

# ThankYouNICU Event Organisers Safety Policy

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It is the policy of ThankYouNICU Organisers to provide, as far as is reasonably practicable, safe and healthy conditions for members of the public, performers and helpers.

- **Scope**

This policy covers all buildings that ThankYouNICU Organisers have access to and use of the Tickenham Village Hall location is: Clevedon Road, Tickenham, Clevedon, BS21 6RX.

The ThankYouNICU Organisers will ensure that these policies are conveyed to those involved in the safe running of the event.

Any unsafe conditions that are discovered during the event will either be dealt with immediately if necessary, or conveyed to the Hall management where later action is needed.

## 1. The aims and objectives of the policy are:

- To promote and maintain standards of safety, health and welfare that complies fully with the Health and Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect employees, volunteers, participants and others, including the public from foreseeable hazards. Hazards and controls to reduce risks to an acceptable level will be identified by the organisers and placed in the hazard log
- To provide all with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that all helpers and participants are aware of their responsibilities to take care of themselves and others.

## 2. Responsibilities

The Organisers have ultimate responsibility for health and safety during this event. The organiser is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

ThankYouNICU Organisers use the premises to stage their productions that is managed by Tickenham Village Hall Committee. The safety management for the hall and car park is conducted by Tickenham Village Hall and therefore the risks associated with hall and car park infrastructure will not be considered in this document.

## 3. First Aiders

There will be at least one Designated First Aider at the event.

Designated First Aiders are responsible for:

- Administering First Aid to injured audience, helpers & participants.
- Ensuring all accidents are recorded.

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- c. Ensuring that all medical equipment and facilities are adequate.

## 4. Helpers & Participants

Helpers and participants will receive a Health & Safety briefing to make aware of the H&S policy and the responsibilities and actions they need to take. ie:

- a. Observe all safety rules at all times.
- b. Wear appropriate safety equipment when required.
- c. Must not interfere with anything provided to safeguard their health & safety.
- d. Report all accidents and near misses, damage and dangerous occurrences to the organisers
- e. Take reasonable care of themselves and others who may be affected by their actions.


## Arrangements for Maintaining a Safe and Healthy Working Environment

The ThankYouNICU Organiser recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of employees, volunteers, participants and other visitors. These controls and procedures are detailed as follows:

### 1. Work at height

There is a legal hierarchy for selecting equipment for work at height, based on using the safest possible method of work that can reasonably and practicably be used in the circumstances:

- Where possible do not work at height – use auto focus or bounce focus lights, bring scenery items down to ground level for adjustment etc
- systems of work – using ladders and moveable towers; it is mandatory that ladders are used as they are designed only. The moveable tower must be assembled correctly without compromise and all feet locked when a person is working from it.

Further information on working at height can be found in the ABTT [Code of Practice for the selection and use of temporary access equipment for working at heights in theatres](#) .

### 2. Manual handling

There maybe some manual handling involved in the event. Some loads are awkwardly shaped, heavy and often difficult to move; and sometimes in confined spaces. This movement is often also done under time pressure. More than a third of the injuries reported annually to HSE are related to manual handling. These tend to be long-term injuries, which can have serious implications for those involved. Reducing the amount and severity of manual handling is a legal obligation. For more information, see:

Manual handling at work: A brief guide, link; <http://www.hse.gov.uk/pubns/indg143.pdf> (open: *hypelink = ctrl + click*)

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## 3. Accident Reporting

A record of all accidents and near misses, however minor, should be entered in the accident book that is held by the organisers

All injuries should be reported immediately in order that repeat accidents can be prevented, 'Near miss' accidents should be reported immediately so that preventative measures can be taken.

## 4. Use of Electrical Equipment

All users of theatre lighting, sound equipment and other electrical items will only be used under the supervision of a competent technician.

## 5. Ladders and Tower

All ladders and Tower should be checked before use. Anyone intending to work at height should ensure another member of the team is aware that they are doing so before they start work.

The technician, or anyone using the ladders or Tower in the hall, must have a responsible person in the locality with them at all times when working at height.

<http://www.hse.gov.uk/work-at-height/the-law.htm>

## 5. Activities with the performers

The Stage Manager is responsible for ensuring that:

- the stage is used in a safe manner and that all performers are working in a safe manner.
- All stage fire exits remain accessible at all times.
- Performers are aware where the fire exits are located.

## Fire Risk and Assessment

The ThankYouNICU Organisers will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks helpers, volunteers and participants to be vigilant and report anything that could be hazardous.

The purpose of the procedure is:

- To ensure the safety and well being of all persons who are helping or working in the buildings if a fire starts.
- To prevent fires starting within the buildings and the uncontrolled spread of such fires.
- To ensure compliance with existing fire safety legislation
- Ensure that the organising team are familiar with the Fire Safety and Fire Risk Management Procedure.

