



SAFFRON HALL TRUST

Health and Safety Policy 2022

Saffron Hall,
Saffron Walden County High School
Audley End Rd
Saffron Walden
Essex
CB11 4UH

Prepared by:
Chris Wheal
Technical Director
February 2022

Contents

1. Purpose
2. Scope
3. Policy
4. Organisation and Responsibilities
5. General Arrangements

Appendices

Appendix A: Fire Evacuation Policy and Procedure

Appendix B: Risk Assessment Guide and Risk Assessment Index

Appendix C: Noise at Work

Health and Safety Policy and Managerial Responsibilities

1. PURPOSE

This document outlines the policies, procedure and practices governing the manner in which Saffron Hall Trust [SHT] manages health and safety.

2. SCOPE

This procedure is applicable to the Saffron Hall site at Saffron Walden County High School, to the offices of Saffron Hall Trust , and to any off site work under the management of the Saffron Hall Trust.

3. POLICY

3.1 Policy Purpose

This policy is developed to reflect Saffron Hall Trust's commitment to the principles set out below.

- Conduct all operations in a responsible manner free from recognised hazards.
- Ensure the health and safety of Saffron Hall staff, stakeholders, customers, suppliers and community neighbours.
- Foster a positive and proactive culture of risk management and continuous learning to health and safety in the work place.
- Comply with all applicable health and safety legislation and best practice.

3.2 Health and Safety Policy Statement

The following is a statement of Saffron Hall Trust's general health and safety policy in accordance with the Health and Safety at Work Act 1974.

SHT will provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees, contractors, Artists and visitors, or other persons affected by our activities. We will provide them with such information, training and supervision as they need for this purpose.

SHT recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by adopting this Health and Safety policy. SHT also adopts best practice as is appropriate to the nature of its operations. This Policy will be reviewed annually or more frequently if there are significant changes to our work practice or to legislation.

SHT believes that cooperation and consultation with all staff members is essential and that all staff members are made aware of their responsibilities, to themselves and to others in their working environment. All employees have a duty under the Health and Safety at Work Act 1974 Section 7, to ensure that they work in a safe manner and that they ensure their acts or omissions do not cause harm to others. Employees shall be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues and to learn continuously from any health and safety issues so that best practice can be maintained.

A copy of this Policy will be given to all employees and volunteers along with a tour of the relevant facilities to ensure the health and safety of all employees, volunteers and customers. Action will be taken under SHT's disciplinary procedure for failure to comply with health and safety policy.

SHT recognises the control of contractors and visiting performers is essential to create a safe working environment and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Signature  _____

Name and title Professor Sir Barry Ife CBE

Date 24 Feb 2022

Signature  _____

Name and title Angela Dixon, CEO

Date 24 Feb 22

4. ORGANISATION AND RESPONSIBILITIES

The Chief Executive and the Chairman of Board of Trustees of SHT have overall responsibility for health and safety matters in SHT. Certain individuals and groups hold specific responsibilities for health and safety matters pertaining to the operations of Saffron Hall Trust as follows:

The Board

The effective implementation of Saffron Hall Trust's Health & Safety Policy requires the full participation of all staff. However the overall responsibility lies with the Board of Trustees. The Board accepts that this accountability forms an integral and essential part of their responsibilities, and ranks equally with all other SHT responsibilities. One member of the Board will be responsible for overseeing the Safety Committee, and will attend one health and safety committee meeting per year. This Policy document will be reviewed annually.

The Board delegates executive responsibility for the implementation of the Health and Safety Policy to the Chief Executive.

Chief Executive

The Chief Executive is responsible to the Board for the effective implementation of the Health and Safety Policy. The Board will be informed of all critical and major incidents or accidents and will receive an annual report from the Chief Executive of SHT's health and safety performance and its objectives for the next year. The Chief Executive will keep under review the necessity for further safety measures, instruction and training to ensure the health and safety of all employees and members of the public whilst on the premises. He/She will make themselves available to receive safety delegates and attend Health and Safety meetings if requested. The Chief Executive delegates the responsibility for health and safety performance to the Technical Director and ensures through the departmental management, that managers and other staff members adequately discharge their duties in accordance with the requirements described here.

Technical Director

The Technical Director is responsible for all aspects of the Health and Safety Policy. He/She will ensure that all incidents or accidents relating to this policy are reported and will take action to prevent recurrence. He/She will also ensure that all 'near-misses' are recorded and that all staff continuously learn from all incidents to ensure best practice. He/She will regularly inspect the Hall and all other SHT facilities to check that health and safety measures are being maintained and health and safety practices are being followed. He/She will instruct staff precisely and clearly on their duties with regard to health and safety, especially in respect of fire precautions and emergency evacuation arrangements. He/She will be readily available to discuss health and safety issues with any member of staff. He/She will be responsible for ensuring that outside contractors such as cleaners are aware of this policy and produce suitable risk assessments for their work.

He/She will chair the Health and Safety committee meeting every month, which will meet to discuss and implement any matters arising from Health and Safety legislation, keep a record of those meetings and inform the Chief Executive SHT of any significant findings or occurrences, who will inform the SHT Board as appropriate. He/She will liaise with the local authority over all health and safety issues and report any accidents in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

He/She will ensure that the effective process of risk assessments is undertaken in all departments and for each new production. He/She will liaise with all Hall users and inform them of SHT's Health and Safety Policy. He/She will hold regular meetings with the production staff to discuss the health and safety issues of each new production and of working practice.

