



HEALTH, SAFETY & WELL-BEING POLICY

June 2024

Contents

INTRODUCTION STATEMENT OF INTENT AIMS

POLICY

1. Roles and Responsibilities

- 1.1 Executive Committee
- 1.2 Chair and Vice Chair
- 1.3 Theatre Manager
- 1.4 Buildings Manager
- 1.5 Technical Manager
- 1.6 Duty Managers and Duty Technicians
- 1.7 Volunteers and Members
- 1.8 Hirers

2. Health, Safety and Well-Being Procedures

- 2.1 Administration of medication and Allergies
- 2.2 Animals in the Arts Centre
- 2.3 Asthma
- 2.4 Accident reporting
- 2.5 Asbestos
- 2.6 Blood – avoiding contamination
- 2.7 Chemical safety
- 2.8 Contractors on site
- 2.9 Electrical safety
- 2.10 Fire safety
- 2.11 First aid
- 2.12 Flammables
- 2.13 Food allergies
- 2.14 Health and safety assistance
- 2.15 Inspections of premises
- 2.16 Ladders and stepladders
- 2.17 Manual handling
- 2.18 Office safety
- 2.19 Pregnant workers and volunteers
- 2.20 Rehearsals for BLT productions
- 2.21 Risk assessments
- 2.22 Safety training
- 2.23 Security
- 2.24 Stress
- 2.25 Tools
- 2.26 Waste

3. Evaluation of the effectiveness of safety systems

4. Evaluation of the policy

- Appendix 1 Contractor's advice
- Appendix 2 Location of Fire Equipment and Fire Alarm
- Appendix 3.1 Fire Safety Maintenance Checklist
- Appendix 3.2 Fire Risk Assessment
- Appendix 4 General Risk Assessment Record
- Appendix 5 Evacuation Policy and Procedures
- Appendix 6 Security Policy

INTRODUCTION

This policy is comprehensive, but not exhaustive, framework for Health and Safety at Bingley Arts Centre. These premises are managed by Bingley Little Theatre through a designated Executive Committee, a professional Theatre Manager and a team of dedicated volunteers. It does not replace national guidelines but is a thorough explanation of procedures for the health, safety and well-being for the benefit of volunteers, employees, hirers, contractors, visitors and audience members. As well as managing the Arts Centre, Bingley Little Theatre (BLT Productions) is also the in-house producer for a number of productions, directed, acted, and supported by members of BLT. It is expected that all members also adhere to the procedures set out in this policy. A copy of this document is held in the theatre office near the main auditorium, backstage of the main auditorium and in The Theatre Upstairs so is therefore available to all employees, volunteers and BLT members.

The *Health and Safety at work etc. Act 1974 (HASWA)* and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities. These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This health, safety and well-being policy serves the dual purpose of drawing together into one document those obligations, together with procedures and guide-lines which have been developed across the Arts Centre and BLT. This is in response to the regulations that currently apply and a framework for future updates that may apply as necessary. Responsibility for the production, updating, and development of this policy lies with the Executive Committee, in consultation with the Buildings and Theatre Managers.

All employees, volunteers, BLT members, contractors and hirers are required (employees/contractors) or requested (volunteers and BLT members) to be familiar with this policy, to understand it and to act in accordance with its requirements. All new employees are provided with Health and Safety guidelines as part of their induction to the Arts Centre. This policy and guidelines therein are reiterated annually at the first management, office and volunteer meetings of each season. This is formally minuted.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the Arts Centre/BLT in the interests of health, safety and welfare.

This policy has been formally adopted by the Executive Committee. Its requirements are binding upon all employees, volunteers, BLT members, hirers and contractors.

Throughout this policy, the term "Arts Centre" is intended to mean ALL SPACES within the entire complex.

STATEMENT OF INTENT

The BLT Executive Committee fully accepts its responsibility under the *The Health and Safety at Work Act 1974* to provide the resources to ensure the health, safety and welfare of employees, volunteers, members, hirers, contractors, visitors and audience members.

BLT is committed to identifying, then eliminating or controlling, any hazards encountered in the Arts Centre..

A designated co-op-tee to the Executive Committee will monitor this policy in consultation with the Building and Theatre Managers and work directly with the Executive Committee to ensure relevant and timely updates. Interim legislation will be an addendum until the next policy review.

AIMS

The aim of this policy is to ensure that all reasonable practical steps are taken to ensure the health, safety and well-being of all persons in the Arts Centre, specifically to:

- Establish and maintain a safe and healthy environment throughout the Arts Centre

- Establish and maintain safe working procedures amongst employees, volunteers and members
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Secure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health, safety and well-being; and to ensure that they have access to health, safety and well-being training as and when provided.
- Maintain a safe, healthy place of work and safe accesses to and egress from it.
- Formulate effective procedures for use in case of fire or other emergencies and for part/whole evacuation of the Arts Centre
- Lay down the procedures to be followed in case of accidents
- Provide and maintain adequate welfare

POLICY

1. Roles and Responsibilities

1.1 Executive Committee

Whilst the Executive Committee does not have to actually implement the health, safety and well-being policy, they do have a role in ensuring that a suitable policy is in place and is acted upon.

By ensuring that the health, safety and well-being policy is developed and implemented the Executive Committee is discharging its legal requirement of ensuring the health, safety and well-being of BLT employees and the health, safety and well-being of those not in the employment of BLT – members, volunteers, hirers, visitors and contractors.

The Executive Committee also ensures that the Arts Centre in such a manner as to maintain a safe environment which includes safe equipment, materials and substances.

A co-opted member with significant health and safety experience will inspect the Arts Centre quarterly to ensure that procedures are complied with; to ask specific questions of the Chair, Vice Chair, Building and Theatre Managers; to scrutinise risk assessments; and to check completion of work arising from these assessments. A quarterly report will then be provided for the Executive Committee.

1.2 Chair and Vice Chair

The Chair and/or Vice Chair will lead and, where necessary, delegate overall responsibility for ensuring the health, safety and well-being of all employees, volunteers, members and the health and safety of hirers, visitors and contractors.

