

# Health and Safety Policy for Centenary Theatre

**Berkhamsted Prep and Pre-Prep**  
**Berkhamsted Senior Schools & Sixth**  
**Heatherton**  
**Berkhamsted School Enterprises Ltd.**

Revision and Terminology: Please refer to the School's Policies Policy.

Policy owner:	Chief Operating Officer and Health and Safety Officer	
Type of policy:	Statutory	
Regulatory Body:	Health and Safety Executive Department for Education / Independent Schools Inspectorate	
Relevant Legislation / Guidance:	Health and Safety at Work etc Act 1974 (amongst others – please see within the Policy)	
Last reviewed by / date:	Exec on 14 October 2021	
Last approved by / date:	Governors' Risk & Regulation Committee on 11 November 2021 Full Governors on 4 December 2021	
Next review due:	Lent 2023	
<b>This version published:</b>	<b>10 December 2021</b>	
Circulation:	<ul style="list-style-type: none"> <li>✓ All Staff &amp; Governors</li> <li>✓ School Website</li> </ul>	<ul style="list-style-type: none"> <li>✓ Inspection Portal</li> <li>✓ Parent Portal</li> </ul>
Linked Policies:	<ul style="list-style-type: none"> <li>Contractors</li> <li>Critical Incident</li> <li>Drugs Alcohol and Smoking</li> <li>Fire Prevention</li> <li>Fire Procedures</li> <li>First Aid</li> <li>Grievance and Disciplinary (Support)</li> </ul>	<ul style="list-style-type: none"> <li>Grievance and Disciplinary (Teaching)</li> <li>Health and Safety</li> <li>Premises and Security</li> <li>Risk Assessment</li> <li>Smoke-Free</li> <li>Child Protection and Safeguarding</li> </ul>

## Contents

1	Policy Statement .....	3
2	Structure and Responsibilities .....	4
3	General Arrangements .....	6
4	Code of Practice.....	10
5	Working in the Theatre .....	13
6	Insurance.....	14
7	Risk Assessments.....	14

**I Policy Statement**

- 1.1 Please refer to Berkhamsted Schools Group Health and Safety Policy for overall responsibility for Health and Safety on any matter associated to the School.
- 1.2 This is the Centenary Theatre Health and Safety Policy. The Centenary Theatre (“the Theatre”) is committed to protecting the health and safety of all its team including pupils, employees of the School, artistes, contractors, and all others with whom our work brings us into contact.
- 1.3 The Theatre’s Policy is to provide and maintain safe systems of work for all those working at the Theatre and to provide members of the Theatre team with such information, training and supervision as they need in order to maintain these safe systems.
- 1.4 The Theatre will continue to improve through auditing and review.
- 1.5 The Theatre recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by adopting this Health and Safety Policy.
- 1.6 This Policy will be reviewed annually or more frequently if there are significant changes to our work practice.
- 1.7 The Theatre believes that co-operation and consultation with all volunteers is essential and all volunteers are made aware of their responsibilities.
- 1.8 A copy of this Policy will be made available to all employees associated with the Theatre along with a tour of the Theatre to ensure the Health and Safety of pupils, employees, patrons and visitors.
- 1.9 Action may be taken under the Berkhamsted Schools Group’s disciplinary procedure for failure to comply with this Health and Safety Policy.

<u>Signed:</u>	<u>Date:</u>
<u>Print name:</u>	<u>Role:</u>

## **2 Structure and Responsibilities**

In addition to the responsibilities detailed in the Berkhamsted Schools Group Health and Safety Policy there are those associated specifically with Centenary Theatre:

### **2.1 Theatre Manager**

The Theatre Manager shall:

- 2.1.1 be responsible for the effective implementation of the Theatre's Health and Safety Policy
- 2.1.2 be kept informed of all incidents or accidents relating to this Policy and take action to prevent reoccurrence
- 2.1.3 regularly inspect the theatre to check that Health and Safety measures are being maintained and Health and Safety practices are being followed
- 2.1.4 instruct members of staff precisely and clearly on their duties regarding Health and Safety
- 2.1.5 be readily available to discuss Health and Safety issues with anyone involved in the day to day running and administration of the Theatre
- 2.1.6 be responsible, alongside the Commercial and Operations Manager where relevant, for ensuring that outside contractors, freelancers, artistes etc. are aware of this Policy and produce suitable risk assessments for their work
- 2.1.7 attend the Berkhamsted Schools Group's Health and Safety Committee meeting at least once every twelve months, which will meet to discuss and implement any matters arising from Health and Safety legislation and keep a record of those meetings
- 2.1.8 hold regular meetings with current technical employees /pupils / freelancers to discuss the Health and Safety issues of each new production and of working practice.

### **2.2 Theatre Technician**

The Theatre Technician shall:

- 2.2.1 be responsible for the effective implementation of the Health and Safety Policy in the theatre premises
- 2.2.2 ensure the effective process of risk assessments in those areas and for each new production
- 2.2.3 liaise with visiting companies and inform them of the Theatre's Health and Safety Policy
- 2.2.4 ensure that the Production Director is familiar with and incorporates this Health and Safety Policy into blocking and rehearsals.

**2.3 Theatre Assistants**

Those members of staff assisting at the theatre are responsible for alerting the Theatre Technician or Theatre Manager of any Health and Safety issues with any resulting decision passed to cast, crew or other clients within the venue.

**2.4 Duty Manager and Lead Volunteer on performance days**

The Duty Manager and / or theatre staff shall:

- 2.4.1 be responsible for the effective implementation of the Theatre's Health and Safety Policy within all Front of House areas
- 2.4.2 be responsible for the public's Health and Safety whilst on the premises.

**2.5 Other Volunteers**

All volunteers, clients and associated staff with an event must make themselves fully aware of the Theatre's Health and Safety Policy as well as the School's Child Protection and Safeguarding policy and, to this end must:

- 2.5.1 observe and promote all safety rules at all times.
- 2.5.2 familiarise themselves with the evacuation procedure and nearest emergency exits.
- 2.5.3 familiarise themselves with the safe operating procedures and instructions applying to their roles.
- 2.5.4 report any defect or health hazard to Theatre Management.
- 2.5.5 report any accident or dangerous occurrence to Theatre Management.
- 2.5.6 not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.
- 2.5.7 not make any repairs or carry out maintenance work of any description unless authorised to do so.
- 2.5.8 comply with all hazard warning signs and notices displayed on the premises.
- 2.5.9 not obstruct any fire escape route, fire equipment or fire doors.
- 2.5.10 report to the Theatre Manager any medical condition, which could affect the safety of themselves or others.
- 2.5.11 provide copies of their own safeguarding policy and risk assessments to the School's Commercial and Operations Manager where relevant (external hirer)

**2.6 All Other Persons on Theatre Premises**

Any volunteer or visiting company who brings in any other person or company to work on the premises must ensure that those persons:

- 2.6.1 Shall observe all aspects of the Health and Safety Policy.
- 2.6.2 Shall not work on the premises until all relevant rules are read understood

and accepted.

- 2.6.3 Shall provide risk assessments to the relevant Head of Department covering the area of their activity.

## 2.7 **The Health and Safety Sub-Committee**

The Health and Safety Sub-Committee will meet every twelve months. The core of this Sub-Committee is made up of the Theatre Manager, Theatre Technician and The Health and Safety Officer. The committee will discuss any current issues, new legislation and reviews of the present Policy and accident books. Minutes of this meeting will be distributed to the Theatre Manager, Theatre Technician, Health and Safety Officer, Commercial and Operations Manager and other appropriate Volunteers.

