

Guide Bridge Theatre

Health and Safety File Policy and Procedures

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1 Document Control Sheet

Version	Date Revised	Brief Description of Change	Reason for Change	Authorised
2023 02 22 V1				

Due for review 2024 02 22

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2 Health and Safety Overview

Guide Bridge Theatre aims to protect its volunteers and others, from any risks arising from its activities.

This file comprises two sections: -

Section 1: **Health and Safety File** – this contains general H&S documentation and information applicable to all GBT activities.

Section 2: **Production Health and Safety File** – this contains documentation and information relating to a specific production or activity. If additional risk assessments are considered necessary for this production, then these should be filed in this section.

(Section 2 will require completion for each activity. E.g., productions, hires, events.)

Both sections to be read together to form the Health and Safety file for a specific production activity.

This policy should be read in conjunction with the GBT Safeguarding and Equal Opportunities Policies.

3 General Statement of Intent

GBT believes that: -

- The excellence in the management of health and safety is an essential element within all its activities – a good health and safety record goes hand in hand with excellence in delivery.
- People are the most important asset to GBT and therefore we are totally committed to ensuring their health, safety, and welfare always.
- From an economic point of view, prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and artistic considerations. Profits and safety are not in competition. Safety is good business.
- From a legal perspective GBT is committed to ensuring that it complies with all relevant health and safety legislation.

GBT is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are: -

- to maintain safe and healthy working conditions providing adequate control of the health and safety risks arising from our activities.
- to consult with our volunteers and members on matters affecting their health and safety.
- to provide and maintain safe systems of work and equipment including the safe handling and use of hazardous substances.
- to provide information, instruction and supervision for all volunteers and sub-contractors so they are competent to do their tasks.
- to prevent accidents.
- to provide a safe environment for all visitors that attend the premises.
- to review this policy at regular intervals, at least annually or in the event of any change requiring an earlier review.

Signed	
Name	
Position	Chairman
Date	

4 Organisation

Overall responsibility for health and safety is that of the Directors of GBT Ltd.

Day to day responsibility for ensuring this policy is put into practice is delegated to

- The GBT Duty Manager
- The Responsible person to whom keys have been released for the purpose of their use of the premises.

e.g., Production Directors

Hirers

5 Duties of all Users of GBT premises

- Cooperate with the Directors/Duty Manager/Responsible Person on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others.
- Report all health and safety concerns to the Directors/Duty Manager/Responsible Person.
- Using protective equipment provided and following safety instructions given.
- Co-operating fully with other users in the operation of the Health and Safety policy.
- Not interfering with or misusing anything provided in the interests of health and safety.
- Reporting any danger, defect, accident or near miss to the Directors/Duty Manager/Responsible Person.
- Following procedures for fire, first aid, hazardous substances, security and the use of equipment

Non-compliance with health and safety rules and procedures can result in volunteers being asked to cease volunteering and/or members being asked to leave the organisation or have their membership terminated.

Volunteers

- All volunteers must make themselves fully aware of the Health and Safety Policy and, to this end: Shall observe and promote all safety rules at all times.
- Familiarise themselves with the evacuation procedure and nearest emergency exits.
- Familiarise themselves with the safe operating procedures and instructions applying to their roles.
- Report any defect or health hazard to the Duty Manager or Team Leader.
- Report any accident or near miss to the Duty Manager or Team Leader.

- Not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.
- Not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Comply with all hazard warning signs and notices displayed on the premises.
- Not obstruct any fire escape route, fire equipment or fire doors.
- Report to the Duty Manager or Team Leader any medical condition, which could affect the safety of themselves or others.

6 Arrangements for Implementation

All GBT policies and procedures in relation to health and safety are regarded as supplementary to this policy.

	Action	Responsibility
1	Overseeing the implementation of health and safety policy issues by all users.	GBT Directors
2	Keeping up to date with employer responsibilities on health and safety	GBT Directors
3	Answering questions from users about the policy and related matters	All users
4	Providing induction to Users in Health and Safety matters.	GBT Directors
5	Organising training or information on manual handling for all company members to whom this relates	Workshop Team Leader Production Stage Manager
6	Wherever possible, avoiding the use of harmful substances e.g. lead, asbestos, or where necessary to use them, providing controls.	Production Directors Team Leaders
7	Researching and purchasing personal protective equipment as needed. Maintaining and making proper use of safety equipment. Being aware of safe limits on noise levels and providing any necessary checks on work processes, and personal protective equipment if needed.	Workshop Team Leader Production Stage Manager
8	Wherever possible, avoiding the use of harmful substances e.g. lead, asbestos, or where necessary to use them, providing controls. Ensuring the safe storage and handling of any dangerous substances used.	Workshop Team Leader Production Stage Manager
9	Being aware of safe limits on noise levels and providing any necessary checks on work processes, and personal protective equipment if needed.	Workshop Team Leader Production Stage Manager