He/She is responsible for the customers health and safety whilst on the premises. He/She will work with the Front of House Manager, Event Coordinators and Duty Managers to produce, implement and review Fire and Evacuation Policies and Procedures. He/She will also be responsible for the effective implementation of the Company's Health and Safety Policy within all Front of House (FOH) areas, including car parks and any off site activities in which they are co-ordinating a FOH presence. He/She is responsible for ensuring that the front of house team are trained to carry out their duties and responsibilities as required by this policy, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property that may be affected by their duties.

Stage, Production and Platform Managers

Stage, Production and Platform Managers are responsible for alerting the Technical Director or Chief Executive of any Health and Safety issues during productions and rehearsals, with any resulting decision passed to artists, cast and crew. The Stage Manager must also ensure that the Director is familiar with and incorporates the Health and Safety policy into blocking and rehearsals. The Stage, Production or Platform Manager is responsible for ensuring that the backstage team are carrying out their duties and responsibilities to the best of their abilities, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property that may be affected by their duties.

The Stage, Production or Platform Manager will deputise for the Technical Director with regard to implementation of this policy in his or her absence.

Duty Managers and Volunteers

On performance days, the Duty Manager is responsible for the effective implementation of the Health and Safety Policy within all Front of House areas. He/she is responsible for the public's health and safety whilst on the premises and should also be responsible for ensuring that the front of house team carry out their duties and responsibilities as required by this policy, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property that may be affected by their duties.

The roles of Box Office Assistant and Usher include supporting the Duty Manager as necessary to ensure effective implementation of the Policy.

Learning and Participation (L&P) Director

He/She is responsible for young/vulnerable person's health and safety whilst taking part in any of SHT's projects . He/She will work with the Technical Director to produce, implement and review risk assessments and safeguarding policies specific to his/her remit. He/She is responsible for the effective implementation of the Health and Safety Policy within all L&P projects, including any off site activities that she is co-ordinating. The L&P Director is responsible for ensuring that the L&P team are trained to carry out their duties and responsibilities to the best of their abilities, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property that may be affected by their duties.

Catering Manager

He/she is responsible for the health and safety of the general catering preparation and catering teams whilst on the premises. He/she will work with the Technical Director to produce and implement risk assessments, method statements and safe operating procedures relevant to their activities. He/she will also be responsible for the effective implementation of the Health and Safety Policy within all catering areas including any temporary catering arrangements being set up outside of the Hall's dedicated food preparation and point of sale areas. In particular he/she is responsible for the implementation of food hygiene and food safety systems and training. The Catering Manager should also be responsible for ensuring that the catering team are trained to carry out their duties and responsibilities in line with this policy, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property as it affects their duties.

Financial Director

He/She is responsible for ensuring all staff are inducted in line with the Health and Safety Policy and will work with the Chief Executive and departmental managers to ensure appropriate financial planning is in place to facilitate effective implementation of the Policy. He/She is responsible for production and distribution of the SHT staff handbook.

Staff Responsibilities

All staff have the responsibility to co-operate with supervisors and managers to achieve compliance with this Policy, including a continuous-learning approach to achieving best practice. They are responsible for fulfilling their obligations under the law – to take care of themselves and others and to report any shortcomings in safety arrangements to a responsible person. Whenever a staff member, supervisor or manager notices a health or safety issue which they are not able to put right, they must tell the appropriate person named above straight away.

Employer's Responsibilities

It is the duty of the Saffron Hall Trust, as Employer under the Health and Safety at Work Act 1974, to:

- Ensure the health and safety of all employees, contractors, artists and visitors to the Saffron Hall
- Provide and maintain plant and equipment and to operate a safe system of work.
- Make arrangements for ensuring the safety and absence of risks in storing, transporting and handling articles and substances
- Provide information, instruction and training as is required to ensure the health and safety of its employees
- Maintain the place of work in a safe condition and to ensure safe means of access and egress.

No person shall, or shall be allowed to, recklessly interfere with or misuse any equipment provided in the interests of health and safety.

GENERAL ARRANGEMENTS

5.1 Accidents

First Aid Provision

- First aid boxes are kept in the management offices and in the Box office areas. There is a 'touring' first aid kit for any off site projects.
- Defibrillation and other first aid equipment is located in the Saffron Walden County High School medical room and is accessible during concerts and periods of performer/ public access.

The Saffron Hall Trust employs a number of trained first aiders and will ensure a minimum of two trained first aiders are on duty during any time of public occupancy of Saffron Hall. One trained first aider will be present at all other time of closed/ administrative working.

For offsite projects a first aider must be nominated and appropriate first aid equipment supplied if a need is identified. The first aider does not have to be a member of Saffron Hall staff, but proof of their qualification must be held by Saffron Hall Trust.

The appointed person for the maintenance of the first aid supplies is the Technical Stage Manager..

Accident/Incident Reporting

All accidents/incidents must be reported using the Saffron Hall Accident report forms AR01A. These can be found in the production office at the hall or obtained from the Technical Directors office.

All accidents will be investigated using form AR01B. The investigation will be followed by a written report. The investigation must provide answers to the following:

- What was the immediate cause of the accident?
- What were the contributory causes?
- What is the necessary corrective action?
- What system changes need to be made to prevent a recurrence?
- What reviews are needed of policies and procedures?