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- Ensure that, before each performance, the evacuation procedure is fully brought to the attention of all people present.

Each individual's primary responsibility in the event of a fire alarm being raised is for their own safety. No one should deliberately or recklessly endanger themselves in an attempt to follow these procedures or attempt to save the lives of others.

## 1. Basic Fire Prevention Methods

To help prevent fire:

- All areas should be kept as clean and tidy.
- No flammable liquids to be brought in to the premises without notifying the Health & Safety Officer.

## 2. Fire Risk Assessment

It is the responsibility of all involved in the organisation of the event to constantly be on the alert for fire hazards: ie:

- Conditions that could ignite a fire
- Conditions that would hinder evacuation if a fire starts
- Access to fire exits are clear at all times.
- To know where the fire extinguishers are located

### Items that are the responsibility of the Tickenham Village Hall

The organisers will make them-self aware of the following detail of each subject and any fault or deficiency to be notified to the Village Hall Representative.

Fire Extinguishers

Emergency Lighting

Fire Log Book

## 3. Evacuation Procedure

### 3.1 *Fire Steward and Team*

The event will have a nominated Fire Steward and Team who are responsible for understanding the Evacuation Procedure at the beginning of each session or event.

### 3.2 *Evacuation Procedure*

Upon the raising of the fire alarm, all persons except the Fire Steward and Team will evacuate the Building by:

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- Exiting via the nearest fire exit to themselves providing the fire is not in direct line of that exit.
- Proceeding in an orderly manner to their designated assembly point, and remaining there until instructed by the Fire Steward or Team person.
- Where possible, without risk to themselves, all persons should leave their environment in a “safe state”, closing windows, doors and switching of equipment.

## 4. Duties of the Fire Stewards and Team

Fire Steward and Team will check the building to ensure that all persons are leaving, room doors are closed, and no one left in rooms. A person refusing to leave without a valid reason (injury or specific duty) will be informed by the Fire Steward or Team member that failure to evacuate puts others at risk. The Fire Steward and Team will complete the check and exit the building.

Fire Steward and Team must not go into areas where there are signs of fire, where there is smoke or where they ascertain that to do so would place them-self in immediate danger.

At the same time the Fire Steward will nominate members of the Team to:

- Contact the Fire Service on 999
- Use the correct fire extinguisher to tackle the fire, if safe to do so.
- If unable to put out the fire; close any door and exit the building.

## 5. Evacuation of Children (under 16 years of age)

The person supervising children, on hearing the alarm, will assemble and lead them to the nearest safe exit and to the assembly point.

Where there are known parents on site they will be told that they are responsible for the supervision of their child/ren unless other specific arrangements have been made.

## 6. Use of Fire Fighting Equipment

The Fire Steward and Team will make themselves aware of the location of The Village Hall’s fire fighting equipment and it’s recommended use.

Do not attempt to fight a fire if you have any concern for your safety in doing so. Example

- You have not received the appropriate training
- The fire is large with a high content of smoke

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- Your escape route might be compromised

Nobody is to enter the building to fight the fire other than the Fire Service personnel.

## **7. First Aid and Evacuation of Casualties**

Where possible, casualties who are able to walk can be assisted from the building, preferably by a First Aider and treated outside of the building. Casualties that are unable to walk should be evacuated only if their life is in immediate danger, otherwise they should be left inside the building.

Nobody should risk their health, safety or well-being in an attempt to evacuate or treat a casualty. Nobody should re-enter the building to attempt to evacuate or treat a casualty. A person who is aware of a casualty inside the building should report the fact to the Fire Steward, with the name, location and condition of the casualty.

## **8. Fire Drill**

A Fire Drill is considered to be good practice to ensure that the evacuation procedure is effective.

## **9. Control of the Site during a Fire Alarm**

During the period of a Fire Alarm the Fire Steward will be in charge of the site. It is their responsibility to;

- Coordinate evacuation activities as describe above
- Ensure access is kept clear for emergency vehicles and prevent unauthorised access to the site, including vehicles.
- Prevent unauthorised access to the building as far as possible

If the Fire Service arrives on the scene the Fire Steward will hand over control of the site, notifying his team, to the Senior Fire Service Officer in attendance. The Fire Steward will liase with this Officer and follow any instructions given.

## **10. Re-entry to the Building following a Fire Alarm**

When the Fire Service is in attendance , the Fire Steward must not sound the all clear signal until the Senior Fire Service Officer in attendance has handed control back to the fire steward and states that the all clear signal can be given.

In certain circumstances; where part of the building was affected and has been cordoned off to prevent access, the all clear may be given.

## **11. Training**

Any member who has a role to play in Health & Safety; must understand their Role and know what actions are required of them to carry out of their duties