

**SKIMSTONE  
PERFORMANCE COMPANY Ltd.**

**HEALTH AND SAFETY POLICY**

Skimstone Performance Company Ltd.  
67/69 Westgate Road  
Newcastle Upon Tyne  
Tyne and Wear  
NE

Tel:

# **HEALTH AND SAFETY POLICY**

## ***SKIMSTONE PERFORMANCE COMPANY Ltd***

### **Responsibilities of Skimstone Performance Company Ltd**

- 1 Overall and final responsibility for health and safety is that of Skimstone's Artistic Director
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the company members
- 3 All company members have to:
  - Co-operate with the Artistic Director on health and safety matters;
  - Not interfere with anything provided to safeguard their health and safety
  - Take reasonable care of their own health and safety; and
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Health and Safety risks arising from our work activities - Skimstone Performance Company Ltd**

- Risk assessments will be undertaken by the Artistic Director and company members responsible for different projects and performance related work
- The findings of the risk assessments will be reported to Artistic Director
- Action required to remove/ control risks will be approved by Artistic Director
- Artistic Director will be responsible for ensuring the action required is implemented
- Artistic Director will check that the implemented actions have removed/ reduced the risks.
- Assessments will be reviewed every 3 months – or when the work activity changes, whichever is soonest.

### **Consultation with employees of Skimstone Performance Company Ltd**

All company members can discuss health and safety issues with the Artistic Director, alternatively they may wish to consult each other and report back to the Artistic Director.

### **Safe Equipment of Skimstone Performance Company Ltd**

- Artistic Director and company members will be responsible for identifying all IT, audio, Sound, Projection, lighting and video equipment needing maintenance.
- Artistic Director and company members will be responsible for ensuring effective maintenance procedures are drawn up.
- Artistic Director and company members will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with IT, audio, sound, projection, lighting and video equipment should be reported to the Artistic Director.
- Artistic Director and company members will check that new IT equipment meets health and safety standards before it is purchased.

### **Information, Instruction and supervision of Skimstone Performance Company Ltd**

- The 'Health and Safety Law' poster is displayed at the entrance to the premises
- Health and Safety advice is available from the Artistic Director and company members
- Health and Safety induction of new members will be arranged and monitored by Artistic Director and company members .
- This includes specific risk assessments which must be undertaken for any young people using the Skimstone premises.
- Artistic Director and company members are responsible for ensuring that Skimstone members working at out of premises locations are given relevant health and safety information.

### **Competency for tasks and training for Skimstone Performance Company Ltd**

- Health and Safety induction training will be provided for all employees by the Artistic Director and company members.
- Job specific health and safety training will be arranged by Artistic Director
- Health and Safety Training records will be kept by the Artistic Director.
- Health and Safety Training will be identified, arranged and monitored by Artistic Director.

### **Accidents, First Aid and Work related Ill Health - Skimstone Performance**

### **Company Ltd**

- The first aid box is kept in the kitchen cupboard.
- The appointed first aiders are Daley Barber-Allen and Peter Saaremets
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept on the Artistic Director's desk in the Artistic Director's office.
- Artistic Director and company members are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring Skimstone Performance Company Ltd**

- To check Skimstone's working conditions, and ensure our safe working practices are being followed, we will monitor conditions regularly.
- Artistic Director is responsible for investigating accidents.
- Artistic Director is responsible for investigating work-related causes of sickness absences.
- Artistic Director and company members are responsible for acting on investigation findings to prevent a recurrence.

### **Emergency Procedures - Fire and Evacuation - Skimstone Performance Company Ltd**

- Artistic Director is responsible for ensuring the fire risk assessment is undertaken and implemented every 3 months.
- Escape routes are regularly checked by Artistic Director and company members
- Skimstone's fire extinguishers are provided and maintained by Newcastle Arts Centre.
- Alarms are regularly tested by the Newcastle Arts Centre.
- Emergency evacuation testing is organised by Newcastle Arts Centre.
- Fire procedures are displayed on each floor of the premises as well as by the entrance/ exit door of the Skimstone premises.
- Smoking is not allowed in any of the Skimstone premises,
- Newcastle Arts Centre will regularly monitor its fire policy in line with the objectives set within its Disability and Access Policy.

### **Personal Protective Equipment**

No personal protective equipment is considered necessary following risk assessments having been carried out.

### **Electrical Safety**

All portable electrical appliances are checked annually by qualified electrical contractors in accordance with the Electricity at Work Regulations 1989.

## **Skimstone Fire Procedure**

### ON DISCOVERING A FIRE

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the Assembly Point (to the left of the front gate)

### ON HEARING THE FIRE ALARM

- Leave by the nearest fire exit taking any visitors with you. Do not delay your exit to collect belongings
- Close windows and doors behind you
- Do not use lifts
- Go immediately to the Assembly Point and ensure that you are accounted for
- Do not re- enter the building until the all clear has been given

### IF ASSISTING WITH THE EVACUATION

- Commence the sweep from the furthest point away from your fire exit so that you are always moving towards a place of safety
- Thoroughly check the area to ensure that all occupants have evacuated. • Checks on toilet areas should include a check on each individual cubicle
- Never open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of your hand
- If you encounter any persons present they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit- not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave