



## **Health & Safety Policy**

### **Statement of Intent**

Flying Dove Theatre is committed to protecting the health and safety of its employees, volunteers and its participants. Our health and safety policy exists to:

- Prevent accidents and ill health
- Manage health and safety risks
- Share knowledge and training so that all staff are aware of potential risks and how these will be managed
- Have a First Aid Kit to hand
- Maintain safe and healthy conditions
- Implement emergency procedures, including in case of a fire or other significant incident
- Review and revise this policy regularly

### **Responsibilities for health and safety**

#### **Overall and final responsibility for healthy and safety:**

*Daniella Sanderson  
Ashley Summerhayes*

#### **Day to Day Responsibility for ensuring this policy is put into practice:**

*Daniella Sanderson*

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

*Daniella Sanderson & Ashley Summerhayes* - Safety, risk assessments, first aid and ill health. Monitoring accident and ill health investigation, emergency procedures, fire and evacuation

**All staff members & volunteers should:**

- Co-operate on health and safety matters <sup>1</sup>
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the appropriate person

### **Arrangements for Health and Safety**

#### ***Risk Assessment***

Risk Assessment in place and appropriate action taken

Review of risk assessments when working habits or conditions change

#### ***Training & Practical Notes***

Staff to be First Aid Trained

Ensuring all staff members are aware of any children with allergies/medical conditions/access requirements

Emergency contact details for parents/guardians easily available

First Aid Kit always on site

First Aid Record Book to be used and a copy given to parents

Using appropriate safety signs

Making sure the hall/space for classes is clear and there are no trip hazards

#### ***Consultation***

We will consult on health and safety matters as they arise and formally review health and safety policies

#### ***Evacuation***

We will make sure escape routes and signs are kept clear at all times

Evacuation plans are clear to all staff and participants

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<sup>1</sup> Last Updated - January 2024