## 3 **General Arrangements**

### 3.1 **Evacuation and Fire – Policy and Procedure**

#### 3.1.1 **General Statement**

The Centenary Theatre takes its Fire Safety responsibilities seriously. For this reason, the Theatre have formulated this Policy to help comply with legal obligations to staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety Policy also forms part of the Theatre's overall Health and Safety Policy.

#### 3.1.2 **Employees' duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with Theatre Management in complying with any procedures that they may introduce as a measure to protect the safety and well-being of our employees, pupils, volunteers, and visitors.

#### 3.1.3 **Communication**

Theatre management will keep employees informed of any changes that are made to the Fire Safety procedures and Fire Risk Assessment. Theatre management will also ensure that all contractors, hirers and the like are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

#### 3.1.4 **Procedures**

Theatre Management have introduced the following procedures to maintain high standards of fire safety:

- A Fire Risk Assessment has been undertaken which will be reviewed periodically. However, frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The Fire Evacuation Procedures will be practised at least annually.
- Training will be provided as necessary to any employee given extra fire safety responsibilities, such as fire wardens.

- All new volunteers will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any volunteer notices defective or missing equipment, they must report it immediately to the Theatre Manager.
- Alarm systems will be tested regularly.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- This Policy forms part of every employee's involvement. Failure to comply may be treated as a disciplinary matter.

### 3.1.5 **PROCEDURES IN THE EVENT OF A FIRE**

The advice below, and in italics, is for staff and any other users of the theatre. Also refer to Fire Procedures for Berkhamsted Schools Group.

*Anyone discovering a fire without hesitation must sound the alarm by operating the nearest fire alarm call point. Alert those in your immediate vicinity and immediately activate the fire alarm using one of the red alarm boxes located by all main entrance and exit doors (top of auditorium left and right; all stage doors and main entrance doors to the front foyer; stage dock door; theatre office; green room and changing rooms; rear stage door). If you discover a fire in the Green Room / Office Building during a performance, raise the alarm and then calmly inform a member of the Front of House or theatre team in the Main Theatre Building. Dial 999 from a mobile phone and notify the Emergency Services, ensure that you know the full address of the theatre – Centenary Theatre, Kings Road, Berkhamsted HP4 3BG. Any false alarm or successful extinguishing of a fire must be reported to the Duty Manager immediately. If you feel that it is safe to do so, attempt to extinguish any small fire using the equipment provided but DO NOT put yourself at any personal risk.*

There are three types of Fire Extinguisher throughout the Theatre and Green Room / Office areas; these being Co2 (Carbon Dioxide), Water and Foam. The location and type of Fire Extinguishers can be found at the top of the auditorium left and right; theatre office; stage left & right; lower auditorium side entrances; FOH Grid; green room corridor. CO2 fire extinguishers are suitable only for use on flammable liquid fires and fire involving electrical equipment; stage lighting, fuses, computers etc. Water and Foam extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment.

### 3.1.6 **Fire Alarm**

The fire alarm will siren and flash beacons when triggered, except in the event of an event or instance where smoke and pyrotechnic effects are being used. In this instance the fire alarm will be placed in to 'show mode' where there will be a flashing beacon in the theatre office and shown on the fire panels.

This gives the event crew and theatre staff 90 seconds of 'silent alarm' to investigate the area indicated on the fire alarm panel. If the investigation proves to be genuine then a break glass must be hit immediately by the person investigating. If the silent alarm is left it will always start the full siren from 90 seconds after the initial trigger. If the investigation proves to be false, the alarm must be silenced within the 90 seconds period by the theatre staff. If a fire is spotted and the alarm is not triggered, and the system is in 'show mode' then a break glass must be hit to trigger the alarm. This will not give a silent alarm and will go straight into a full evacuation.

