



## **CHESHAM TOWN COUNCIL – THE ELGIVA**

### **HEALTH AND SAFETY POLICY**

In accordance with Section 2(3) of the Health & Safety at Work, etc. Act 1974

---

#### **1.0 INTRODUCTION**

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy for The Elgiva and organisational arrangements for implementation of that policy.

Separate Health & Safety Policy Statements exist for the Town Hall & Parks and Premises and Chesham Moor Gym & Swim.

#### **2.0 STATEMENT OF HEALTH AND SAFETY POLICY**

It is the policy of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date and reviewed once every four years. A review will also be conducted in the event of a serious accident.

#### **3.0 – THE ORGANISATION AND RESPONSIBILITIES**

##### **OVERALL RESPONSIBILITY**

The Town Clerk has overall and final responsibility for ensuring:

- (a) the provision and implementation of the Health and Safety Policy;
- (b) review of the Health and Safety Policy.

##### **DELEGATED RESPONSIBILITIES WITHIN THE ELGIVA**

The Elgiva Theatre Manager to whom the second line health and safety supervision has been delegated, will be responsible to the Town Clerk for the day to day supervision within his defined area of responsibility and, in particular, for:

- (a) establishing, in consultation with the Town Clerk, safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation;
- (b) ensuring that safe working procedures and safe systems of work are implemented by Elgiva staff and that a safe working environment is provided for them;
- (c) ensuring that all employees under his control receive adequate training, information and supervision to maintain safe standards.

In addition, The Elgiva Manager will be responsible for:

- (a) maintaining safe working practices in order to achieve maximum safety;
- (b) ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned;
- (c) ensuring that all safety rules are observed and that protective clothing and equipment is supplied, worn or used where required;
- (d) ensuring that all machinery and equipment is properly maintained and safe to use.

The Deputy Manager and Technical Manager will share responsibility for:

- (a) carrying out all risk assessments pertaining to The Elgiva and reviewing them annually.

The Deputy Manager will be responsible for:

- (a) annually reviewing the requirement for DBS checks on staff with the Policy & Projects Officer.

The Technical Manager will be responsible for:

- (a) working with Chiltern District Council for activities requiring a licence, including the use and storage of pyrotechnics.

An officer designated by The Elgiva Manager will be responsible for holding a personal licence to act as the designated premises supervisor to facilitate the sale of alcohol.

All employees have the responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All employees at The Elgiva are required to:

- (a) make themselves familiar with and conform to this Health and Safety Policy;
- (b) observe safety rules at all times;
- (c) where required, use personal protective equipment and use appropriate safety devices provided;

- (d) report to their immediate Line Manager all accidents, injuries to persons and damage to vehicles, plant and equipment;
- (e) know the location of First Aid facilities.
- (f) report all safety hazards as a matter of urgency to their immediate Line Manager;
- (g) know what to do in the case of fire or other emergency and the location of fire fighting equipment;
- (h) maintain good housekeeping at all times;
- (i) observe safe standards of behaviour and dress;
- (j) not enter into any kind of horseplay or practical joking;
- (k) carry out visual safety inspections of plant and equipment prior to using such equipment.

It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and courses shall be held for this purpose.

It shall be the responsibility of The Elgiva Manager to investigate all accidents at The Elgiva and to submit a full report to the Town Clerk who, in turn, will issue instructions to ensure that these do not continue and, where appropriate, make recommendation to the Policy and Resources Committee on accident prevention.

It shall be the responsibility of The Elgiva Manager to monitor the maintenance of all plant and equipment and to submit reports for consideration by the Policy and Resources Committee on replacing machinery and equipment that is no longer fit for purpose.

#### **4.0 – GENERAL ARRANGEMENTS**

##### **FIRST AID**

First Aid boxes are located in the Box Office, Technical Manager's Office, Cloakroom, Bar, Albany Dressing Room, Stage Left, Understage and Control Room. The Deputy Manager is responsible for carrying out checks every month to ensure the contents are adequately maintained.

The Technical Manager is the appointed First Aider and four additional members of staff hold current Emergency First Aid in the Workplace certificates.

A list of First Aid equipment is listed in the Appendix.

## **ACCIDENTS, INJURIES AND DANGEROUS OCCURRENCES**

It shall be the responsibility of The Elgiva Manger to record all accidents in the Accident Book and to report Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive as appropriate. The Accident Book is located in the First Aid Room. Incidents must be recorded on Dangerous Incident Forms and reported to the Town Clerk. A template form is held electronically. The accident and incident reports are reviewed annually by The Elgiva Manager to detect any recurring accidents and incidents and to take action as necessary.

### **FIRE SAFETY**

Fire risk assessments will be conducted annually by trained staff.

A system of weekly, monthly and six-monthly recorded fire safety checks is in place.

A written emergency plan (including an evacuation plan) exists for The Elgiva.

All employees are responsible for ensuring that they are conversant with the evacuation procedures.

The Elgiva's fire alarm will be tested by the designated, trained Fire Warden on a weekly basis.

Recorded fire drills will be carried out at the centre twice a year by the Fire Warden to test the adequacy of the precautions and evacuation procedures.

### **ESCAPE ROUTE**

It shall be the responsibility of The Elgiva Manager to see the escape routes, staircase and passages are kept clear at all times.

### **FIRE EXTINGUISHERS**

It shall be the responsibility of The Elgiva Manager to organise annual inspections of all fire extinguishers on the Council's premises.

### **RECORDS**

It shall be the responsibility of the Town Clerk to ensure that all fire safety tests and drills are logged in a records book which shall be provided for this purpose.

## **5.0 TRAINING**

It shall be the responsibility of The Elgiva Manager to issue all newly appointed staff with a personal copy of this policy and such supplements as are applicable to his/her duties and responsibilities.

It shall be the responsibility of The Elgiva Manager to ensure that all new staff receive adequate training in all safety aspects of their occupation and that training records are kept.

## **6.0 TENANTS, CONTRACTORS AND VISITORS**

Tenants must comply with the Health and Safety at Work Etc Act (1974) and must in no way act contrary to this Policy.

Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act (1974).

The Town Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises.

## **7.0 SUPPLEMENTS TO SAFETY POLICY STATEMENT**

Specific information, instructions and procedures concerning health and safety are contained in local codes of practice and safe working procedures. The Elgiva Manager is responsible for ensuring that these are supplied to staff where they are applicable to their duties.

## **8.0 ADVICE AND CONSULTANCY**

The local Inspector's Office and telephone number is:

Local Area Inspector  
Health and Safety Executive  
Priestly House  
Priestly Road  
Basingstoke  
Hants RG24 9NW

Tel: 01256 404000

Version 2 Adopted: 27<sup>th</sup> October 2014

## **APPENDIX ONE – FIRST AID/SAFETY EQUIPMENT**

Assorted plasters  
Eye dressings  
Medium dressings  
Large dressings  
Triangular bandages  
Moist wipes  
Safety Pins  
Disposable gloves  
Eye wash  
Burns packs  
Safety scissors  
Plasters  
Tape  
Protective glasses  
Thermometers