The Chair and/or Vice Chair will:

- Delegate relevant day-to-day responsibility for all health, safety and well-being matters affecting the Arts Centre to the Buildings and Theatre Managers
- Delegate relevant day-to-day responsibility for all health, safety and well-being matters affecting BLT activities to nominated volunteers and members
- Liaise with our specialist advisory member to ensure compliance with health and safety law
- Ensure a quarterly report is provided for the Executive Committee on matters affecting health and safety within the Arts Centre and BLT activities
- Assess and control the risks to persons, from hazards within the Arts Centre, and any of its activities, wherever they are undertaken in consultation with managers, volunteers and members
- Recommend equipment and resources for the Arts Centre and BLT activities that are adequate for their intended use, are correctly serviced and properly maintained
- Ensure maintenance of first aid and accident reporting systems that are fit-for-purpose
- Evaluate the need for health, safety and well-being training for all stakeholders and ensure its delivery
- Bring to the attention of the Executive Committee any matter of health, safety and/or well-being that can not be resolved or is of substantial or imminent danger to any person

- Ensure arrangements for fire prevention within the Arts Centre are adequate, and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained
- Ensure regular fire drills and lockdown drills are carried out and their results recorded
- Keep the Arts Centre's health, safety and well-being policy under review and bring any amendments to the notice of all stakeholders
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- Ensure that the Buildings and Theatre Managers have access to competent health and safety advice.

1.3 Theatre Manager

The Theatre Manager may be delegated any of the duties as long as he/she is aware that they have been delegated to them and is competent to carry them out. If any become permanently delegated, they should be removed from the relevant section and shown here.

The Theatre Manager will:

- Make certain that all office volunteers, contractors and visitors during office opening hours are made aware of all procedures and regulations relating to health, safety and well-being
- Report any short comings, or areas for improvement, to a member of the Executive Committee
- Ensure that cleaning staff within her control are adequately trained or instructed to perform the duties for which they are employed
- Liaise with contractors, or their representative undertaking work in the Arts Centre during office hours maintain the safety of any volunteers and members on site at the same time

1.4 Buildings Manager

The Buildings Manager has very specific and important roles to play in the implementation of the health, safety and well-being policy for the Arts Centre.

The Buildings Manager will ensure:

- Provision of a monthly report to the Executive Committee on matters affecting health and safety
- Compliance with fire safety legislation (see section 2.10)
- COSHH assessments have been carried out, are up to date, and the assessment sheets are available to those who need them.
- Anyone using chemicals has been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- Anyone using chemicals is informed of the first aid treatment required in the event of them coming into contact with the chemicals
- Risk assessments have been carried out on all hazardous activities undertaken (e.g. using ladders or entering boiler rooms)
- Ensure hazardous substances, e.g. cleaning substances, are properly used, stored and disposed of
- Delegate specific duties to key volunteers such as Duty Managers and ensure that they are aware of this policy and procedures that affect their role

1.5 Technical Manager

The Technical Manager is responsible for the health, safety and well-being of artists, performers and technical staff in the Arts Centre at any time, whether people are BLT members or members of an incoming production. It is the Technical Manager's role to ensure that they are made aware of relevant policy and procedure affecting their roles.

The Technical Manager will ensure:

- Safe maintenance of all technical equipment in the Arts Centre
- Technically relevant risk assessments have been carried out before any 'get-in'
- Safe production practices at all get-ins, rehearsals, performances and get-outs are communicated to all relevant stakeholders
- Provision of a monthly report to the Executive Committee on technical matters affecting health and safety;

- COSHH assessments have been carried out, are up to date, and the assessment sheets are available to those who need them. This includes stage use of pyrotechnics.
- Delegation of specific duties to duty technicians, ensuring that they are aware of this policy and procedures that affect their role

1.6 Duty Managers and Duty Technicians

Paid and volunteer Duty Managers and Duty Technicians are all provided with a clear description of their roles and responsibilities. They receive relevant training and updates to training so that all health, safety and well-being procedures are implemented.

Duty Managers will:

- Ensure the safety of our audience at all events
- Support front-of-house staff to ensure the well-being of audience members and remain in contact before, during and post performance through use of bespoke radio communications
- Ensure all exits are free from obstruction
- Monitor all entrances/exits via the office CCTV system
- Be ready to activate evacuation where necessary
- Be able to instigate and activate lockdown if ever necessary

Duty Technicians will:

- Advise and demonstrate relevant, key aspects of health and safety to all incoming companies through a Company Safety Briefing (CSB)
- Ensure the safety of performers and crew at all events
- Ensure the safe technical running of shows and events, including use of smoke, haze or pyrotechnics
- Check that all plotted technical effects can be safely activated

1.7 Volunteers and Members

All volunteers and members are requested to be familiar with this policy, and to:

- Ensure that they undertake tasks in ways that are safe and without risk to themselves or others
- Make certain that they participate in BLT activities in ways that are safe and without risk to themselves or others
- Ensure the well-being of others by being polite, courteous and respectful towards one another, to audience members, to hirers, to contractors and to visitors to the theatre
- Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- Report any unsafe practices which come to their notice to the Theatre Manager or a member of the Executive Committee
- Participate within BLT and across the Arts Centre to sustain or, where necessary, improve standards of health, safety and well-being

1.8 Hirers

All hirers have completed an application form and technical specifications request then subsequently receive a contract of hire which sets out the terms and conditions of hiring the Arts Centre. This contract refers to key aspects of Health and Safety. All hirers are strongly encouraged to read this policy to ensure compliance.

Hirers are therefore expected to

- Comply with all the provisions of the contract
- Exercise effective supervision of every member of their company and to know the emergency procedures in respect of fire, bomb scare, lockdown and first aid, and to carry them out
- Know any special measures relating to their own event and to carry them out
- Share safe-working procedures with the company and follow these personally
- Use protective clothing, guards, special safe working procedures etc. where necessary
- Make suggestions to the Theatre Manager about any improvements regarding safety in the Arts Centre where danger, or potential danger, has been recognised
- Ensure adherence to shared risk assessments

2. Health, Safety and Well-Being Procedures

2.1 Administration of medication and Allergies

The capacity of the Arts Centre is such that we are not required to have a recognised, trained First Aider on site at any given time.

It is therefore recognised that volunteers and members do not have any obligation to administer medication and that such administration is on a voluntary basis. However, most front-of-house staff are happy to do this for audiences at the Arts Centre if required and most members are happy to support each other in this regard. In most cases, audience members, visitors, volunteers and members will be able to self-administer. This includes the use of inhalers.

If catering is included in our services to hirers, members or audiences we:

- Check any product changes with your food suppliers
- Ask caterers to read labels and product information before using them

The *Food Standards Agency* has produced guidance to help with this. It includes information on:

- The 14 most common allergens
- Food labelling requirements
- Handling allergen ingredients and
- Further training
- Methods to help cross-reference allergies against particular food types or ingredients

Dealing with a severe reaction

The NHS has advice on food allergies. It contains information on symptoms and treatment. They also have more detailed advice on the treatment of anaphylactic reactions. Read the *Anaphylaxis Campaign* advice on what to do in an emergency.