The accident record log sheets are kept in the production office in line with the Data Protection Act 1998.

All incidents and accidents will be defined as Critical, Major or Minor with appropriate review periods defined for action to prevent recurrence. A register of 'near-misses' will also be maintained.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- Work-related accidents which cause deaths
- Work-related accidents which cause certain serious injuries (reportable injuries)

- Diagnosed cases of certain industrial diseases; and
- Certain 'dangerous occurrences' (incidents with the potential to cause harm.)

The Technical Director will monitor all accidents and incidents and will ensure any reportable incident is reported and investigated thoroughly in line with this policy and that of RIDDOR.

5.2 General Fire Safety

The fire evacuation procedures will be tested by biannual fire drills, carried out by the Technical Director or a nominated person. The results of each drill will be recorded and the procedures reviewed in light of those results. A minimum of one of these tests must be undertaken in show conditions.

The fire alarm system at the Hall will be tested weekly and the results recorded in a log by Saffron Walden County High School (SWCHS).

The alarm system at the administration office will be tested weekly and the results recorded in a log by Uttlesford Council Office Facilities Staff.

The Technical Director and SWCHS Site Manager will ensure there are sufficient numbers of suitable firefighting appliances throughout the administration offices and Saffron Hall.

Inspection and maintenance of all equipment will be undertaken every six months by a competent contractor this will be arranged by the SWCHS Site Manager for equipment at Saffron Hall and by the Uttlesford District Council offices Facility Manager for equipment at the Office site. .

The SWCHS reception staff and Saffron Hall Trust staff will ensure that a register of visitors to the Hall is maintained and that visitors are informed of the fire evacuation procedure and booked out when leaving.

Evacuation Procedures

A full set of Fire Evacuation Procedures for Saffron Hall Trust can be found in *Appendix A*

Fire Risk Assessment

The Fire Risk Assessment is carried out by the Technical Director or suitably qualified consultant, to confirm that the Hall and administration office are safe and that they are compliant with fire safety regulations and the Fire Safety Act 2005. All areas of the Hall and Offices are fire risk assessed including the office site.

Fire Training

The Technical Director and FOH Manager will identify those staff in need of training and ensure that they have attend a Fire Marshals course. They will also carry out in-house fire safety training including practical sessions on evacuation procedure before each performance.

Fire Fighting Equipment

The nominated duty manager and their staff will check escape routes before each performance and check that they are clear and unobstructed

The nominated Platform Manager will check fire extinguishers are in place before performances.

The maintenance company for the firefighting equipment is organised by the Saffron Walden County High School. A copy of their certificate will be obtained annually by the Technical Director.

The Front of House manager will ensure no flammable materials or displays are within any public areas.

Advice and Consultancy

Where specific risk of fire or special effect has been identified for a performance, a special risk assessment will be conducted and advice sought and acted upon to maintain, so far as is practicable, a healthy and safe working environment.

5.3 Hazards

Control of Substances Hazardous to Health. (COSHH)

The Control of substances hazardous to health regulations 2002 as amended require an assessment and record to be made of the risk involved with the usage, storage and handling of hazardous substances. Hazardous substances used must have suitable material safety data sheets obtained and filed.

Generic written assessments will be prepared for substances, processes, site health hazards etc normally used or encountered on SHT sites. Work or processes that are not covered by the generic assessment will require a job or task specific assessment of any risks involved in handling, or using the substance and appropriate control measures put in place to eliminate or reduce the risk to an expectable level. If possible, arrangements should be made for an alternative, less hazardous material to be specified. All employees engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

Manual Handling

The Manual Handling Operations Regulations 1992 amended require all manual handling tasks are avoided where reasonably practicable. Where this is not practicable a risk assessment must be undertaken. Where possible mechanical means or assistance should be used i.e. equipment moved on trolleys or wheels where possible.

All employees must attend manual handling training and receive basic manual handling training on their induction.

The following manual handling training is carried-out at Saffron Hall:

- Introduction to manual handling for all employees.
- Specialist training carried out by a qualified instructor for staff involved in moving large or cumbersome items.

Electrical Equipment

The Technical Director or their nominated representative will inspect temporary switch/ control boxes, temporary wiring and connections on all equipment weekly or, if altered or amended, between productions. All electrical equipment will be supplied, installed, maintained and used in accordance with the Electricity at Work Regulations 1989.

The Technical Director will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards. All contractors must be informed of the Saffron Hall policy on the use of electricity on site and will be expected to comply with these requirements. All contractors will be expected to provide proof of Portable Appliance Testing (PAT) for all electrical equipment.

Personal Protective Equipment (PPE)

In line with the Personal Protective Equipment at Work Regulations 1992, personal protective equipment will be provided and maintained for employees where a risk assessment identifies it is required. The PPE will be suitable for purpose and will not be used if damaged.

All PPE will be issued free of charge to employees with the assessed requirement.

The Technical Director or their nominated representative will establish what protective equipment is required for the task and that any relevant safety signs relating to the wearing of helmets, eye protection, ear defenders etc, are in place. All contractors and sub-contractors will be made aware of the site requirements for wearing PPE. The Technical Director will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept. Any person on site/workplace observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and SHT Policy requirements and instructed not to continue working until protective clothing or equipment is obtained.

