

Health and safety policy

Background information:

Anna Newell is an individual artist, theatremaker, theatre director, who creates a diverse range of performances, workshops and other creative experiences for audiences, predominantly younger audiences including children with complex needs. www.annanewell.co.uk

She operates on a project-by-project basis with any 'employees' being freelance performers, composers, choreographers, administrators, producers etc brought together as a team for a specific project.

Predominantly, her audiences of young children will be accompanied and supported by their parents, childcare staff or teachers at all times.

The work will often take place in schools, theatres, arts centres or community venues that will have their own Health & Safety Policies by which Anna Newell and her team will abide. Anna Newell does not have any premises of its own.

<input type="checkbox"/> Anna Newell		This is the statement of general policy and arrangements for?
Anna Newell		has overall and final responsibility for health and safety
Anna Newell or delegated to nominated freelance employee when Anna Newell not present. Nominated freelance employee specific to each project		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Anna Newell	Ensure awareness of health and safety policy of host venues for rehearsals and performances by full creative team.

Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Anna Newell	Assess any training/information needs on a project by project basis and ensure that full creative team are aware/trained.
Engage and consult with employees on day-to-day health and safety conditions	Anna Newell or nominated delegate	Ensure communication system is in place for freelance employees to report any concerns. Regular check-ins with freelance employees when not in direct contact on a daily basis – eg when a team of performers is on tour.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Anna Newell or nominated delegate	Ensure host venues communicate procedure on a venue by venue basis on arrival.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Anna Newell	Regularly check equipment and ensure communication system is in place for freelance employees to report any maintenance needs.

Signed: * (Employer)	Anna Newell	Date:	19 October 2023
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	On a venue by venue basis
First-aid box is located:	Will travel with creative team at all times
Accident book is located:	Will travel with creative team at all times