Most allergic reactions are less severe, and checked through NHS guidance

2.2. Animals in the Arts Centre

No animals are allowed in the Arts Centre except assistance dogs. Exceptions may be made where there is a requirement in a play script for a house pet to appear in a performance.

2.3 Asthma

There will always be employees, volunteers, BLT members, hirers, their company members, visitors, and contractors on site who have an asthmatic condition. Guidelines for dealing with an asthmatic attack are made known to all employees, volunteers and members at least annually.

Details of all volunteers and members who have an asthmatic condition are to be contained in members' records in case of an emergency.

2.4 Accident reporting

All accidents should be recorded in the accident reporting book, which is kept in the office.

Designated, notifiable injuries will be declared to the Health and Safety Executive. The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) will be followed where appropriate. Where a person is taken directly to hospital, the Health and Safety Executive should be notified.

The accident form should contain the following information:

1. Name and details of the injured person
2. Name and details of the person reporting the incident
3. Date, time and location of the incident and details of any equipment involved
4. Description of the incident – including cause and nature of the injury
5. Assistance given
6. Name of any witnesses

More serious accidents will be investigated and a post-accident risk assessment undertaken. This investigation is documented.

2.5 Asbestos

BLT recognises that materials containing asbestos can, under certain circumstances, pose a risk to the health of people breathing in asbestos fibres. The health effects attributed to asbestos have been well-researched and documented.

BLT has undertaken rigorous checks to identify the presence of asbestos in the Arts Centre to ensure that it is maintained and managed in such a condition that it does not pose a risk to health until such time that it can be removed. The Executive Committee and managers are therefore aware of the dangers associated with asbestos. Consequently, procedures are in place for the identification of asbestos-containing products, and for either containment, or safe removal and disposal. Relevant information is recorded in the *Asbestos Register*, stored in the Arts Centre office.

Contractors working on site are made aware of the location of any materials containing asbestos before leaving the office.

On arrival, all contractors who are expecting to carry out work in or around areas where asbestos has been identified or, in and around areas where asbestos materials are assumed but not identified by the *Asbestos Register*, will be required to scrutinise the register and familiarise themselves with the appropriate information. The register would then help the visiting contractor in forming and constructing their detailed 'Risk Assessment' relative to their task.

2.6 Blood – avoiding contamination

All employees must, and volunteers/members are requested to, be familiar with the following procedure before having to handle blood:

1. Wash hands first.
2. Use the resources in the grab bags
3. Put on disposable gloves.
4. Clean any wound as necessary or ask first aider to treat.
5. Dress any wound if necessary.
6. Dispose of the gloves and wipe or contaminated material in a yellow plastic bag, seal if possible, and dispose of in the main yellow sack situated in the medical room.
7. Wash hands thoroughly again.
8. Record the incident in the accident book (stored in the office)

2.7 Chemical safety

The most hazardous chemicals used in the Arts Centre are likely to be the cleaning chemicals used by the cleaners, the Buildings Manager or volunteers within the house management team. These are kept in the cleaning store, and clearly labelled

- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container
- Food or drink containers are never used to store chemicals
- Only small quantities of the chemicals are kept on site
- Any spillage should be cleaned up at once
- Stocks display the hazard warning symbols, similar to those on household containers (such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper etc.) that warn of the dangers
- Protective clothing is available when using chemicals

- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There are suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations

2.8 Contractors on site

Contractors on site need to be directed by the Theatre Manager or, if available, the Buildings Manager. Such direction may be delegated to volunteers within the house or office teams if appropriate. Contractors are required to comply with signing in procedures and will be given a copy of the *Do's / Don'ts* (Appendix 1).

A site meeting is held between the contractor and the most appropriate person (Theatre Manager, Buildings Manager, Business Director) before any major work commences, to agree how potential problems can be avoided. Weekly site meetings will take place for longer term projects. Such meetings may also involve designated volunteers from the house team as and when necessary.

Due diligence is routinely undertaken on contractors prior to the start of any work.

Due diligence will be undertaken by the Theatre Manager or Buildings Manager and the Business Director.

2.9 Electrical safety

Most people are well aware of the dangers associated with electricity and electrical equipment. The *Electricity at Work* Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it.

The following procedure should be adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary. The frequency of tests varies according to the equipment and where/how it is used.
- Employees, volunteers and members should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Buildings, Technical or Theatre Managers immediately and the equipment taken out of use until it is suitably repaired
- No one is allowed to work on any electrical circuitry or equipment unless trained to do so.
- Employees, volunteers and members are instructed not to bring personal electrical equipment that hasn't been 'PAT' tested into the Arts Centre. Only equipment that has been tested or is less than 12 months old (evidence required i.e. receipt), may be brought into the Arts Centre
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways
- Four way extension blocks should be secured to the wall or computer trolley, or positioned well under desks, to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation is tested at five yearly intervals

2.10. Fire safety

Fire safety legislation imposes a general duty of fire safety care on us to ensure the safety of employees, volunteers, members and the safety of people visiting the Arts Centre, including members of the public, contractors, etc. This includes taking steps to reduce the likelihood of a fire starting, providing appropriate fire alarm systems, and making sure that, in the event of a fire, people can evacuate to a place of safety. An inventory of fire equipment is listed in Appendix 2.

The Buildings Manager will work with, and report to, the Executive Committee in respect of fire legislation, specifically to ensure that we:

- *Carry out a fire risk assessment of the Arts Centre*
- *Ensure that adequate fire safety measures are provided*
- *Maintain those fire safety measures*
- *Have adequate fire procedures to ensure employees, members, volunteers and visitors are aware of what to do in the event of fire, and that they understand the fire safety measures within the Arts Centre*

- *Co-operate with any other person who has duties under fire safety legislation to co-ordinate the fire safety measures*
- *Keep the fire risk assessment and fire safety measures under regular review, and take action where necessary to address new or increased risks*

A fire hazard is anything that has the potential to start a fire, or to contribute to a fire, such as ignition sources or an unnecessary build-up of combustible materials (any liquid or solid that can ignite and burn). Where any fire hazards are identified, the hazard is removed or, if this is not feasible, measures are taken to reduce the risk to people. Fire hazards are identified, followed up with control measures that can be used to reduce the risk. A checklist (daily/weekly/monthly/six monthly/annually) is undertaken – see appendix 3.1.