This applies to any subcontractors as well as direct employees. All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

A safety footwear scheme is operated by SHT. Any employee wishing to purchase safety footwear through the scheme should ask the Technical Director for further details. All management, supervisory staff, visitors, sub-contractors and employees will wear safety helmets where required, i.e. in areas where the risk of head injuries is possible. Information on any areas or working conditions where helmets need not be worn must be displayed on site or issued to each member of staff, visitor, or contractor.

Normal disciplinary proceedings will be used against employees not complying with this requirement. All persons issued with protective clothing or equipment must immediately report any loss or defect in the equipment to the Technical Director or the Technical Stage Manager.

Machinery and Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require all equipment and machinery to be suitable for the task required of it. All Saffron Hall equipment shall be maintained in accordance with the agreed maintenance schedule to Lifting Operations and Lifting Equipment

Regulations 1998 (LOLER) and PUWER1998 regulations and PAT tested in accordance with the electricity at work regulations in association with Saffron Walden County High School.
Any Office equipment maintained off site shall be PAT tested and maintained by Saffron Hall Trust.

The Building and its Services shall be maintained by Saffron County High School.

Contractors

All contractors must supply a copy of their current product and public liability insurance, copies of risk assessments as applicable to their role, a method statement relevant to the task they are to perform and notification of any other issues relevant to the Health and Safety of others around or involved with them.

The Technical Director is responsible for overseeing contractors in association with SWCHS.

The Technical Director will provide approved contractors with comprehensive and relevant information on any activities or physical hazards on SHT sites that may pose a risk to their health and safety in relation to the work they will carry out. Contractors must also be informed of the procedure to be followed in the event of fire and first aid arrangements. The Technical Director will ensure that contractor's activities do not constitute a risk to the health and safety of staff, or visitors. All contractors are required to sign in and out at reception and wear visitors pass at all times. No contractor is permitted to carry out work at the Hall without permission from the SWCHS Site Management Team.

Lone Working

Employers have responsibilities for the health, safety and welfare at work of their employees and the health and safety of those affected by the work, e.g. visitors, such as contractors and self-employed people who employers may engage. These responsibilities cannot be transferred to people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Establishing safe working arrangements for lone workers is no different from organising the safety of other employees. Employers need to know the law and standards which apply to their work activities and then assess whether the requirements can be met by people working alone. Lone workers should not be at more risk than other employees.

Saffron Hall will individually risk assess any identified need for lone working and take reasonably practicable steps to safeguard those working alone.

Noise Exposure

The following categories of performance have been identified as being regularly programmed at Saffron Hall.

- Classical – Large orchestra/choir
- Classical – Chamber Music
- Classical - Opera
- Contemporary – Foyer clubs
- Contemporary – Jazz/world music and Dance
- Learning & Participation – Family Jam
- Learning & Participation – Schools
- Spoken word

Sound Pressure Level (SPL) will be monitored and recorded at 6 positions in the auditorium and from the main foyer, across a selection of each category of performance. Any excessive exposure to noise under the Control of noise at work regulations 2005 shall be recorded and action taken, in as far as is reasonably practicable, to reduce the noise level or exposure.

Work at Height

Work at Height Regulations 2005 require an assessment to be taken as to the necessity to work above floor level. Where the working at height is deemed necessary only suitable access equipment which has been suitably maintained must be used by competent trained operators. All staff using the Saffron Hall Genie Platform must have a current International Powered Access Federation (IPAF) certificate for its use and evidence of this must be provided to the Technical Director. The Genie Lift is to be maintained under contract by the Saffron Walden County High School. A copy of this certification is to be obtained by the Technical Director. When working on lighting bridges etc. suitable PPE/ Harnesses must be used as supplied.

All working at height operations must be risk-assessed.

Legionella

The legionella risk assessments and associated tests/records are managed by Saffron Walden County High School, or in the case of the administration office, Uttlesford District Council. Copies of the Hall legionella test records will be obtained annually by the Technical & Operations Director.

5.4 Risk Assessment

The Saffron Hall Risk Assessment Guide can be found in *Appendix B*.

Events

All events are risk-assessed by the event organiser and the relevant documents are forwarded to the Technical Director for approval prior to the event, event organisers should, as best practice, submit risk assessments for approval one month prior to an event.

Contractors

All contractors must submit a risk assessment for approval by the Technical Director before they are permitted to carry out any work at the Hall.

Maintenance

The Technical Department must complete risk assessments for all Maintenance procedures.

Display Screen Equipment

All members of staff, who are required to operate a display screen as part of their normal work, must complete a copy of the display screen equipment risk assessment. All new staff will be given a copy on induction.

Department Risk Assessments

All departments must carry out risk assessments of all of their activities. These assessments are reviewed by the department managers annually or whenever there is a change in procedures.

Copies of the assessments are kept by the Technical Director.

Safe Systems of Work (SSOW)

Safe systems of work must be drawn up by the person assessing the risk and made available to those undertaking the task.

Review

All risk assessments and SSOW must be reviewed at least annually.

Declaration

I have read and understood my responsibilities under the Saffron Hall Health and Safety Policy 2022.

Employee/Volunteer

Signature _____

Name and title _____

Date _____

Witness

Signature _____

Name and title _____

Date _____

Saffron Hall Evacuation Procedure

In the event of a fire the alarm will be raised by either automatic detection or the person discovering the fire, operating a fire alarm call point. The system operates in one stage.