During performances, if an evacuation is to take place or a performance is halted by the discovery of a fire in the Green Room / Office Buildings, the Duty Manager or Theatre Technician will make an announcement from stage and theatre employees will calmly assist patrons from the Theatre and make their way to the appropriate assembly point. The Fire Assembly points are as follows: Lime Walk – The path way and grass area behind the Nash Harris car park. Access to it must be taken around the site and not cut through the Nash Harris or other buildings. All theatre employees should assist with the efficient evacuation of the Theatre paying particular attention to wheelchair users, the elderly or infirm and observing the following:

- *Remain calm and logical at all times during the evacuation.*
- *Continue with the evacuation even if the alarm stops.*
- *Do not collect personal belongings and encourage patrons to do the same.*
- *Do not run and encourage patrons to do the same.*
- *Do not re-enter the building until instructed to do so by the Fire Services or Duty Manager and ensure that patrons do the same.*

No one is permitted to remove their car from the car park until instructed to do so by the Duty Manager.

Outside performance times at all other times, pupils, teachers, theatre workers and those privately leasing the theatre should leave the building using the nearest exit, make their way to the assembly points and report to the Duty Manager observing the behaviour detailed above.

### **3.1.7 Your Safety**

The safety of theatre staff, pupils, School employees and others, including members of the public, is paramount and at no time should any unnecessary risk be taken.

### **3.1.8 Bomb Threat**

The Centenary Theatre will ensure that all Theatre Staff who could conceivably receive a bomb threat are aware of handling procedures.

Any bomb threat must be taken seriously and reported to the Theatre Manager who, in turn must report the incident to the police immediately.



If a bomb threat is received:

**If over the phone:**

- *Remain calm and listen carefully to the details.*
- *Where possible consult the Bomb Threat Checklist located in the Health and Safety Folders.*
- *Attempt to obtain as much information as possible, taking note of all details about the threat and the person / group making the threat, location and time, names, background noises etc.*
- *If number can be viewed on mobile or surface device please note it down.*
- *Immediately report the incident to the Theatre Manager and present them with the information attained.*
- *Leave the building if instructed to do so by the Theatre Manager or a police official.*

**If via post:**

- *Inform the Police Immediately and follow any advice given.*
- *Inform the Theatre Manager.*
- *Ensure that nobody has physical contact with the letter / parcel except the person who first touched it.*

If the Theatre is to be evacuated following a bomb threat, the same method as used for fire will be adopted. Please be aware of any special instructions or directions issued in this instance – it may be that you have to specifically avoid using certain routes.

### 3.2 **First Aid**

Theatre Managers and Theatre Technician will be trained in First Aid. Any accident or injury that occur no matter how minor, must be reported via The Berkhamsted Hub to the Health and Safety Officer, or inform the Theatre Manager who in turn will record the accident or injury via the accident form on The Berkhamsted Hub. First Aid boxes are located in the lower green room [GR001]; theatre office; stage right. All First Aid boxes will be monitored to ensure that they are correctly stocked, listing the contents in each box. The Theatre Manager will be responsible for maintaining First Aid boxes and provisions. Unless trained and qualified, First Aid must not be administered to Patrons by Theatre Staff. All accidents and injuries to Patrons must be reported to the Theatre Manager and is the responsibility of the Theatre Manager to decide whether an ambulance is necessary.

### 3.3 **General Workplace Safety and Training**

The Centenary Theatre recognises that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training volunteers in the correct usage of equipment. Training falls into three distinct areas:

- Fire and Safety (including risk assessment)

- First Aid
- Technical Skills

The Theatre ensures that all relevant employees will be thoroughly trained in all applicable areas to ensure the safety of the volunteers, artistes and patrons.

### **3.4 Drugs, Alcohol and Smoking Policy**

Please refer to Berkhamsted Schools Group Drugs, Alcohol and Smoking Policy.

## **4 Code of Practice**

### **4.1 Disciplinary and Grievance Procedures**

All volunteers will be treated fairly and with respect and the Centenary Theatre's commitment to that is laid out fully in the Equal Opportunities Policy. The Centenary Theatre commits to create an environment in which individual differences and the contributions of all employees are recognised and valued. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. Please refer to Grievance and Disciplinary Policy.