10	Ensuring that productions comply with the regulations regarding fireproofing, the use of firearms, special effects e.g. laser and strobe, and safety and licensing requirements on the use of children and animals.	Workshop Team Leader Production Stage Manager Production Director
11	Providing all users with the necessary information on Health and Safety matters, in particular about substances, plant and equipment with which they come into contact.	GBT Directors
12	Supervising and where necessary training any other workers, including work placements, secondees etc as necessary on Health and Safety issues.	All team leaders
13	Putting safety on the agenda in Production meetings.	GBT Directors

7 Risk Assessment

In accordance with our commitment to the safety of all of our activities, GBT will carry out risk assessments of all actions and omissions that present a risk to all interested parties directly or indirectly.

e.g., audience members.

The risk assessment procedure is: -			
	Steps	Roles	Governance
1	Identify the significant hazards involved in the activities.	The GBT Directors and any other volunteer with the appropriate skills and knowledge, will carry out the risk assessment.	Risk assessments will be kept in the Health and Safety File for Generic Risks and where relevant the Production Appendix for specific activity risks.
2	Decide who might be harmed and how.	The Directors will approve the risk assessment.	
3	Evaluate the level of risk and decide if existing precautions are sufficient or whether more needs to be done.	Approval for actions to remove or control risks may be given by any one of the Directors.	
4	Record the significant findings of the assessment.		
5	Review the assessment when things change or there is reason to believe that it no longer valid.		
6	Carrying out and recording risk assessments.	Production Directors Team Leaders	

8 Activity Health and Safety File

GBT operates a documented health and safety file which is the responsibility of the GBT Directors.

9 Consultation with Volunteers and Members

GBT will consult its volunteers and its hirers in accordance with its commitment to the safe running of its activities.

Consultees	Method
Volunteers	Production Meeting
Production Directors/Responsible person	Production Meeting or pre-hire activity
Members	Members Forum

Any interested person may contact the Directors in person or by email hello@gbtheatre.co.uk

10 Safe Use of the Premises Installations, Production Equipment and Materials

GBT will ensure that all production equipment and materials are suitable and without risk to health and safety in accordance with GBT's commitment to providing the safe running of its activities.

Area of responsibility	Who/Where
Identifying all hazardous substances that need assessing	Workshop Team Leader Other Team Leaders Production Stage Manager
Approval for the required action to remove or control risks	Any one of the GBT Directors
Hazardous substance risk assessments will be kept in	The Health and Safety File
Portable Electrical Appliance testing	This must be carried out annually on all such appliances and a record kept of the outcomes. Any failing equipment must be disposed of or repaired.
Emergency lighting is tested monthly, and results recorded in the	The person nominated by the Directors – currently Bill Lear. The records are kept in the cellar cupboard.
Fixed electrical wiring is checked annually and the results recorded in the..	The person nominated by the Directors – currently Bill Lear. The records are kept in the cellar cupboard.
Fire extinguishers are checked annually and the results recorded in the..	The person nominated by the Directors – currently Bill Lear. The records are kept in the cellar cupboard.
Smoke alarms are tested monthly, and results recorded in the	The person nominated by the Directors – currently Bill Lear. The records are kept in the cellar cupboard.

All volunteers are trained/refreshed on an annual basis on the content of this policy and procedure document and volunteers are provided with the document link on the GBT website.	Annually arranged by the Directors.
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11 Working at Height

GBT recognises that nominated and approved volunteers may be required to work at height using equipment provided. GBT is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its volunteers in the use of such equipment.

The person deemed in charge of operation in hand is responsible for ensuring that:

- The equipment provided for their use in the Theatre is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- That volunteers have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations.
- That access to the working area is denied to non-approved personnel.
- That the equipment whether owned by GBT or hired in meets the minimum requirements as laid down in the respective British or European Standard.
- Appropriate PPE must be worn at all times whenever anybody is working at height.
- Working at height must not be carried out by a volunteer working alone.

12 Accidents, First Aid and Work-Related Ill Health

The depth of an accident investigation will depend on the seriousness of the incident, and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost to the activity or a person being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the Accident Book. Any near misses not resulting in any injury must be entered into the 'near miss' book. **These are kept in the Kitchen in the cupboard over the fridge.**

In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is: -

- Care for the injured person(s) including contacting emergency services where necessary.
- Control hazards.
- Secure accident site, if safe to do so.
- Notification of the incident to Health and Safety Executive if applicable
- Investigate promptly.