The fire alarm system is single stage. It is fitted with a fish key to allow disablement of the sounders only. The Hall has implemented a controlled evacuation procedure if the fire alarm is activated at a time when the public are in the auditorium. Reference to a fire should only be made using a coded message, such as “**Technician Sands is at location XXX**”. There are two evacuation points, primary and secondary. The primary route is out through auditorium left, the secondary through auditorium right.

False Alarm

If at interrogation of the alarm control panel the alarm is proven to be false, the Duty Manager should notify all persons that it is safe to continue and the alarm should be silenced and reset. The monitoring station will be informed accordingly.

Confirmed Fire

If the alarm zone is not in the foyer the Duty Manager/Deputy Duty Manager (DM, DDM) will commence the evacuation.

Reference to a fire should only be made using a coded message, such as “**Technician Sands is at location XXX**”.

Whilst reading the panel and establishing the location of the fire, the DM should announce a standby for evacuation to the stewards, DDM and PM. “**Technician Sands standby for evacuation, Technician Sands standby for evacuation**”

The stewards/backstage staff will make their way to the appropriate position for direction of evacuation.

Upon establishing the location of the fire the DM must choose the safest evacuation route from the hall.

The DM will radio the Stewards, Platform Manager (PM) and DDM and advise them of the direction of evacuation, “**Technician Sands, evacuation code GOLD/PURPLE. Technician Sands, evacuation code GOLD/PURPLE**”.

The DDM will stop the performance and announce the need for evacuation to the audience.

“DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WE ARE EVACUATING THE BUILDING. PLEASE LEAVE AS QUICKLY AS POSSIBLE AND ASSEMBLE AT THE GOLD CARPARK. THIS WAY PLEASE. THIS WAY PLEASE. PLEASE ASSEMBLE IN THE GOLD CAR PARK”

All fire marshals, having completed the evacuation procedures, will then report to the assembly point once the building is clear ensuring they direct/take patrons with them to the assembly point on their way.

The Duty Manager and Platform Manager will, if safe to do so, await the fire and rescue service at the front of the building and relay any relevant information to the officer in charge of the first attendance.

Evacuation Assembly Points:

Primary:

GOLD CARPARK

Secondary:

PURPLE CARPARK

Cleaners are contracted by the school and are covered by separate procedures. Contractor procedures have not changed since the last EP was produced.

Bespoke Emergency Procedures

In The Event Of a Fire or Need to Evacuate the Building

- Person who detects the fire sounds the fire alarm and alerts Duty Manager.
- Fire Marshals put on high visibility jackets and begin marshalling members of the public and performers through the nearest fire doors, out of the building and towards the assembly point (Gold or Purple car park). No-one is allowed back into the Hall to retrieve personal belongings.
- Fire Marshals ensure that anybody with evacuation difficulties is being looked after.
- Fire Marshals ensure that everyone has left their area.
- Fire Marshals lead people to the assembly point and report to the Duty Manager.
- All staff, volunteers, members of the public and performers remain at the assembly point. All customers need to be asked to stay in the assembly area. If any customers do want to leave, they cannot go through the building.
- Duty Manager phones Emergency Services 999 if there is a confirmed emergency.
- Duty Manager phones school emergency contacts.
- Staff and volunteers should at all times use their common sense to assist the public as far as possible but not to take any unnecessary risks.
- No-one must use any fire extinguisher, unless specially trained.
- Duty Manager should, where possible, keep members of the public and performers updated re progress of fire brigade / emergency checks.
- Duty manager should know the number of staff and volunteers on duty, and should account for them where possible.
- To avoid confusion, only staff and volunteers on duty (and in uniform) should be giving directions or information to the public.
- Within reason (i.e. without compromising their personal safety), Saffron Hall staff should be the last people to leave the building.
- The access steward is to assist those with access issues in the event of evacuation.

Specific Arrangements for Front of House Areas

- Front of House staff ensure that everyone leaves the foyer through the nearest fire exit doors and makes their way to the assembly point. No one is allowed back into the Hall to retrieve personal belongings.
- Front of House staff ensure no-one is left in the toilet areas (including accessible toilets).
- All staff, volunteers, members of the public and performers remain at the assembly point. All customers need to be asked to stay in the assembly area. If any customers do want to leave, they cannot go through the building.

Special Arrangements for Control Room

- Technician turns on the auditorium lights.
- Technician and other staff or volunteers in control room area leave by nearest available route and make their way to the assembly point.

Using the Evacuation (Evac) Chair for Escape Purposes

- The Evac chairs MUST only be used by staff who have received recognised and certified training from the school or Saffron Hall Trust.
- Under no circumstances should staff use the Evac chair if they have a back condition or other medical complaint that could be aggravated by using the chair.
- If you have been designated as one of the Evac chair team and you have a medical condition that could affect your ability to use the chair please inform your Duty Manager.

Evacuation of Disabled Persons

If there are patrons booked in with limited mobility or other disability issues the Hall will appoint an access steward. They will brief the patron(s) of their responsibilities in the event of an evacuation and remain with the patron, if safe to do so, throughout the evacuation process.

Disabled/Less able persons should evacuate only AFTER the main body of the audience are out.