A fire risk assessment is an organised and methodical look at the Arts Centre, the activities taking place here and the likelihood that a fire could start and cause harm to those in and around the Arts Centre. The aims of the fire risk assessment are to:

1. Identify the fire hazards
2. Reduce the risk of those hazards causing harm to as low as reasonably practicable
3. Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in any part of the Arts Centre if a fire does start

The terms ‘hazard’ and ‘risk’ are defined as:

4. **Hazard** – anything that has the potential to cause harm
5. **Risk** – the chance of that harm occurring

‘Fire risk’ is commonly defined as the combination of the likelihood that a fire will start and the consequences a fire will have on the safety of people in the premises. So, the fire risk assessment involves an inspection of the premises to identify potential fire hazards, to ensure that there are adequate measures to prevent fire starting, and that there are adequate fire protection measures to keep everyone who is lawfully on the premises, safe from fire. Fire Risk Assessments (FRAs) are undertaken quarterly (see Appendix 3.2).

Fire drills are undertaken three times a year. The time taken to evacuate the Arts Centre is recorded in the fire register by the Buildings Manager. The time should normally be less than two minutes when there is no audience and within five minutes if there is an audience, the extra time allowing for the vulnerable and/or infirm. Following each fire drill, the Buildings Manager meets with key volunteers/members to evaluate the effectiveness of evacuation. If it takes longer than the recognised time investigate and consider carrying out the drill again.

- During the fire drill, one or more escape routes may be randomly blocked off to more closely simulate a fire situation
- The fire alarm system is tested weekly, and by an approved contractor on a regular basis (see Appendix 3.1)
- Any faults on the systems are reported to the contractor immediately
- Break glass points should be tested fortnightly from a different point each time
- Emergency lighting is regularly tested
- All records of the alarm system tests and fire drills are to be kept.
- Fire assembly points should be known by all. These are marked on a plan, displayed in key areas of the Arts Centre.
- Sign-in registers must be taken to the assembly point to carry out a roll call
- Fire extinguishers are serviced regularly
- Fire exits are checked to ensure that they are not blocked
- Fire exit doors are regularly checked to ensure that they are in good condition and can be opened.
- Fire signs comply with regulations
- If there is an audience present in the event of a fire or alarm, the Duty Manager, Front-of-House teams and Duty Technical Manager will act as fire marshals to “sweep” the building to ensure it is empty and that doors are closed

- If there is no audience present in the event of a fire or alarm, the Stage Manager (in any rehearsals), workshop manager (workshop area) and Theatre Manager (office and box office) will act as fire marshals to “sweep” the building to ensure it is empty and that doors are closed
- Employees, volunteers and members have the opportunity to be trained in the use of fire extinguishers annually

Having identified any potential fire hazards and assessed whether or not there are adequate measures to stop fires from happening, we have a separate Evacuation Document in place (see Appendix 5). “*Fire action cards*” to support evacuation procedures are in place, bespoke to the Duty Manager, Front-of-House staff, Duty Technician, Stage Manager and Assistant Stage Manager.

2.11 First aid

Due to both the seating capacity of the Arts Centre and the exceptionally small number of employees, we are not required to have a qualified first aider on site during any opening hours. However, employees, volunteers (particularly, but not exclusively front-of-house) and members are given the opportunity to participate in free first aid training.

First aid kits are available in the office (front-of-house), workshop (backstage areas) and the Theatre Upstairs. Contents are regularly checked and replenished as necessary by two nominated volunteers.

We have also have first aid ‘grab bags’ that act as portable kits and located in the same areas as the main first aid kits.

In the event of a more serious injury, such as:

1. Unconsciousness
2. Severe bleeding
3. Object stuck in throat
4. Deep cut that may require stitching
5. Suspected fracture
6. Severe asthma attack
7. Severe reaction to bites or stings
8. Swallowing or suspected swallowing of toxic substance

Dial 999 and ask for an ambulance. Where emergency services are called, a nominated member/volunteer will be delegated to direct emergency services into, and around, the Arts Centre.

2.12 Flammables

Some cleaning items are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the Arts Centre, they are stored safely and securely.

Pyro technical articles are stored in sound stores in a locked cabinet in a room with a fire sensor.

2.13 Food Allergies

Where food is offered at members’ events, this is prepared in the on-site kitchens. Members and volunteers are instructed to let organisers know about any food allergies.

We have completed, and taken relevant action where necessary, the BMDC Catering Audit that sets out all relevant food-related procedures to make certain that we are fully compliant and uphold the highest standards of safe food preparation and service.

2.14 Health and safety assistance

The Executive Committee has co-opted a suitably competent member to regularly monitor procedures and, therefore, evaluate the impact of this policy. This person will provide periodic reports for the Executive Committee so that relevant action and/or improvements can be implemented without delay. Any recommendations will be quality assured, as and when necessary, through referral to a current consultant drawn from a pool of health and safety specialists to ensure that actions taken are proportionate.

2.15 Inspections of the premises

The Arts Centre is inspected monthly by the Buildings and Technical Managers for any defects that could lead to an accident or ill health of any occupant. A bi-monthly report, including recommended actions, is presented to the Executive Committee. Any immediate issues are discussed with the Chair and/or Business Director so that appropriate action can be taken without delay.

All employees, volunteers, members and hirers are requested to be vigilant and to report any issues, however small, to the Buildings, Technical or Theatre Managers.

2.16 Ladders, stepladders, scaffold tower and access equipment

Extending ladders

Where extending ladders are used by non-professionals such as our own members and volunteers, instruction or training will have been offered. It is recognised that this training could have been received during professional employment. Outdoor tasks that require working at height will never be undertaken during windy or severe weather.

Stepladders and kick stools

There are sufficient stepladders or kick stools provided around the Arts Centre to support employees, volunteers and members in accessing high points. Basic instruction in the use of step ladders is offered to ensure that:

- Everyone is aware that stepladders and kick stools must not have any degree of side loading
- The top step should not be stood on, unless designed for this, and has a suitable rail to support the user

All access equipment is tested annually.

2.17 Manual handling

All employees, members and volunteers are made aware of the risks associated with manual handling and are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Seeking assistance with the task can often reduce the risks for simple handling tasks.

2.18 Office safety

The office is regularly checked to ensure that trailing cables from computers do not cause tripping hazards.

A display screen assessment is carried out to ensure that the Theatre Manager and office volunteers are not exposed to risks from repetitive strain injury or work related upper limb disorder. Anyone who works, or volunteers, in the office can contribute to this assessment.

