

Health & Safety Policy

It is the joint responsibility of all staff and volunteers to see that health and safety standards are maintained at all times and to ensure that safe working conditions and methods are used to enable compliance with both legal requirements and Madcap systems and procedures. You must co-operate with all other staff members to maintain a high standard of health and safety in your work area. You are responsible for the prevention of actions likely to endanger yourself and others. An accident record book is kept in the general office and all accidents to staff, volunteers and the public must be recorded. First aid boxes are located in the general office.

(If you are working at a location other than the Madcap building it is your responsibility to contact the Health and Safety Officer on site and make yourself aware of the fire exits and any hazards of the environment)

Health and Safety

- All staff and trainees must adhere to the requirements of the Health and Safety at Work Act (1974)
- Potential hazards must be reported to the Director/Project Worker at once.
- All equipment must be maintained in a safe condition. If in doubt, ask the Director/Project Worker
- Any accidents must be immediately reported to the First Aid Officer. This information is displayed...
- If anyone on the premises becomes ill, report to the First Aid Officer.
- Anyone under the influence of drink or non prescribed drugs will be asked to leave the premises.

The Health and Safety at work act (1974)

The Health and Safety at Work Act 1974 (HASAWA) is the act of parliament, which governs safety issues in the workplace.

Duties of the Employer under this Act:

- To ensure that plant, equipment and systems of work are adequately maintained and safe to use.
- To make safe arrangements for the use, handling, storage and transport of articles and substances (COSHH Control of Substances Hazardous to Health)
- To provide information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to their own safety and health at work
- To provide a safe place of work with safe entrances and exits
- To provide a healthy working environment
- To provide adequate welfare facilities
- To reserve the right to discipline any employee who fails to comply with the safety policy or any other provisions of the act.

Duties of Staff and Volunteers under this Act:

- To make yourself familiar with, and to conform to, the employers safety policy and arrangements
- To observe these safety rules at all times
- To wear and take care of any safety or protective clothing issued and to use all safety devices and safe systems of work provided for your use
- To observe safe standards of behaviour and dress at all times
- To report to your immediate supervisor any accidents, hazards or damage to equipment as it comes to your notice.

Hazard Checklist

- Check for loose carpet tiles or rolled up edges of floor covering
- Check for adequate lighting; flickering or dead lights to be reported to the supervisor
- Check for adequate heating and airflow
- Check for loose, frayed or trailing wires
- Check for overloaded electrical sockets
- Check that you do not open more than one drawer of the filing cabinet at a time
- Check that you have not stacked storage boxes too high
- Check that your chair is sturdy and adjusted to the correct height
- Check that the fire exits are clear and that the fire extinguishers are in their correct place
- Report any problems to the Director/Project Worker immediately

Fire fighting apparatus and their uses

Fire fighting apparatus take many forms from special fire engines to fire blankets and from sprinkler systems to a hand held extinguisher. It is the employees job to know how and when to use a fire extinguisher or how and when to evacuate the building in which a fire is burning.

You should:

- Know what to do in case of fire
 - Know where the fire exits and escape routes are and ensure that they are kept free from obstructions
 - Be able to open fire doors from inside easily and ensure that they are not locked
 - Recognise the fire alarm and what action to take when you hear the fire alarm
 - Use all fire extinguishers available at the work place
 - Know the procedure to take on discovering a fire
- If you have any doubts or worries about these procedures please contact the manager immediately.

Fire procedure

IF YOU DISCOVER A FIRE AT MADCAP

- Immediately operate the nearest fire alarm.
- Inform a member of staff.
- If, and only if, there is no personal risk, attack the fire with the extinguishers provided.

ON HEARING THE ALARM

- Leave the premises by the nearest exit, walk quickly do not run.
- Do not take personal effects with you or return for them.
- Last person from the lower level to check toilets on all levels.
- If there is no immediate danger, the last person from each room/office to check all electrical equipment is switched off and that all windows are closed.

Assembly points

Studio and Concourse – Glynn Square car park
Theatre and Dance Studio – Agora car park
Fire officer/project worker to check all are present.

REMEMBER

- Use the nearest available exit.
- Do not stop to collect personal belongings.
- Do not re-enter the premises.
- Close all doors on leaving the premises.

Hazard assessments

Madcap requires you to complete a hazard assessment form for all projects carried out on or in association with Madcap.

Hazard assessments allow for the planning and safe operation of the premises and all activities that take place within. Carrying out a hazard/risk assessment simply means that you have carefully examined aspects of projects or premises that may cause harm to people. It allows you to decide if adequate precautions have been taken to prevent harm. You need to decide if the risk is *significant* and if it is, what precautions you can take to make the risk *smaller*.

Assessing risk

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record your findings on the hazard assessment sheet
- Review your assessment and revise if necessary.

If you have any questions, or need any advice on completing a hazard assessment form, please contact the management team.

Risk Assessment

Date	Description of Hazard	Can Hazard be eliminated	People at Risk	Number at risk	Likelihood of occurrence	Reported to	Action taken