If there is no confirmed fire (smoke or flame not seen) the disabled person(s) CAN remain in the auditorium, or safe refuge point until the alarm is deactivated, or smoke or fire is seen.

Reasonable effort must be made to evacuate patrons in the event of a confirmed fire. Stewards should only remain with patrons for as long as it is safe to do so. At no point should they put themselves or others in danger. Should the patron not be able to leave safely and the fire is not in the auditorium they may be safe to remain there until rescued for 60 minutes, however where at all possible the patron should be evacuated.

Disabled employees should follow PEEPs.

RISK ASSESSMENT GUIDE

Introduction

Risk Assessment is a simple concept, which if done correctly will ensure that staff are properly informed about their working conditions, risks and how to avoid them.

The Benefits from Assessing Risks

- **Enables co-ordinated action to be taken to eliminate, reduce, isolate or control risks and resulting harm**
- **Supports business planning, resource allocation and the management of services**
- **Aids decision-making, action planning and goal setting**
- **Informs staff & other stakeholders of the risks that are present and the controls that are in place to reduce them**
- **Complies with various quality standards & statutory requirements, Health & Safety Executive and other enforcing authorities etc.**

Legislation

Risk assessments should initially be carried out to meet the requirements of specific sets of regulations. The *Management of Health & Safety at Work Regulations 1999* requires all employers to carry out “suitable and sufficient assessments of the risks to which their employees are exposed whilst at work”. The approved Code of Practice states that in order to be suitable and sufficient a risk assessment must:

- Identify all the hazards and evaluate the risks from those hazards, taking into account current legal requirements
- Identify any group of employees or single employees who are especially at risk
- Identify others who may be specifically at risk, eg members of the public, visitors
- Evaluate existing controls, stating whether or not they are satisfactory, and if not the necessary action
- Evaluate the need for further controls, including information, instruction and training.
- Record the significant findings
- The monitoring arrangements that are required to provide assurances of the effectiveness of the controls.

3. Roles and Responsibilities

3.1 *Who should assess the risks?*

The activity of undertaking risk assessment can be delegated to appropriate ‘competent persons’. To be competent, the person(s) must have sufficient training and experience or knowledge needed to be able to properly assist in meeting the requirements of the risk assessment. A risk assessment cannot be considered ‘suitable’ and ‘sufficient’ if the people carrying out the assessments do not know what they are doing. Risk Assessments can be written by any appropriate member of members of staff whose manager has deemed them competent to develop risk assessments.

In general, most assessments are best conducted by a small team, led by an experienced member of the directorate / department. Risk Assessors should ideally attend Risk Assessment training.

All members of staff are responsible for:

- The identification of hazards throughout their place of work
- Reporting hazards to their immediate line manager

- Assisting their line manager with undertaking risk assessments within their place of work
- Complying with all measures that have been introduced to eliminate or control a hazard
- Notifying their line manager of any breakdown in measures that are used to control a hazard
- Where employees work in premises owned by a third party, they should also familiarise themselves with any local arrangements with respect to hazard identification and risk assessment.

The risk assessment forms (Raf) will be reviewed and analysed to ensure that robust action plans have been prepared. As each risk assessment is completed, the findings and recommendations will be recorded and prioritised.

4. Definitions

4.1 What is a Hazard?

Something which has the potential to cause injury, illness, loss, or harm.

4.2 What is a Risk?

A risk is what could go wrong as a result of the hazard. Risk is measured in terms of Consequences (severity) (the potential impact the risk has on the persons affected) and likelihood (the chance that the risk will occur). The examples below illustrate the relationship between hazard and risk:

Hazard: A trailing telephone wire
Risk: Someone tripping over the wire

Extent of the Risk is determined by:

- a) The likelihood of the trailing wire causing an injury e.g. where it is positioned under a desk or across the office and incident data relating to the number of trips or near misses.
- b) The most common severity of the injury which could occur as a result of tripping

4.3 What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work practice area, could cause harm/loss to people so that you can examine whether enough precautions are being taken or whether more needs to be done.

5. Carrying out the risk assessment

The process of Risk assessment can be summarized in the following approach:

Step 1 – Identify the Hazards

A hazard is something that is capable of causing serious harm and / or disruption. When considering and identifying hazards it may be necessary to refer to various data sources, for example:

- Existing written information
- Direct Observation
- Personal Experience
- Legislative Requirements and Guidance
- Manufacturers Instructions and Information
- Accident / Incident Reports and Statistics
- Task analysis

Once you have identified the location or work activity to be assessed you need to look for the hazards which you could reasonably expect to result in harm or loss. Some of the following are hazards that you might want to consider but this list is not exhaustive:

- Health & Safety hazards (i.e. tripping, Manual handling, Fire hazards)
- Working Environment (i.e. Noise, lighting, temperature / humidity / ventilation)
- Equipment
- Communications
- Estates & Buildings
- Finance

Many hazards can be eliminated without the need for a full written risk assessment. For example, hazards such as damaged or unserviceable property should be decommissioned, fire doors unblocked or trailing wires repositioned. There will however be many hazards that cannot be addressed within the area as a quick fix these are the areas that need to be formally risk assessed. It is important that the information is as objective as possible and based on actual or foreseen consequences.

Generic assessment

For generic assessments to be effective they must:

- Be broadly appropriate to the type of work
- Have the ability to adapt the model to the actual work situation; and
- Have the ability to be extended to cover hazards and risks not referred to in the model.

