

Health and Safety Policy

It is the policy of Dorchester Youth Theatre to provide, as far as is reasonably practicable, safe and healthy working conditions for employees and volunteers.

Dorchester Youth Theatre aims to ensure any work undertaken by the organization does not adversely affect the health and safety of other persons. Dorchester Youth Theatre also aims to provide a safe and healthy environment for participants, audience members, and anyone visiting the premises.

The aims and objectives of the policy are:

- To promote and maintain standards of safety, health and welfare that complies fully with the Health and Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect employees, volunteers, participants and others, including the public from foreseeable hazards.
- To provide all employees and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that employees, volunteers and participants are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

Dorchester Youth Theatre (DYT)

Responsibilities

The DYT Steering Committee has ultimate responsibility for health and safety. The Committee is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

The Youth Theatre Director will oversee health & safety issues in relation to rehearsal sessions and performance venues and carries out risk assessments as required.

First Aiders

Designated First Aiders are responsible for:

- Administering First Aid to injured employees, volunteers & participants.
- Ensuring all accidents are recorded.
- Ensuring that all medical equipment and facilities are adequate.

Employees, Volunteers & Participants

Employees, Volunteers & Participants should:

- Make themselves familiar with and conform to the Health & Safety Programme at all times.
- Observe all safety rules at all times.
- Wear appropriate safety equipment when required.
- Must not interfere with anything provided to safeguard their health & safety.
- Report all accidents, damage and dangerous occurrences to either the Director or a member of Dorchester Youth Theatre staff.
- Take reasonable care of themselves and others who may be affected by their actions.

Arrangements for Maintaining a Safe and Healthy Working Environment.

Dorchester Youth Theatre recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of employees, volunteers, participants and other visitors. These controls and procedures are detailed as follows:

Accident Reporting

A record of all accidents, however minor, should be entered in the accident book which is located in the DYT first aid box, brought to each session by the Youth Theatre Director.

All injuries should be reported immediately in order that repeat accidents can be prevented, 'Near miss' accidents should be reported to the Youth Theatre Director immediately so that preventative measures can be taken. Where workshops take place at Dorchester Arts Centre, there is a first aid box located in the kitchen.

Use of Electrical Equipment

All users of theatre lighting, sound equipment and other electrical items will only be used under the supervision of a trained professional technician.

Ladders

All ladders shall be regularly checked under risk assessment procedures and any defects noted and reported immediately to the General Manager. Anyone intending to work at height should ensure another member of staff is aware that they are doing so before they start work. Staff should not use ladders if they are in the building alone. The technician, or anyone using the ladders in the auditorium, must have a responsible person in the space with them at all times when working at height.

Activities with Young People

- Workshop leaders are responsible for leaving the workshop space clear of furniture at the end of every session. Chairs should be safely stacked and fire exits must be left clear of any obstructions.
- Leaders must ensure that fire exits remain clear during sessions when furniture may be moved around.
- Whilst the organization recognizes that the nature of performing arts involves physical activity, young people must be given the option to sit out of activities where they feel unsafe.
- Leaders should consider the appropriateness of the activities to the age, ability and experience of the young people they are working with in relation to health and safety issues.
- Young people should be properly instructed in the use of technical equipment and supervised where appropriate.
- Young people should be regularly reminded of their contribution to the health and safety of themselves and others.
- Leaders must always consider health and safety issues in the design, construction and use of a set for performance projects.
- Leaders should familiarize themselves with fire procedures and consider all health and safety issues when working at outreach venues.

Fire

Dorchester Youth Theatre will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks employees, volunteers and participants to be vigilant and report anything that could be hazardous.

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Employees, volunteers & participants should familiarize themselves with the posted fire precautions and drill procedure.

For regular workshop sessions, fire drills will take place on the first sessions of each new term. Workshop leaders should ensure anyone who misses the first session, or joins later in the term, is given a safety briefing the first time they attend.

Fire Evacuation Procedures

- If you discover a fire :
 - Raise the alarm
 - Do not tackle the fire
- If you hear the fire alarm
 - Leave the premises by the nearest available exit
 - Close all doors behind you
 - Report to person in charge at the assembly point who will check the register.
 - Call the fire brigade

DO NOT RETURN TO THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO BY EITHER A FIREFIGHTER OR A MEMBER OF DORCHESTER YOUTH THEATRE STAFF.

Fire Evacuation Procedures for Performances

Prior to the performance commencing, instructions will be given to:

- All front of House Staff
- All Members of the cast
- All Stage Staff and Technical Crew

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A designated member of the front of house team will act as Fire Marshall and will help enforce the evacuation plan. The designated Fire Marshall shall remain in the foyer throughout the performance – and should not undertake any other duties that would obstruct their duties should an evacuation become necessary.

If the fire alarm sounds:

- Staff and volunteers should help evacuate all participants and audience members exiting the building via the nearest exit.
- All participants, staff and volunteers should assemble at the designated place (will vary in external venues but to be checked by Youth Theatre Director prior to performance)
- In the event of an actual fire the designated Fire Marshall shall follow the fire procedures and call the fire brigade. The Fire Marshall should, if it is safe to do so, facilitate the checking of toilets, kitchen and offices to ensure the building is unoccupied.
- Once the all clear has been given either by a firefighter or by the Fire Marshall in the case of a false alarm, staff should facilitate an orderly return to the building.

General Housekeeping

One of the major contributions towards the maintenance of poor health and safety standards is bad housekeeping. Everyone has responsibility for ensuring that housekeeping is up to standard in the areas in which they work. All areas of the building should be kept tidy and free from clutter. Any potential health and safety issues should be reported immediately to the Director of the Dorchester Youth Theatre.

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All employees and volunteers will be shown a copy of the Health & Safety Policy and where it can be found.

Employees, volunteers and participants must abide by the rules and regulations in force for the maintenance of a healthy and safe environment as detailed above.

When health and safety is disregarded it will be brought to the attention of the Board of Directors.

Monitoring

The Youth Theatre Director will ensure that working conditions are regularly monitored, ensuring the safe working practices are being followed. The Youth Theatre Director is also responsible for investigating work-related accidents and is responsible for acting on findings from any such investigations to prevent a recurrence.

