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# Health and Safety Policy

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This is the statement of general policy and arrangements for:

## **FREEWHEELERS THEATRE AND MEDIA LTD**

The General Manager has overall and final responsibility for Health and Safety.

The Health and Safety Co-ordinator has the day-to-day responsibility of ensuring this policy is put into practice:

Governing regulations: Health and Safety at Work regulations 1999 and updates as they are published.

### **STATEMENT OF GENERAL POLICY**

To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

**Responsibility:** **General Manager**

#### **Action/Arrangements:**

Relevant risk assessments will be carried out and actions arising out of those assessments implemented. (Risk assessments will be reviewed whenever working habits or conditions change.)

Clear instructions and information, and adequate training, to ensure employees are competent to do their work.

**Responsibility:** **Health and Safety Coordinator**

#### **Action/Arrangements:**

Staff, volunteers and subcontractors will be given health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment.

The Company will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.

The Company will engage and consult with employees and volunteers on day-to-day health and safety conditions.

Health and Safety publicity materials will be prominently displayed.

**Responsibility:** **General Manager**  
**Health and Safety Coordinator**  
**All staff**  
**Bridge Centre Manager**

#### **Action/Arrangements:**

Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Maintain signage, ensuring that the following are prominently visible:

HSE A3 Health and Safety poster.\*

Action to be taken in case of fire.\*

Details of the Freewheelers first aiders.

Details of the Freewheelers fire wardens.

Freewheelers statement of health and safety.

*\*This may be already in place by the building's management*

Publish emergency procedures – evacuation in case of fire or other significant incident.

**Responsibility**

**General Manager**

**Action/Arrangements:**

Escape routes will be well signed and kept clear at all times.

Evacuation plans will be tested from time to time (at least once a term) and updated as necessary.

The Company will ensure that fire risk assessments are up to date.

The Company will maintain safe and healthy working conditions.

The Company will provide and maintain plant, equipment and machinery, and ensure safe storage/use of hazardous substances.

**Responsibility**

**Health and Safety Coordinator**

**Action/Arrangements:**

Toilets, washing facilities and drinking water will be provided.

A system will be in place for routine inspections and testing of equipment and machinery, and for ensuring that action is promptly taken to address any defects.

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END OF POLICY

Next review Jul 2022

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