Generic assessments are a useful aid, however care should be taken to ensure they are not accepted as being universally applicable without checking them against the actual circumstances being assessed by the assessors.

STEP 2 - DECIDE WHO MIGHT BE HARMED AND HOW

It may not be necessary to identify individuals, however specific groups of staff who may be at risk will need to be assessed. Categories may include young workers, trainees, new or expectant mothers, lone workers etc.

STEP 3 - EVALUATE THE RISKS

It is important to consider how likely the risk is to cause harm. This will then determine any further action required to further reduce the risk.

The risk evaluation matrix is a simple approach to quantifying risk by defining qualitative measures of severity (consequences) and likelihood (frequency or probability) using a simple 1-5 rating system. This allows the construction of a risk matrix, which can be used as the basis of identifying risk. The risk score is *Likelihood x Consequences*.

LIKELIHOOD

This is the likelihood of the event/incident/hazard occurring or recurring, or how often will the hazard be repeated. The following table should always be used when analysing a risk.

RISK LIKELIHOOD

DESCRIPTION		SCORE
Do not believe will happen, one off. Exceptional circumstances 1 – 5 years <i>strategic risk</i>	Improbable – Very Unlikely	1
Could occur at some time, not expected but possible.	Low - Unlikely	2
May/should occur at some time.	Medium - Possibility	3
Will probably occur.	High - Fairly Likely	4
Likely to occur on many occasions. A persistent issue.	Almost Certain - Very Likely	5

Consequence (Severity)

What is the most probable result or consequence of the risk/hazard occurring? The table below sets out the 5 levels and should be used to allocate a score to the severity of the risk/hazard.

RISK CONSEQUENCES

	1	2	3	4	5
Descriptor	Negligible	Minor	Moderate	Serious	Major
Injury	Minor injury not requiring first aid	Minor injury or illness, first aid treatment needed	Over three days off “sick” Possible hospital treatment required, temporary disability/fracture.	Major injuries or long term incapacity / disability (loss of limb)	Death or major permanent incapacity
Complaint/ Claim Potential	Locally resolved complaint	Justified complaint affecting customer experience	Justified complaint involving lack of appropriate customer care	Multiple justified complaints	Multiple claims or single major claim
Objectives/ Projects	Insignificant cost increase/schedule slippage. Barely noticeable reduction in scope or quality	< 5% over budget/schedule slippage. Minor reduction in quality/scope	5 -10% over budget/schedule slippage. Reduction in scope or quality	10 - 25% over budget/schedule slippage. Doesn't meet secondary objectives	> 25% over budget/schedule slippage. Doesn't meet primary objectives
Service/ Business Interruption	Loss/interruption > 1 hour	Loss/interruption > 8 hours	Loss/interruption > 1 day	Loss/interruption > 1 week	Permanent loss of service or facility
Financial	Small loss (> £100)	Loss > £1,000	Loss > £10,000	Loss > £100,000	Loss > £1,000,000

Inspection/ Audit	Minor recommendations. Minor non-compliance with standards	Recommendations given. Non-compliance with standards	Reduced rating. Challenging recommendations. Non-compliance with core standards	Enforcement Action. Low rating. Critical report. Multiple challenging recommendations. Major non-compliance with core standards	Prosecution. Zero Rating. Severely critical report
------------------------------	--	--	---	---	--

Risk Matrix

The Score from the above tables is plotted on the risk matrix to give the risk score and risk level. All risks will be identified and analysed using the risk evaluation matrix.

	CONSEQUENCE				
	1 Negligible	2 Minor	3 Moderate	4 Serious	5 Major
LIKELIHOOD					
1 – Very Unlikely	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 – Likely	3	6	9	12	15
4 - Fairly Likely	4	8	12	16	20
5 – Very Likely	5	10	15	20	25

Key for actions

UNACCEPTABLE

- If a risk falls in one of the RED boxes, immediate action required, so far as is reasonably practicable.

TOLERABLE

- If a risk falls into the AMBER boxes prompt action is required within a specified timescale. Senior manager attention needed.

ADEQUATE

- If a risk falls in one of the YELLOW boxes, monitor control measures and ensure their implementation.

ACCEPTABLE

- If a risk falls in one of the GREEN boxes, further risk reduction may not be feasible or cost effective. Low risk, local manager responsibility, manage by routine procedures.

Control Measures (Look at what controls are in place and how effective they are?)

Next you need to look at what controls are already in place and decide whether they are adequate. In some cases measures may not exist or may be out of date or ineffective. These general principles of prevention are:

- If possible ELIMINATE/REMOVE the risk
- SUBSTITUTE the risk with a less risky option
- ENCLOSE/SEGREGATE the risk
- PREVENT access to the risk
- ORGANISE work to reduce exposure to the risk
- SAFE SYSTEMS of work (e.g. procedures or protocols)
- Issuing PERSONAL PROTECTIVE EQUIPMENT

Decide how the risk should be managed

In relation to risks, the employer has to reduce the risk so far as is reasonably practicable. This means balancing the cost of improvements with the level of risk e.g. if the risk of harm is significant or high and the cost moderate to high then you would be expected to address this. Conversely if the risk is low and the cost high then there would be no immediate requirement to spend a lot of money on reducing the risk.