Action	Location/Who
First aid boxes are located	<ul style="list-style-type: none"> • First floor landing

	<ul style="list-style-type: none"> • Backstage by the door leading from the coffee lounge.
Trained First Aiders	
All near misses, accidents and work-related ill-health are recorded in the relevant reporting books.	The logs are scanned to the 'GBT Drive' and reported to the Directors Board Meetings.
Responsibility for reporting accidents, diseases and dangerous occurrences to HSE	GBT Directors
The contents of the first aid boxes will be regularly reviewed by a volunteer nominated by the Directors.	GBT Directors

13 Monitoring

To check activity conditions and ensure safe working practices are being followed the Duty Manager/responsible Person will undertake pre-activity checks of the premises.

14 Emergency Procedures

Fire and Evacuation

Responsibility	Who
Ensuring that a fire risk assessment and emergency plan for the premises is in place.	The GBT Directors
Escape routes are checked prior to any activity taking place or person being admitted to the premises.	The Duty Manager/Responsible Person
The appropriate emergency exit doors are unlocked prior to any activity taking place	The Duty Manager/Responsible Person
In the event of an emergency – evacuation, roll call and liaison with the Fire Officer,	The Duty Manager/Responsible Person Appointed Fire Marshalls
Ensuring that work areas, corridors, stairs, gangways, toilets, wash basins, kitchen etc are kept safe and clean by cleaning, maintenance and repair.	The Duty Manager/Responsible Person
Organising an evacuation drill before first use and periodically if appropriate for multiple use.	The Duty Manager/Responsible Person

Emergency exits

On arrival ensure the emergency doors are opened depending on the rooms in use. The back door and front door and gate must **always** be unlocked, although they can be left closed. If the front door is not required for access then please put the snick on by turning the knob to the right until it clicks. It will open from the inside when the crash bar is deployed.

If using any upstairs rooms the emergency exit door at the bottom of the stairs must be unlocked.

If using the auditorium the two emergency doors leading onto Audenshaw Road must be unlocked. If using other ground floor facilities, the front and bar doors must be unlocked but left closed to.

The key for the emergency doors is kept on a hook by the Stage Manager's desk. Once unlocked the key and padlocks must be placed back on the hook.

Ensure the locks are replaced before you leave the building.

Fire Extinguishers

There are three types of Fire Extinguisher throughout the premises, these being Co2 (Carbon Dioxide), Water and Foam. The location and type of Fire Extinguishers can be found on the plans in the Appendix at the end of this document.

- CO2 fire extinguishers are suitable only for use on flammable liquid fires and fire involving electrical equipment; stage lighting, fuses, computers etc.
- Water and Foam Extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles.

It is important to remember that water conducts electricity and should not be used around electrical equipment.

Fire Alarm

15 Drug and Alcohol Policy

GBT operates a no tolerance approach to the use of illegal drugs. If anyone is found to be in the possession of illegal substances or suspected to be under the influence of either drugs or alcohol whilst on volunteer duty, they will be asked to leave immediately.

16 Smoke Free Policy

Smoking and vaping is prohibited on the premises. This Policy applies to all users.

An exception may be made for smoking on stage in performance. According to current legislation, 'where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs is not smoke-free in relation to that person during his/her performance.'

Requests to smoke on stage for reasons of artistic integrity will be considered by the Artistic Director on a case by case basis. When requests are granted, rehearsals must remain smoke free at all times.

17 Volunteer Related Stress

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. In the event this occurs to you as a volunteer please raise this with the Team Leader or one of the GBT Directors.

18 Special Groups at Risk

Young Persons

Management of Health and Safety at work Regulations 1999 specify requirements on volunteers who have not yet reached the age of 18. These requirements include: Taking particular account of certain specified factors when carrying out or reviewing risk assessments. A Risk Assessment is carried out before the young person begins work. Do not allow the young person to complete certain tasks if the Risk Assessment identifies a significant risk which cannot be eliminated. In a case where the young person is a child: A further requirement is to provide specified information to parents/guardians.

New and Expectant Mothers

The law requires volunteers to identify any specific risks in the workplace that could pose a Health or Safety risk to new and expectant mothers. It is then required that all identified safety hazards and risks are taken care of and removed by GBT.

Lone Workers

Volunteers who are likely to be Lone Workers must adhere to the control measures instigated to safeguard their health. Where necessary, this will include communication and emergency contact systems. Lone workers will receive sufficient training and information regarding the increased risk to their safety.

19 Housekeeping

Poor standards of housekeeping can cause or exacerbate accidents and incidents. GBT operates a 'clean up as you go' policy in all areas of the premises.