### **4.2 Personal Protection Equipment (PPE)**

The Centenary Theatre will ensure that proper PPE will be available to all employees. All equipment will be properly monitored and assessed for safety and use. Employees will be instructed on proper use and care for the equipment as and when required. Such equipment will cover the following:

- Head protection
- Eye protection
- Hand protection
- Protective clothing

If, for any reason, appropriate PPE is not available for the specific task, the employee must not attempt to complete the task. The Centenary Theatre supports any volunteer's right to refuse a task on the grounds of Health and Safety.

**Please see Berkhamsted Schools Group Health & Safety Policy for the following areas:**

### **4.3 Chemicals and Hazardous Substances**

### **4.4 Electricity**

### **4.5 Lifting and Manual Handling**

### **4.6 Use of Work Equipment (General)**

### **4.7 Use of Display Screen Equipment**

### **4.8 Workplace Security**

Staff should always challenge any persons unknown to them who are in the Theatre. Always ask people to identify themselves before allowing access to any unknown persons

into any restricted area. The Centenary Theatre recommend that valuables are not brought on to the premises as the Theatre does not accept responsibility for any personal loss of money or property.

#### **4.9 Noise and Noise Restrictions**

The Centenary Theatre will ensure that noise control measures are used and employees will be monitored to guarantee that there is no exposure to unhealthy levels of noise. Appropriate means of measuring noise will be provided and used at all appropriate times. Due to the close proximity of the theatre to resident properties, all noise (construction, music, etc.) within the theatre must stop by 10:30pm Sun - Thu and 11:30pm Fri - Sat. This is a condition of our entertainments license and must not be violated.

#### **4.10 Special Groups at Risk**

##### **4.10.1 Young Persons**

Management of Health and Safety at work Regulations 1999 specify requirements on employees/volunteers who have not yet reached the age of 18. These requirements include:

- Taking particular account of certain specified factors when carrying out or reviewing risk assessments.
- A risk assessment is carried out before the young person begins work.
- Do not allow the young person to complete certain tasks if the risk assessment identifies a significant risk which cannot be eliminated.
- In a case where the young person is a child:
- A further requirement is to provide specified information to parents

##### **4.10.2 New and Expectant Mothers**

The law requires employees to identify any specific risks in the workplace that could pose a Health or Safety risk to new and expectant mothers. It is then required that all identified safety hazards and risks are taken care of and removed by the Theatre.

##### **4.10.3 Lone Workers**

Employees who are likely to be Lone Workers will be identified by the Theatre Manager and appropriate control measures will be instigated to safeguard their health. Where necessary, this will include communication and emergency contact systems. Lone workers will receive sufficient training and information regarding the increased risk to their safety.

The Centenary Theatre will follow all expectations of the above special groups to ensure the safety and protection of its employees, patrons and visitors.

#### **4.11 Working at Height**

The Centenary Theatre recognises that nominated and approved personnel may be required to work at height using equipment provided by The Theatre.

The Theatre is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its workforce in the use of such equipment. The

person deemed in charge of operation in hand is responsible for ensuring that:

- The equipment provided for their use in the Theatre is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- That employee has been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as workstations.
- That access to the working area is denied to non-approved personnel.
- That the equipment whether owned by the Theatre or hired in meets the minimum requirements as laid down in the respective British or European Standard.
- Appropriate PPE must be worn at all times whenever anybody is working at height.

#### **4.12 Reporting Accidents and Incidents**

All accidents and incidents will be investigated by The Health and Safety Officer with the assistance of The Theatre Manager. All accidents and injuries must be recorded in the Accident form on The Berkhamsted Hub, within 12 hours of the incident. The Health and Safety Officer is responsible for RIDDOR reports if and when required.

