used in rehearsal and performances are in good working order, well maintained, and where applicable, operated only by a competent person.
- The Production Manager shall on arrival communicate the Health and Safety policies and plans for safe evacuation of any buildings or establishments in which Anna Newell Theatre Adventures performs in. Likewise the location of available First Aid Contact and Fire points in these places will be made known to all company members and employees.
- The Company shall also provide its own well stocked and maintained First Aid kit for use.
- Company members and employees shall be made aware of this policy and of their own responsibilities with regards to the health, safety and welfare of themselves and those around them.
- Everyone shall be expected to work in such a way as to remain safe and without risk to them selves and others.
- No employee or company member should undertake any task they consider to be unsafe. Where any concern arises the company member should bring it to the attention of the Company Manager or Production Manager as appropriate for the issue to be addressed
- All company members should do their part to maintain a clean, tidy work environment free from risks and trip hazards, aware of the comfort of those around them.
- Performers shall be responsible for conducting an adequate warm before rehearsal/performance and where necessary a cool down following rehearsal/performance. The Company shall ensure that time in the schedule allows for this.

Key Points of Safe Working Practices to be employed

The validity of a Health and Safety policy is to prevent accidents and injury- to identify and employ safe working methods to protect company members and those we come in to contact with. Along with a positive safety culture and working practices Anna Newell will adopt, we will always adhere to a willingness to follow practices and guidelines laid out by any Health and Safety arrangements within any venues and establishments we work within.

The Production Manager shall receive this information before arrival at the location, and shall communicate all relevant information to company Members:

- Any specific safety rules and guidelines
- How to get help in an emergency
- What to do if a fire alarm/ evacuation alarm sounds
- Where to find first aid

Any accidents and/or incidents should be reported to the Production Manager and a signed record held on file.

Movement in performance will be rehearsed and shall be performed with adequate lighting. Any concerns or injuries can be reported to the Company and action will be taken where needed.

All will be done by the Production Manager, alongside the representative venue/ location where performance is held to ensure and comfortable working environment in terms of adequate lighting, sound levels and safe temperature.

Working hours shall be monitored to prevent fatigue among members, and adequate breaks given throughout the working day.

Any clutter or things lying around on floor that could present trips hazards should be avoided. Where necessary any cables running on the floor shall be taped down or matting run across them. Any uneven surfaces shall be noted, which shall be rectified where possible or attention brought to any one who may have to cross them. Any spills shall be cleared as soon as possible to avoid slip hazards.

Where appropriate sound levels shall be set at levels that are comfortable and present no risk of damage to hearing.

Where any manual handling is to be done, proper methods of lifting shall be employed, and be done by a number of people appropriate to the weight, shape and size of the item to be lifted. The method and route will be thought out before action is taken, and route to be taken shall be cleared of any obstacles.

Any electrical equipment to be used shall be of good working order, PAT tested, regularly inspected before use and maintained by a competent person.

Where appropriate, Personal Protective Equipment shall be provided, and company members shall be instructed on its proper use. Individuals shall be expected to be responsible for PPE allocated to them and to report to Production Manager of any damage and if the item needs to be replaced this shall be done in a timely fashion.

Overall, Anna Newell strives to provide the best possible safe working environment for our company members, employees, our Arts partners and venues and locations hosting our performances. And of course our audiences. We aim to provide clear and transparent information on our policies in advance, addressing any questions and concerns that arise in a clearly and precisely. We shall always work with others to ensure that their own policies and guidelines are acknowledged and adhered to with a view to maintaining standards set out in relevant Legislation and HSA guidelines.

Details of risks and hazards identified to specific productions, and the measures taken to minimise those are found in individual Risk Assessment for each Production, and shall be continually reviewed and revised as required.

ASHLEY SMYTH
PRODUCTION MANAGER
ANNA NEWELL THEATRE ADVENTURES



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