

Health and safety policy

This is the statement of general policy and arrangements for:

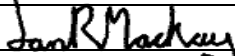
Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Jude Theatre Company CIC
Ian Mackay (Artistic Director)
Ian Mackay and Helen Lees (Company Secretary)

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ian Mackay (Director) Helen Lees (Secretary)	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed every year for long standing activities (or earlier if working habits or conditions change) and written and actioned at the commencement of every new project.
To provide adequate training to ensure employees are competent to do their work	Ian Mackay (Director) Helen Lees (Secretary)	New staff and subcontractors given necessary health and safety induction and policy discussed with existing staff at the next Annual Meeting. All Staff and volunteers provided with appropriate training (renewed yearly at GAM) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site (No lone working etc). NB: Jude has a policy of not handling members with physical difficulties, as staff/volunteers/members have not received the appropriate training. Members who need physical help should have a carer in attendance to give aid when necessary.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Ian Mackay (Director) Helen Lees (Secretary)	Staff routinely consulted on health and safety matters as they arise but also formally consulted at GAM or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Ian Mackay (Director) Helen Lees (Secretary)	A Venue/workshop space's Fire procedure will be assessed by a senior staff member before committing to the use of that venue. Staff will be briefed on emergency procedures at commencement of work in a new workshop space. Upon arrival at a venue/workshop space staff will ensure escape routes are well signed and kept clear at all times during every workshop. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Ian Mackay (Director) Helen Lees (Secretary)	Toilets, washing facilities and drinking water provided at all venue/work shop spaces. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. COSHH training not seen as applicable for our company at this time.

First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR:	First Aid box will be made available at each venue and accident book is available in the Company Offices filing cabinet. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations at www.hse.gov.uk/riddor Tel: 0845 300 9923
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Signed: (Employer)		Date:	22/09/12	
Subject to review, monitoring and revision by:	Ian Mackay and Helen Lees	Every:	12	months or sooner if work activity changes