#### **4.13 Workplace Health and Safety Guidance**

Here is some general workplace Health and Safety guidance which employees are expected to follow:

- On spotting a hazard which an employee is able to remove safely and without additional specialist skills, do so immediately. e.g. simple trip hazards caused by boxes or other obstructions in corridors, small spillages. Be vigilant about these sorts of easily removable hazards. Slippery floor surfaces are particularly dangerous.
- Employees should never stand on chairs, desks etc. using only an approved ladder to reach objects at height.
- Employees should never attempt to fix anything they are not qualified to fix or remove hazards that they are not qualified to remove. This includes electrical work, plumbing, woodwork etc.
- Light bulbs and smoke detector batteries should be replaced by the Theatre Manager and Theatre Technician only.
- If an employee finds that a piece of equipment is faulty, the Theatre Manager must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as 'Out Of Order'. This is especially important if the Theatre Manager is not immediately available. If found during a performance, this information should be included in the Show Report completed by the Theatre Manager or Theatre Technician.
- Employees should only leave the door open on the latch if the Foyer is staffed.
- If an Employee is asked by the Theatre Management to be a key holder or

responsible for the keys, they must ensure that these are kept safe at all times.

- Employees should ensure that all lights and non-essential electronic equipment is switched off and all doors and windows are closed at the end of an event.
- Employees should never attempt to lift heavy or awkward items unless they are familiar with the recommended manual handling procedures.
- Employees should use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous. This includes the use of some cleaning fluids, e.g. bleach.
- Employees should never take it upon themselves to change the location of Fire Extinguishers, First Aid boxes, Fire Blankets, Safety Signage or any other safety equipment. If a volunteer believes that any of these are badly located, they should inform the Theatre Manager. The position of firefighting equipment in the Theatre is subject to licensing regulations. Under no circumstances should fire extinguishers be used as door stops.

## **5 Working in the Theatre**

All workers in the Theatre must be approved by Theatre Management and follow safety guidance given e.g. on manual handling, working at height, safe use of equipment, use of ladders. They must read this Health and Safety Policy statement and any relevant risk assessments, policies and procedures. They must use the Theatre's tools and equipment unless otherwise agreed with the Theatre Manager.

### **5.1 Working with members of the public**

Most Employees working at the Centenary Theatre come into contact with members of the public, by phone if not in person. Here is some guidance to bear in mind:

- Employees must remain polite and calm in all dealings with members of the public.
- Employees should ensure that they are well informed by keeping up to date with production information – an employee may need to describe a show or name the actors, for example.
- If an Employee is about to start a shift, on first entering the Main Theatre building they should imagine that they are an audience member who has never been to the Theatre before. Is the Theatre ready to open to the public?
- Employees must listen carefully to any complaints and take all complaints seriously. Employees should ensure that they know who to refer specific complaints to and if that person is not available, take as many details as possible rather than trying to deal with the complaint themselves (name, address, phone number, full details of the complaint).
- Employees must never give out information that they are not completely certain of or are not authorised to give out. This includes information on future productions which have not yet been publicised.

- Employees should make their own judgement as to what is urgent and contact appropriate persons if necessary. If by telephone, such calls must always be done in private, not in front of Patrons.
- If an audience member is breaking a rule e.g. smoking, drinking alcohol, talking on their mobile phone in the auditorium, employees should explain the rules to them as politely as possible, remaining calmly insistent if appropriate and requesting assistance from a colleague if needed. If an audience member is abusive in any way, employees must remain calm and support each other.

The telephone number of the local police station is 101 and should be used if necessary.

## **6 Insurance**

The Berkhamsted Schools Group has comprehensive insurance cover for all its activities. Our public liability insurance certificate is available on request.

## **7 Risk Assessments**

The purpose of risk assessments is to enable decisions to be made on the need for action and the priority of action required in terms of eliminating hazards, reducing hazards at the source or controlling exposure to hazards. The Centenary Theatre will actively use formal risk assessments, making sure they are carried out and reviewed when working conditions, locations or practices change.

If you have any questions or concerns about Health and Safety at any point do not hesitate to discuss these with Theatre Management.