2.19 Pregnant workers/members

An appropriate risk assessment is routinely undertaken for a pregnant employee, member or volunteer to ensure that participation in tasks or activities do not cause her, or her unborn child, any harm. This assessment will be undertaken by a relevant team leader front-of-house and backstage. Members and volunteers are aware that it is incumbent on them to alert our organisation if they are pregnant before participating in any activity or taking on any role.

2.20 Rehearsals for BLT productions

Rehearsals for BLT productions exclusively involve BLT members. Rehearsals are taken by the director and the stage manager. It is their responsibility to ensure that all activities and practices in rehearsal fall within the guidance set out in this policy. At the first rehearsal for each play for each member of the company, attention will be drawn to this policy and members will be advised that they are expected to adhere to it at all times.

At the first technical rehearsal, an additional briefing will be given by the stage manager with regard to the production moving on to stage and associated use of technical equipment.

2.21 Risk assessments

Risk assessments are routinely carried out to comply with legislative requirements. The risk assessment will be lead by a relevant manager and/or lead member or volunteer, but will involve as many relevant others as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, and the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of relevant stakeholders (including officers of the Executive Committee where appropriate) and the assessment subsequently reviewed and revised as necessary. The review will take place before the next similar activity, but will also take place if there are changes that require it such as, for example, emergency building work being carried out. The pro-forma General Risk Assessment is set out in Appendix 4.

2.22 Safety training

The safety training needs of the all BLT employees, members and volunteers will be considered by the Executive Committee and Theatre Manager when considering the Strategic Plan and Operations.. All new employees, volunteers and members will be given an introduction to basic health, safety and well-being procedures the signposted to, or given a copy of, this Health, Safety and Well-Being Policy. As an absolute minimum, this basic training should include the procedures for fire evacuation and lockdown.

2.23 Security

The Security Policy for the Arts Centre is set out in Appendix 6.

2.24 Stress

All employees and volunteers are regularly made aware that stress is not a sign of weakness and that it should be discussed openly. All stakeholders are encouraged to support one another and adhere to our *Code of Conduct*. Officers of the Executive Committee and member/volunteer team leaders regularly look for signs of stress within their team, deal with it accordingly and bring it to the attention of the Theatre Manager or the Chair, whoever is the most relevant. Quarterly volunteer forums, as well as disseminating organisational aspects and obtaining views of our teams, focus on well-being.

2.25 Tools

There are a number of large tools and pieces of equipment in the workshop to assist with the making of stage sets. These are built by a team of member-volunteers under the leadership of the member-volunteer workshop manager. Any member of the team must only use this equipment and these large tools when they have been trained to do so and will be observed and mentored in the early stages.

Training and coaching will also be provided in the use of smaller tools. Workshop member-volunteers should not bring their own tools to use. In the unlikely event that a specific tool is needed (and not in stock) or a current because a tool is out-of-action, the one provided must be checked by the Workshop Foreman.

2.25 Waste

The arrangements for removing waste from the Arts Centre reviewed annually to ensure they remain satisfactory.

3. Evaluation of the Effectiveness of systems to ensure safety

It is a legal requirement that systems to ensure safety are regularly checked to ensure that all aspects remain up to date and effective. The most common way of doing this is by a safety audit, undertaken annually by the Buildings Manager, Technical Manager, Theatre Manager in partnership with a co-opted health and safety specialist/consultant.

The Chair/Vice Chair and Executive Committee therefore audit systems every year. The purpose is to ensure that systems remain effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that all stakeholders are fully aware of them. As part of the audit, auditors walk through all parts of the theatre to look for failings in any system. This walk also shows if the policy is being put into effective practice.

Timetables are in place for regular checks on all mechanical and electrical equipment as required by law.

4. Evaluation of this policy

This policy will be reviewed annually by the Executive Committee in partnership with a co-opted specialist and/or consultant in September prior to the start of every season. Interim legislation will be documented as an addendum until the next policy review is due.

**HEALTH AND SAFETY NOTES
FOR CONTRACTORS WORKING IN BINGLEY ARTS
CENTRE**

PLEASE DO:

- Book in on arrival and out on departure each day. (**Signing In/Out Book** held in the Arts Centre Office).
- Work in a safe manner observing the Health and Safety Policy, the Health & Safety at Work Act 1974, along with appropriate Health & Safety Regulations.
- Wear the appropriate personal protective equipment.
- Practise good housekeeping and always leave your work area as clean and tidy as possible.
- Evacuate the building immediately if the **Fire Alarm** sounds and assemble at the designated assembly point

PLEASE DO NOT:

- Smoke/vape anywhere in the Arts Centre
- Work in public thoroughfares without prior arrangements.
- Disrupt employees, members, users or volunteers in any unnecessary way.
- Borrow ladders, steps or tools.
- Leave unattended equipment
- Stand on chairs or tables – or use them as work benches.

I have read and understood the above Health and Safety Notes and have been given access to the Health and Safety Policy

Contractor's Signature: _____ **Date:** _____

APPENDIX 2

LOCATION OF FIRE ALARM POINTS AND FIRE EXTINGUISHERS

The location of fire alarm points and extinguishers are noted in this section. This will allow anyone undertaking the task of testing the system to become familiar with the premises' fire precautions. It also provides valuable information for employees, volunteers, members and hirers.

Break glass points, to activate the fire alarm, are located at:

Main Entrance, Foyer, Office, Main Stage	Theatre Upstairs
1. Entrance – foyer	1. Entrance to Theatre Upstairs
2. Office corridor – fire exit doors	2. Entrance to workshop
3. Main auditorium – fire exit doors	3. Back of workshop at bottom of steel staircase
4. Backstage corridor	4. Small rehearsal room
	5. Bar – by the light switches
	6. Backstage – top of wooden (stage) staircase
	7. Backstage - bottom of wooden staircase by the fire doors (opposite old library store)

Sounders/bells are located at:

Main Entrance, Foyer, Office, Main Stage	Theatre Upstairs
1. Entrance – foyer	Toilet corridor on ground floor (to workshop)
2. Office corridor – by fire exit doors	Workshop
3. Main auditorium	Small rehearsal room
4. Backstage corridor	Bar
5. Bar area – main lounge	Backstage staircase (back of wardrobe)
6. Backstage (on stage left)	Props room
7. Corridor – outside downstairs dressing room	Auditorium (this also doubles as a rehearsal space)
8. Corridor – outside upstairs dressing rooms	

*****All toilets in main auditorium and downstairs dressing rooms are fitted with flashing warning lights*****

Fire extinguishers located at:

Type	Location	Type	Location
	MAIN THEATRE, BACKSTAGE & OFFICE		THEATRE UPSTAIRS
CO2	Office	Foam	Stage left corridor
CO2	Office corridor	Foam	Victoria bar
Foam	Technical corridor	CO2	Victoria bar
CO2	Outside technical box	CO2	Stairwell/men's wardrobe
Foam	<i>Squires Room</i> landing	Foam	Corridor
Foam	Upstairs dressing room corridor	Water	Small rehearsal room

Fire blanket	Lounge kitchen	Foam	Small rehearsal room
CO2	Lounge kitchen	Foam	Toilet corridor ground floor
Foam	Backstage corridor		
Foam	Stage left		
CO2	Stage right		
Water	Workshop		
Fire blanket	Workshop		
Power	Workshop		
CO2	Workshop		
Foam	Entrance to props room		
Water	Props room (far end)		
Water	Wardrobe		
CO2	Wardrobe		
Foam	Toilet corridor ground floor: leading to workshop		



APPENDIX 3.1

FIRE SAFETY MAINTENANCE CHECKLIST

This checklist is used to support our annual fire risk assessment – it is NOT a substitute. The checklist is taken from The Government’s 2006 Fire Risk Assessment (2006) documentation. Any ticks in the grey boxes should result in further investigation and appropriate action. Where necessary, we would seek support from the Fire Service.

	Yes	No	N/A	Comments
DAILY CHECKS (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning system				
Is the indicator panel showing normal?				
Escape lighting				
Are luminaries and exit signs in good condition?				
Is emergency lighting and sign lighting working correctly?				
Firefighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
WEEKLY CHECKS				
Escape routes				
Do all push bars and pads on fire exits work correctly?				
Are external routes clear and safe?				
Fire warning system				
Does testing a manual call point send a signal to the indicator panel?				
Did the alarm system work correctly when tested?				
Did people in the Arts Centre hear the alarm?				
Do all visual alarms (warning lights) work?				
Escape lighting				
Are charging indicators visible?				
Firefighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer’ recommendations?				
MONTHLY CHECKS				
Escape routes				
Do push bars “fail safe” in open position?				

Do all internal self-closing fire doors work correctly?				
Escape lighting				
Do all luminaries and exit signs function correctly when tested?				
Firefighting equipment				
Is the pressure in 'stored pressure' extinguishers correct?				
Additional items from manufacturer's recommendations				
THREE MONTHLY CHECKS				
Additional items from manufacturer's recommendations				
SIX MONTHLY CHECKS				
Has the <i>Evac Chair</i> been tested by a competent person?				
Fire warning system				
Has the system been checked by a competent person?				
Escape lighting				
Do all luminaries operate on test for one third of their rated value?				
Additional items from manufacturer's recommendations				
ANNUAL CHECKS				
Escape routes				
Do all fire doors fit correctly?				
Is escape route compartmentation in good repair?				
Escape lighting				
Do all luminaries operate on test for their full rated duration?				
Has the system been checked by a competent person?				
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?				
MISCELLANEOUS				
Has the smoke and heat ventilation been tested by a competent person?				
Has external access for the fire service been checked for ongoing available?				
Are any necessary fire engine direction signs in place?				



APPENDIX 3.2

FIRE RISK ASSESSMENT

Risk assessment for	Assessment undertaken by
Premises	Date
Address	Completed by
	Signature
Area	Use

Management Systems

Appraise systems with regard to planning, organisation, control, monitoring, review

IDENTIFY FIRE HAZARDS		
Sources of Ignition	Existing Control Measures	Are existing control measures sufficient
Sources of Fuel	Existing Control Measures	Are existing control measures sufficient

Sources of Oxygen	Existing Control Measures	Are existing control measures sufficient

PEOPLE AT RISK		
Identify people at risk and why	Existing control measures	Are existing control measures sufficient

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK	
Evaluate the risk of the fire occurring	
Evaluate the risk to people from a fire starting anywhere in the Arts Centre	
Remove and reduce the hazards that may cause a fire	
Remove and reduce the risks to people from a fire	

ASSESSMENT REVIEW		
Assessment review date	Completed by	Signature
<i>Review outcome (where substantial changes have occurred a new record sheet should be used)</i>		



Appendix 4

GENERAL RISK ASSESSMENT

Department		
Description of area/activity to be assessed	Who is at risk? (Staff, members/volunteers, hirers, visitors)	
	How many people are affected?	
	How often and for how long?	

PART A Hazards and risks identified	Existing control measures		Is there still a significant risk? YES/NO
PART B List significant hazards and risks requiring further control	Probability of injury occurring H/M/L	New control measures needed and target date(s) for implementation	Date introduced

PART C If, after implementing new control measures, there is still an unacceptable risk, please state proposed actions (e.g., stop activity, seek specialist advice, refer to Theatre Manager and/or Executive Committee)

<i>Date of assessment</i>		<i>Completed by</i>	
<i>Date of FIRST review</i>		<i>Reviewed by</i>	
<i>Date of SECOND review</i>		<i>Reviewed by</i>	

APPENDIX 5

EVACUATION POLICY AND PROCEDURE

This policy sets out clear procedures for evacuating the whole, or parts, of the Arts centre due to fire, full or partial lockdown. In the event of fire in any part of the building, the whole of the Arts Centre will be evacuated. In the event of an intruder, terrorist attack or other emergency, it may be that there needs to be a possible partial lockdown and a part or full evacuation.

These procedures are set out into three sections:

1. Administration, Main Auditorium, Lounge and Squires Room

- *When there is no performance – only staff and volunteers in administration or housekeeping/bar*
- *When there is no performance but when there are hirers/users in these areas*
- *When there is a rehearsal on stage*
- *When a performance is taking place*

2. The Theatre Upstairs, Small Rehearsal Room and Bar

- *When there is no performance but when there may be members rehearsing or meeting*
- *When a performance is taking place*

3. Backstage (Dressing Rooms, Workshop, Wardrobe, Props Store)

Discovery of a Fire

Raise the alarm by breaking the NEAREST break glass point. This will alert the fire brigade by means of a direct line to a 24-hour monitoring station. As a second check, call 999 (giving details of venue and location) to ensure the fire brigade is informed. The fire alarm bell will give a continuous ringing sound throughout the Arts Centre. There will also be red flashing lights in the toilets and dressing rooms.

On Hearing the Alarm

If there is no audience in the building, follow the instructions below. If there is an audience, FOH staff will go to their evacuation positions described below (ii) where they are clearly visible. Direct patrons as described (ii) unless prevented from doing so by fire. In this case, direct patrons by different routes to alternative exits.