Step 4 and Step 5- Record & Review the Risks

Risk Assessment Form (RA01A)

The risk assessment form must be completed for all assessments carried out in your department/theatre. The following guidelines must be followed:

Risk Description

A full description of the task/operation etc. which is the subject of the risk assessment must be included. The description must also include details of those who would/are being affected.

Fill in details of the Theatre involved in the activity being assessed.

Identifying Hazards

List any hazards associated with the process or the work activity. List the hazards in priority order

Evaluating Risk

In order to prioritise actions, it is necessary to evaluate the level of risk presented by each of the identified hazards. For each of the hazards, decide how serious the most probable consequences are likely to be and how likely it is to happen. Record the scores on the form, then calculate the Risk score using the Risk Evaluation Matrix taking into account the control measures already placed.

Recommended Precautions/ Control Measures

Record the measures already in place to control the risks presented by the identified hazards. Include such things as safe systems of work, policies & procedures, training as well as physical systems such as machine guards or personal protective equipment.

After Precautions

List the hazards associated with the process again, but with the new risk rating after the controls have been applied.

Further Action Required

Your action plan should detail what further measures you want to implement to control the risk.

Assessment sign off

Full details of the risk assessor are required, including name, job title and contact details.

Assessment date and Review

The date the assessment was carried out, and a review date. All risk assessments must be reviewed and revised as necessary. This will therefore ensure that all assessments and safe systems of work are reviewed depending on the risk rating from the risk Evaluation Matrix, the review timescales are as follows:

UNACCEPTABLE <ul style="list-style-type: none">• If a risk falls in one of the RED boxes, immediate action required, so far as is reasonably practicable.
TOLERABLE <ul style="list-style-type: none">• If a risk falls into the AMBER boxes prompt action is required within a specified timescale. Senior manager attention needed.
ADEQUATE <ul style="list-style-type: none">• If a risk falls in one of the YELLOW boxes, monitor control measures and ensure their implementation.
ACCEPTABLE <ul style="list-style-type: none">• If a risk falls in one of the GREEN boxes, further risk reduction may not be feasible or cost effective. Low risk, local manager responsibility, manage by routine procedures.

Example RA from RA Portal.

Risk Assessment - SAFALL0005
Office Space - Saffron Hall

Theatre	Saffron Hall	Title	Office Space
RA Reference No	SAFALL0005	Review	12 Months
Date of RA /Review	20-04-2017 00:00:00	Next Review	20-04-2018 00:00:00
Assessor / Reviewer	Collin.Allen	Activity	Administration Offices, Saffron Hall site and Admin Office site. Both offices use similar equipment. Each work station has a desk, a PC/Laptop, and a set of drawers. There is general office storage such as filing cabinets, shelves and cupboards. All staff have access to printers and office equipment such as staplers, scissors etc. There are also laminators and other general office electrical items such as lamps and chargers.

People at Risk (Estimated numbers of people at risk)				Any other relevant information
Employees	11-50	Contractors	1-5	
Visitors	6-10	Members of the Public	0	
Production Staff	0	Others	0	

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR		
			L	S	RR
Poorly maintained electrical items.	Electric Shock, Fire.	All appliances PAT tested and installations FAT tested. Appliances switched off when not in use. RCD protection on ring mains.	1	2	2
Hot radiators or pipework	Burns	Vulnerable persons are accompanied. Work stations are positioned away from hot surfaces. Pipes are lagged where possible and radiator covers used if appropriate. Portable radiator positions to be dynamically risk assessed	1	1	1
Office Equipment/furniture	Injury from faulty broken or misused equipment/furniture	All staff are offered training on office equipment and further training is provided as required. Faulty or damaged items are reported to the T&OM.	2	1	2
Hot Desk Lamps	Burns	Desk lamps are low wattage and where possible fitted with low energy low temperature lamps. Staff are reminded to turn off lamps not in use.	1	2	2
Falling objects	Injury	Heavy or bulky items are kept in low cupboards, heavy items are not stored on high open shelving. Nothing is stored on top of high level cupboards and shoes should be worn at all times in the offices.	2	2	4
DSE	RSI, back injuries etc.	DSE assessments undertaken by all staff at induction and then yearly. Any risk identified is assessed by the T&OM and action taken as needed.	1	3	3

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Appendix C:

Noise at work monitoring procedure.

The following categories of performance have been identified as being regularly programmed at Saffron Hall.

- Classical – Large orchestra/choir
- Classical – Chamber Music
- Classical - Opera
- Contemporary – Foyer clubs
- Contemporary – Jazz/world music and Dance
- Learning & Participation – Family Jam
- Learning & Participation – Schools
- Spoken word

SPL will be monitored and recorded, when practical, at 6 positions in the auditorium and from the main foyer, across a selection of each category of performance each year. This will provide the information to record a daily average exposure. The monitoring positions must be as follows.

1. Door 6 Steward
2. Door 7 Steward
3. Door 5 Steward
4. Door 4 Steward
5. Row LL – Centre
6. Control room – open window
7. Main foyer – front of box office counter

Sound pressure levels must only be measured and recorded using equipment provided by saffron hall trust that is calibrated at least once per year and set to record measurements in **dB(A)**.

A risk assessment of daily noise exposure (LEP,d) will be undertaken once levels have been recorded and actions taken in line with The Control of Noise at Work Regulations 2005.

'The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.'

<http://www.hse.gov.uk/noise/regulations.htm>