



## ECHO YOUTH THEATRE

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### HEALTH & SAFETY POLICY

#### Purpose

This is the health and safety policy statement of Echo Youth Theatre and St Edmund's Church, Fishergate, Norwich NR3 1SE.

#### Statement of Intent

Our health and safety policy is to:

- Prevent accidents and cases of ill-health related to our activities
- Manage health and safety risks in our venue
- Provide clear instructions and information and training to ensure volunteers and freelance practitioners are competent to do their work
- Provide personal protective equipment if required
- Consult with our volunteers and stakeholders on matters affecting their health and safety
- Maintain safe equipment within our venue
- Ensure safe handling of any dangerous substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

#### Responsibilities for Health & Safety

The Directors of Echo Youth Theatre have final responsibility for health & safety and the overall responsibility is David Myers (Technical Director)

Day-to-day responsibility for ensuring this policy is put into practice lies with the person leading the specific activity. In the case of show rehearsals, this is the Director, or his nominated rehearsal lead. For other activities, it is the nominated activity lead. This includes Hirers.

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

- Jo Myers – policy, risk assessments, accidents, first aid and ill-health
- Dave Myers – equipment safety, manual handling safety, working at heights, emergency procedures and fire equipment

- Dan Rayner – staff and volunteer selection, induction, and training, including safeguarding

All volunteers, freelance practitioners, activities participants, venue users and hirers must:

- Cooperate with the activity leader on health and safety matters;
- Take reasonable care with their own health and safety;
- Report all health and safety concerns to an appropriate person, as detailed above;
- Report any accident or injury to the activity leader.

## **Arrangements for Health & Safety**

We will complete relevant risk assessments for activities and take appropriate action to minimise risk.

We will review risk assessments when activities change or conditions change.

We will give volunteers and participants appropriate training and induction.

We will consult routinely on health and safety matters as they arise and formally review arrangements periodically.

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans will be tested from time to time and updated as necessary.

Alarm systems and safety equipment will be maintained and tested regularly.

## **Signed**

A handwritten signature in black ink, appearing to read 'JE Myers', with a stylized flourish at the end.

**JE MYERS for the Directors**

**30 September 2021**