

Health & Safety Policy

Policy Statement

The Board at **Theatre &** are completely committed to the achievement of high standards of health and safety in relation to employees, clients, contractors and others who may be affected by the Company's activities.

The Board ensures that suitable responsibilities for all health and safety matters are allocated and carried out at all levels within the business. Health and Safety matters are discussed at monthly Board Meetings.

The Company will endeavour to put in place and maintain systems to ensure:

- Adequate resources are provided for health and safety matters
- Compliance with all relevant legislation and codes of practice
- Safe systems of work which will be regularly reviewed
- Employees are given adequate information, instruction, training and supervision to enable them to carry out their work safely
- Equipment provided is safe to use and is properly maintained
- The safe use, handling, storage and disposal of products and substances
- Provision of a safe working environment, a safe workplace and a system for consultation and communication of health and safety matters
- The most effective use of energy and natural resources

Employees have a duty to work safely with due consideration for the health and safety of themselves and others. They must report any injury, dangerous occurrence or potentially unsafe situation at the earliest opportunity to either the Administration Manager or a member of the Board.

The Health & Safety Policy will be reviewed when appropriate either due to changes within the Company or legislative change.

The Health and Safety Policy is formulated in accordance with the requirements of section 2(3) of the Health & Safety at Work Act 1974 and other H&S related legislation.

All accidents must be reported to the Administration Manager and recorded in the Accident book. It is your responsibility to report anything that you believe to be unsafe to the Administration Manager or a member of the Board.

Failure to comply with the Company Health and Safety Policy will be treated as a serious matter and may lead to disciplinary action.