Evacuation Procedures

1. Administration, Main Auditorium, Lounge and Squires Room

When there is no performance – only staff and volunteers in administration or housekeeping/bar

All staff and volunteers sign in and out of the building using the daily sheet in the office. On hearing the emergency alarm, staff and volunteers should leave the building by the nearest safe and available exit and assemble in Market Square. The day sign-in sheet is taken by the Theatre Manager (if present in the Arts Centre) or office manager for that day to the evacuation point to undertake a roll call. If anyone is absent, this will be reported immediately to the fire rescue service.

When there is no performance but when there are hirers/users in these areas

It is the responsibility of hirers and users to make certain that they maintain a register of attendance for the group for which they are the appointed leader. On hearing the emergency alarm or when told to do so, all hirers and users should leave the building by the nearest safe and available exit and assemble in Market Square. If safe to do so, the Theatre Manager (if present in the Arts Centre) or office manager for that day will rapidly check the auditorium, lounge, and Squires room to check that groups are making their way out. The groups' register(s) will be taken by the group leader/hirer to the evacuation point to undertake a roll call. If anyone is absent, this will be reported immediately to the fire rescue service.

When there is a rehearsal on stage

Cast and creatives will sign in and out of each rehearsal. On hearing the emergency alarm or when told to do so, members will leave the stage by the safest route (which could be through the main entrance or stage door) making their way to the nearest safe and available exit and assemble in the car park adjacent to The Theatre Upstairs and Bingley Market Square. If any actors or creatives are in the dressing rooms or in the workshop/wardrobe/props areas, they will follow the same routes to the evacuation point. The sign-in sheet is taken by the stage manager (or assistant stage manager) to the evacuation point to undertake a roll call. If anyone is absent, this will be reported immediately to the fire rescue service.

When a performance is taking place

The duty manager and FOH staff sign in using the show sign-in sheet, located with the Duty Manager file in the office. The duty manager assigns each FOH steward duties and work locations, depending upon the audience layout and size. Generally, this will be a RIGHT position within the auditorium at either a HIGH or LOW position. FOH(1) locates in seat A1. FOH(2) locates at the rear right of the main seating block.

i. *Pre-Checks*

Checks are made to ensure that fire exits are not blocked, are unlocked and that the panic bars are operational and easy to open. Checks are also made to ensure that all corridors, stairways and gangways are clear and free from obstruction. Any issues must be immediately reported to the duty manager who will take immediate remedial action.

ii. *During the Performance*

Main auditorium RIGHT (Row A) – Push open the three doors in the dividing partition wall and quickly instruct house right patrons to leave through the lounge, into the foyer, out of the main entrance and (following the last person out) up the steps into Market Square, with assistance of bar staff. **As soon as this instruction has been issued:**

Main auditorium LEFT (Row A) – ***Immediately*** walk across the apron and open fire doors at the opposite side (the front left exit by the stage) then direct patrons out and (following the last person out) direct them round the outside into Bingley Market Square.

Main auditorium RIGHT (Row P) – Push open the two doors to the right of the walkway and quickly instruct patrons to leave down the main staircase, into the foyer and, with assistance of bar staff, out of the main entrance then up the steps into Bingley Market Square. **As soon as this instructions has been issued:**

Main auditorium LEFT (between Row N and Row P) – ***Immediately*** go to the exit door to the left of the walkway, push open the door and direct patrons down to the exit doors at ground level. Then (following the last person out) direct patrons round to Bingley Market Square.

Bar staff have no specific duties for evacuation so are asked to assist with the calm evacuation of patrons in the lounge area, either through the backstage exit route (stage door) or through the foyer and out of the main entrance doors.

If the source of the fire (or subsequent spreading) prevents one or more access routes, then different routes (as described above) should be followed to alternative exits.

iii. *During the interval*

Audience circulation is much greater through the interval. FOH stewards will have been assigned specific duties for the duration of the interval:

- Evacuate patrons remaining in the auditorium using the upper and lower auditorium fire exit doors

- Evacuate patrons in the lounge through the foyer and main entrance doors
- Evacuate the toilets through the foyer and main entrance doors

Role of Technician in Technical Control Room

An automatic evacuation announcement is played over the PA system on activation of the fire alarm. The technician in the control room is therefore responsible for their own safe evacuation. If the technician is an 'in house' (BLT) technician, he/she can support safe evacuation of the audience.

Role of Duty Technician

On hearing the alarm and queued evacuation announcement, proceed from stage to top dressing rooms to top walkway of auditorium past the technical control room, down the back (tech) corridor and out of the exit doors at ground level.

A safety briefing is always given to any visiting company/hirer prior to the start of any performance at the get-in.

Role of the Stage Managers

The stage manager will be responsible for all performers and creative crew members on stage/wings, backstage corridor, workshop, wardrobe and downstairs dressing rooms, ensuring that they leave the building through the stage door or the entrance to The Theatre Upstairs.

Role of the Duty Manager

Use the box office phone to dial 999 and call the fire brigade, in addition to the automated notification. Leaving the empty office, check the toilets, kitchen and coffee lounge and exit with the last of the patrons, with a final check on kitchen and toilets. Conduct a roll call of FOH and technical staff/volunteers at the evacuation point in Market Square.

Role of the attending Fire Officer

Only the attending Fire Officer has the authority to allow people back in the building. He/she will liaise with the Duty Manager in re-setting the fire panel.

DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING UNLESS INSTRUCTED BY THE DUTY MANAGER. ON NO ACCOUNT CAN ANYONE ENTER THE BUILDING UNTIL THE ARTS CENTRE HAS BEEN CHECKED AND FIRE ALARM PANELS RESET.

2. The Theatre Upstairs, Small Rehearsal Room and Bar

When there is no performance/event but when there may be members rehearsing or meeting

Cast and creatives will sign in and out of each rehearsal. Members in meetings will sign in and out on a bespoke sheet for any BLT meeting. On hearing the emergency alarm or when told to do so, members will leave by the safest route (which may be down the back staircases or down the staircase adjacent to the bar) making their way to the nearest safe and available exit and assemble in Bingley Market Square. If any actors or creatives are in the workshop/wardrobe/props areas, they will use the stage door/Theatre Upstairs/workshop exits to make their way to the evacuation point. The sign-in sheets are taken by the stage manager (or assistant stage manager) and leaders of workshops/meetings to the evacuation point to undertake a roll call. If anyone is absent, this will be reported immediately to the fire rescue service.

