

THAMES OPERA COMPANY








HEALTH AND SAFETY POLICY AND PROCEDURE UPDATED NOVEMBER 2021

Health and safety at work:

All employees, volunteers and contractors must inform themselves of Thames Opera Company's (TOC) Health and Safety policy and familiarise themselves with its arrangements, especially with factors which could affect the safety of children and vulnerable adults.

All reasonable actions will be taken within the framework of the Health and Safety at Work Act 1974 and regulations made under the Health and Safety at Work Regulations which came into force in 1993.

TOC will ensure the health and safety of everyone who may be affected by our activities by:

-  consulting with and involving our employees and volunteers in matters relating to their own health and safety
-  providing, managing and maintaining our workplaces and properties so that they are, as far as reasonably practicable, safe and that risks to health and safety are controlled.
-  providing adequate and appropriate facilities and arrangements for welfare at work
-  identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the organisation.
-  ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.
-  providing the information, instruction, training and supervision at all levels necessary to ensure that staff and volunteers are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
-  keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

The above list is not exhaustive and may be revised at any time.

HEALTH AND SAFETY POLICY STATEMENT




TOC will take all reasonable precautions to ensure that its employees, volunteers, people we work with and members of the public are not placed in any potentially hazardous situations; this includes health and safety in the workplace and risks to personal safety. We recognise our responsibility to ensure, so far as is reasonably practicable, the health and safety of everyone who may be affected by any of our activities.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any of our staff, volunteers, contractors, visitors or members of the public, or adversely affect the environment.

We will promote a positive health and safety culture in all our activities and educate our staff and volunteers in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular activity will be included. Where there are no existing policies or guidance, we expect our staff, volunteers and contractors to implement the highest possible standards and to comply with all relevant legislation. Where no standards or legislation exist, we will work with our staff, volunteers and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.







Accidents:

In the event of an accident, the most senior responsible person present should:

-  ensure a suitably qualified First Aider renders first-aid and, if in doubt, call an ambulance. First-aiders and first-aid equipment should be available.
-  stop the process or activity which caused the accident, and preserve the scene and/or equipment for investigation
-  record the details of the accident in the accident book

Fire:

In the event of a fire:

-  stay calm
-  set off the fire alarm system
-  put out the fire if safe to do so – DO NOT take any risks
-  leave the building and assemble at the Assembly Point
-  ensure the Fire Service is called.
-  do NOT re-enter the building until told it is safe to do so

The Board of Trustees are responsible for ensuring a fire risk assessment is undertaken and implemented and that escape routes are checked regularly, for all premises used for official TOC activities. The responsibility for these checks will fall to the organiser for any unofficial activities. Where

third party premises are used, the trustees will ensure that such processes are in place and have been communicated to TOC before attendance at the venue. When TOC's activities are run on premises managed by a third party (schools, youth groups, and performance venues), health and safety will be the responsibility of the venue that owns/manages those premises and their facilities. TOC will highlight in advance any significant risks attached to the activity and it is up to the venue to decide whether or not to accept those risks. Venues also have a responsibility to inform TOC of any specific risks associated with the proposed activity. When working off-site other than at premises, (eg: on location), consideration should be given to personal safety, means of communication in case of emergency, first aid cover, information, instruction and training to perform the intended task.

Emergency procedure:

In the event of an incident such as a power cut, gas leak, water leak, or threats to the building (eg a bomb threat), the situation should be assessed by the most senior member of TOC present. Advice must be sought from the relevant authorities and clear advice issued to all employees and volunteers.

Sickness:





In the event of feeling unwell at work, an employee/volunteer should notify their section rep, or TOC officer as soon as practicable.

Reporting incidents:

Any incident, accident, injury or illness affecting the health and safety of any individual while involved in the activities of TOC should be recorded in detail in writing as soon as possible, and TOC's Senior Leadership team and Trustee board should be informed without delay. Details of time, date, location, witnesses, action taken and by whom and nature of incident should be recorded. This should then be kept in the Accident/Incident book and a copy sent to TOC. If a member of staff has an accident whilst working or volunteering on a project for TOC it must be reported to us as soon as possible.





Safety procedure:

All staff and volunteers will pay particular attention to:

-  the whereabouts of first aid equipment at every venue and how to find a person qualified in first aid.
-  the fire exits, evacuation drill and all other emergency procedures related to any buildings they are working in
-  the dangers of wet floors and other risks of individuals falling or hurting themselves.
-  any risks related to the activity they are leading or to any resources or materials being handled by vulnerable people

Safety of resources and materials:

-  All materials and resources must be noted on TOC's asset register.

-  Any hazardous chemicals must be included on the COSHH register and stored securely and out of reach of unauthorised individuals.
-  Training must be provided before any individual uses any toxic or hazardous materials. Appropriate protective equipment must also be used where appropriate.
-  Any electrical equipment owned/used by TOC must be regularly safety checked by a suitably qualified electrician. This includes, but is not limited to, keyboards, microphones, speakers, portable lighting, and extension cables. A PAT test record must be kept and maintained. Any electrical items that are brand new and comply with UK/EU safety standards must be checked no later than 2 years after their initial purchase.
-  Where the use of any materials or equipment poses a trip hazard or other risk, all reasonable precautions must be made to minimise the risk. This includes, but is not limited to, minimising the flow of people close to the hazard. Making the hazards visible, and taping down cables that cross walk ways.

Personnel responsible for health and safety:

TOC's Board of Trustees has overall responsibility for all matters relating to health and safety and the Senior Leadership team, and Chorus committee are jointly responsible for the implementation for Health and Safety policy. TOC's Board of Trustees expect all their employees, volunteers, visitors, contractors and the young people we work with to comply with TOC's policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

All employees and volunteers have a statutory responsibility to co-operate with TOC in implementing the Health and Safety Policy and to take due care for their own safety and others who may be affected by their activities in the workplace.

Designated people:

The designated person responsible for Health and Safety matters at TOC are:

Chairman of the Board of Trustees:
TBC

This policy is monitored periodically to judge its effectiveness and is updated in accordance with changes in the law. This policy was last updated on: 19th November 2021.

This policy has been endorsed by the Board of Trustees who give their full support to its implementation. I and the other members of the Board of Trustees are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare. We expect every member of TOC to share this commitment and to work together to achieve it.

TBC
Chair of the Board of Trustees
Thames Opera Company

19th November 2021