20 Users

GBT acknowledges its responsibility to ensure the health and safety of all persons who come into contact either directly or indirectly with its activities, this includes visitors to the premises, patrons and sub-contractors.

Adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards and emergency arrangements, which they may encounter during their time at the premises and to inform them of any precautions they should take.

Where an audience includes a wheelchair user a member of the front of house team will be appointed to specifically ensure the wheelchair user and any carer are given priority to exit the building by the main entrance where possible.

21 General Information

Nearest Accident and Emergency Department

Tameside and Glossop Integrated Care NHS Foundation Trust

Fountain Street

Ashton-under-Lyne

OL6 9RW

Telephone: 0161 922 6000

NHS Walk in Centre

Ashton Primary Care Centre / Walk-in centre,

193 Old Street,

Ashton-Under-Lyne,

Lancashire, OL6 7SR

0161 342 7050

Advice

Health and Safety Executive

<https://www.gov.uk/government/organisations/health-and-safety-executive>

Tameside Council

<https://www.tameside.gov.uk>

0161 342 8355

Greater Manchester Fire and Rescue Service

<https://www.manchesterfire.gov.uk>

Main switchboard: 0161 736 5866

Greater Manchester Police

Emergency 999

Non-emergency 101

Legislation

the Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

VDU Work Station Regulations - <http://www.hse.gov.uk/pubns/ck1.pdf>

The Workplace (Health, Safety and Welfare) Regulations 1992

RIDDOR

Regulations of the Control of Substances Hazardous to Health (COSHH)

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Appendices

	Title	Date last Revised	Brief Description of Change	Reason for Change	Authorised
1	Generic Risk Assessment				
2	Fire Risk Assessment	2023 02 14		Directors' decision to seek a professional assessment	
3	Performances with Children Chaperones Risk Assessment				
4	Activity Specific Risk Assessment Template				
5	Emergency evacuation procedure	V1, 2022 02 22			
6	Food Hygiene and Safety				
7	First Aid Needs Risk Assessment <ul style="list-style-type: none"> ● Rehearsals ● Production ● Independent Hire (where keys released) 				
8	Certificates of Employers Liability and Public Liability Insurance				

APPENDIX 1

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APPENDIX 2

Draft Under Review

APPENDIX 3

Draft Under Review

APPENDIX 4

Draft Under Review

APPENDIX 5

Emergency Evacuation Procedure - production in progress

In the discovery of an event requiring an evacuation of the building the responsible officers are the Duty Manager (DM) and the Stage Manager (SM). Both wear identity badges and hi vis jackets in the event of an emergency. The DM/SM and Tech Box personnel can communicate through the headsets. After evacuation the headsets will continue to work between wearers outside the building, so keep them on.

Either of them must be advised of the event and it is their responsibility to communicate and coordinate with each other.

The DM will:-

- Ensure a person is appointed to make an evacuation announcement from the stage
- Switch on the auditorium working lights if there is a production in progress
- Nominate other personnel to steward the fire exits and co-ordinate the assembly point
- Direct people to the relevant fire exits
- Sweep the building on the ground floor, including toilets and cellar
- Make safe as far as is relevant and practicable
- Collect the booking in records and the patrons booking list
- Attend at the assembly point
- Liaise with the emergency services
- Discharge the assembly

The SM will:-

- Instruct the tech box to bring in the house lights
- Sweep the backstage area and first floor level of the building
- Direct people to the relevant fire exits
- Make safe as far as is relevant and practicable

The Tech Box will make safe as far as is relevant and practicable, evacuate themselves and attend at the assembly point to assist with the assembly.

GBT personnel will steward the emergency exits and direct people to the assembly point.

Emergency Evacuation Procedure

General Use

1	For each use of the building which is not a production there will be a responsible person. For example, the production Director for rehearsals, the person who has made the hire. The person must ensure that all people present in the building are aware they are the responsible person.
2	The responsible person must ensure that the relevant emergency exit doors are opened at the commencement of useage, as set out in the Users Charter.
3	The responsible person must be familiar with;- <ul style="list-style-type: none">• who is in the building under their use and of their whereabouts in the building• the content of the fire safety notices erected in the premises• the location of the assembly point.
4	In the discovery of an event requiring an evacuation of the building the responsible person will sweep the parts of the building in use, advise all persons present to evacuate the building by the nearest emergency exit. and direct them to the assembly point at St Stephens Green.
5	Once everyone has been evacuated, call the emergency services, or delegate this task to someone who is already off site.

APPENDIX 6

Draft Under Review

APPENDIX 7

Draft Under Review

Annexes

Activity Specific Risk Assessments

No.	Date	Activity

Draft Under Review