When a performance is taking place

The duty manager and FOH staff sign in using the show sign-in sheet, located with the Theatre Upstairs Duty Manager file in the bar. The duty manager assigns each FOH steward duties and work locations, at RIGHT and LEFT positions.

i. *Pre-Checks*

Checks are made to ensure that fire exits are not blocked, are unlocked and that the panic bars are operational and easy to open. Checks are also made to ensure that all corridors, stairways and gangways are clear and free from obstruction. Any issues must be immediately reported to the duty manager who will take immediate remedial action.

ii. *During the Performance*

Centre block – Duty Manager (situated in the bar) will direct patrons through the bar and down the staircase to the exit to The Theatre Upstairs and (following the last person out) round to Bingley Market Square.

Left block – FOH2 will direct patrons to follow the people in the centre block or direct them through the small rehearsal room, down the staircase into the corner of the workshop, then through the workshop to the exit to The Theatre Upstairs and (following the last person out) round to Bingley Market Square.

Right block – FOH1 will direct patrons to follow the people in the centre block or direct through the exit stage left, down the staircase, through the props store to the exit to The Theatre Upstairs and (following the last person out) round to Bingley Market Square.

Bar staff have no specific duties for evacuation so are asked to assist with the calm evacuation of patrons down the staircase at the side of the bar and through the exit to The Theatre Upstairs and (following the last person out) round to Market Square.

If the source of the fire (or subsequent spreading) prevents one or more access routes, then different routes (as described above) should be followed to alternative exits.

iii. *During the interval*

There are likely to be more patrons in the bar during the interval. FOH stewards will have been assigned specific duties for the duration of the interval:

- Evacuate patrons in the bar down the main staircase and through the exit to The Theatre Upstairs
- Evacuate patrons remaining in the auditorium using the routes described above
- Evacuate the toilets straight along the corridor through the exit to The Theatre Upstairs

Physically Disabled Patrons

Once the safe evacuation of patrons is underway, FOH stewards will, if able, assist physically disabled patrons through use of an *EVAC Chair*. If unable to do so, support from the fire brigade will be sought immediately.

Role of Show Technician

Play the queued evacuation announcement. If the technician is an 'in house' (BLT) technician, he/she can support safe evacuation of the LEFT audience block, through the small rehearsal room, down the staircase into the corner of the workshop, then through the workshop to the exit to The Theatre Upstairs and round to Market Square.

Role of the Stage Manager

The stage manager will be responsible for all performers and creative crew members on stage and waiting areas, backstage, workshop, wardrobe (including flexible dressing rooms) ensuring that they leave the building through the exit to The Theatre Upstairs or through the fire doors in the workshop.

Role of the Duty Manager

Use a mobile phone to dial 999 and call the fire brigade, on activation of fire alarm. Once the auditorium is clear (see centre block above) check the toilets and exit with the last of the patrons. Conduct a roll call of FOH and technical staff/volunteers at the evacuation point in Bingley Market Square.

Role of the attending Fire Officer

Only the attending Fire Officer has the authority to allow people back in the building. He/she will liaise with the Duty Manager in re-setting the fire panel.

DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING UNLESS INSTRUCTED BY THE DUTY MANAGER. ON NO ACCOUNT CAN ANYONE ENTER THE BUILDING UNTIL THE ARTS CENTRE HAS BEEN CHECKED AND FIRE ALARM PANELS RESET.

3. Backstage (Dressing Rooms, Workshop, Wardrobe, Props Store)

Cast and creatives will sign in and out of each rehearsal, workshop, or appointment on a bespoke department sheet. On hearing the emergency alarm or when told to do so, they will use the stage door/Theatre Upstairs/workshop exits to make their way to the evacuation point. The sign-in sheets are taken by the stage manager (or assistant stage manager) and leaders of workshops/meetings to the evacuation point to undertake a roll call. If anyone is absent, this will be reported immediately to the fire rescue service.

UNDER NO CIRCUMSTANCES SHOULD THERE BE ANY ATTEMPT TO TACKLE A FIRE

Revised June 2024

Security Policy

Access to Bingley Arts Centre is usually only through the main doors leading to the Box Office area. There is also direct access to the Theatre Upstairs and direct access through the stage door to backstage and workshop areas at the side of the building.

In order to make the Arts Centre secure during the day when no events are taking place in the Theatre Upstairs, access for visitors will only be possible through the main reception door. Access to The Theatre Upstairs and through stage door is maintained at these times for only members and volunteers with key access or when the workshop team are in the building. All other doors are locked. Doors should not be left open where this would allow access to people. However, from time to time Fire Doors may be opened to increase ventilation.

Access for audience members is always through the main entrance for main stage productions or through The Theatre Upstairs entrance for productions upstairs.

Access for visiting companies is always through the stage door.

Visitors and Contractors

- All visitors are directed to the main entrance, which is clear from the external signage
- Visitors, even regular visitors, contractors etc., should sign in at the office reception base
- Contractors will be asked to wear their own company identification badges
- If unknown visitors are encountered in the Arts Centre, refer to the intruder section below
- Visitors and contractors must sign out at the end of the visit

Audiences at Music Events

We host many music events and concerts, similar to those held in other venues. However, unlike professional venues, our events are staffed solely by volunteers, who we will not put in a position of having to conduct bag searches and, where necessary, challenge entry. We therefore insist that, for music events, a professional security firm is engaged (meeting strict due diligence) and the costs of this are met by the incoming promoter. This is detailed in the (Arts Centre) application for hire and the associated scale of charges.

Valuable equipment

All valuable equipment will be security marked and an inventory compiled and maintained for insurance purposes

Personal property

Employees, members, volunteers, hirers (including members of their company) and visitors are responsible for the security of their own personal items.

Employees, members and volunteers are strongly discouraged from bringing valuables into the Arts Centre

Cash handling

The Theatre Manager, Duty Manager, Box Office and general office volunteers employ a method of cash handling which will include the use of the safe and, through the Treasurer, the regular depositing of cash at banks. Cash will not be stored on the premises for longer than necessary.

Intruders

The wearing of badges will identify genuine contractors. Any unknown visitor (not part of a visiting company) or unknown member or volunteer will routinely be challenged in a polite manner i.e. *'Can I help you? Are you looking for reception?'* Where there are concerns, the police will be called and employees, members, volunteers and hirers (and their company) removed from potential danger. If necessary, lockdown procedures will be invoked.

Review of Impact

The impact of this policy will be regularly reviewed through evaluation of each event. It will be updated as part of the annual review of the Health and Safety Policy. Any updates outside of the review will be attached as an addendum until the next full policy review.

June 2024