



## The Paper Birds Theatre Company

### HEALTH & SAFETY POLICY

Date created: 2018

Staff responsible: Georgie Coles

Trustee responsible: Rose Abderabbani

Date of this review: February 2024

Date of next review: (Q3 – February 2025)

The Paper Birds are committed to protecting the Health & Safety of all its employees including core staff, freelancers, volunteers and all others with whom our work brings us into contact.

The company's policy is to provide and maintain safe systems of work for all those working for or on behalf of the company, and to provide staff with such information, training and supervision as they need in order to maintain these safe systems.

The company recognizes its responsibilities under the Health & Safety at Work Act (1974) and other related legislation and seeks to satisfy its obligations by adopting this Health & Safety policy. This policy will be reviewed annually or more frequently if there are significant changes to our working practice, or in legislation.

The company believes that cooperation and consultation with all staff members is essential and all staff members are made aware of their responsibilities. The policy is shared with relevant staff members at the point of joining the company, and made available should anyone wish to refer to it.

#### **Company Structure and Responsibilities**

##### **Board of Trustees**

The Board of Trustees have ultimate responsibility for The Paper Birds and all its policies. The Board helps to shape and guide overall strategic activity and delegate authority to the Executive team in ensuring best practice and the implementation of policies and procedures.

##### **Executive Team**

The Executive team (Co-Directors and Executive Producer) shall be responsible for the effective day-to-day implementation of the Health & Safety Policy. They will be informed of all incidents or



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accidents occurring during the company's working practice and ensure all accidents are logged and regularly reviewed. They will keep under review the necessity for further safety measures, instruction and training to ensure the health, safety and welfare of all employees.

### **Wider Core Team (Producer, Marketing Manager, Participation Manager, Finance Manager)**

The wider core team of The Paper Birds shall also be responsible for the effective implementation of the Health & Safety Policy, where relevant to the projects they are working on and/or their job role. They shall be kept informed of all incidents or accidents relating to this policy, report the incident to the Executive team as soon as possible, and take action to prevent reoccurrence. They shall check that Health & Safety measures are being maintained and Health & Safety practices are being followed, where relevant to their role. They shall be readily available to discuss Health & Safety issues with any member of staff.

They shall be responsible for ensuring that relevant external contractors are aware of this policy, adhere to it, and produce suitable risk assessments for their work. This policy will be shared and signed by contractors in regular contact with The Paper Birds including Artists and Creatives. Risk Assessments will be created and shared for all appropriate engagements including performances and workshops. Executive team and wider core team have a collective responsibility to the staff they manage to share this policy and ensure its effective implementation.

### **2.1 Technical Managers & Production Managers**

Technical Managers & Production Managers shall be responsible for the effective implementation of the Health & Safety Policy. They will ensure the creation and implementation of dynamic risk assessments for each new production, which will be regularly reviewed and shared with venues ahead of performances making amendments as needed for each new venue. They shall liaise with venues and inform them of The Paper Birds' Health and Safety Policy including sharing our risk assessment and review all health and safety documents shared with us. They shall hold regular meetings with current production staff to discuss the Health & Safety issues of each new production. When arriving at a new venue, the Technical Manager and/or Production Manager will liaise with the venue team to understand all relevant health and safety procedures and ensure this information is swiftly shared and understood by the whole touring company.



## 2.2 Stage Managers

Stage Managers are responsible for alerting the Technical Manager and / or Production Manager of any Health and Safety issues, with any resulting decision passed to cast and crew. The Stage Manager must also ensure that the Director is familiar with and incorporates the Health & Safety policy into blocking and rehearsals. The Stage Manager will be familiar with the risk assessments and lines of communication and reporting in the event of an accident. The Stage Manager will work with the Technical Manager and/or Production Manager when arriving at a new venue to understand all relevant health and safety procedures and ensure this information has been communicated with and understood by the touring company.

## 2.3 Workshop Facilitators and Project Staff

All staff must make themselves fully aware of the company's Health & Safety Policy, and to this end:

- Shall observe and promote all safety rules at all times
- Familiarise themselves with the evacuation procedure and nearest emergency exits when working on site/ in venues
- Familiarise themselves with the safe operating procedures and instructions applying to their jobs
- Report any defect or health hazard to the appropriate manager, either within The Paper Birds or relevant staff member at the time
- Report any accident or dangerous occurrence to The Paper Birds team
- Shall not make any repairs or carry out maintenance work of any description unless authorised to do so
- Shall comply with all hazard warning signs and notices displayed
- Must not obstruct any fire escape route, fire equipment or fire doors
- Must declare to The Paper Birds team any medical conditions or access needs, which could affect the Safety of themselves or others e.g. allergies. The company will issue all staff members with an Access & Wellbeing rider, for this purpose.
- Have read and understood the companies Safeguarding and Child Protection Policy

## All Other Persons



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Any staff member who brings in any other person or company to work with The Paper Birds must ensure that those persons:

- Have had access to read and review the Health & Safety policy
- Have knowledge of the companies Safeguarding and Child Protection Policy

### **Section 3: General Arrangements**

#### **3.1 Fire Safety/Evacuation**

Whenever staff are working in person at a school or venue, they should make themselves familiar with the fire evacuation procedures. In the event of any emergency, all members of staff should follow the fire safety procedures set out by the venue and site staff. Staff will be briefed on emergency procedures at commencement of work in a new space. Upon arrival at a venue/workshop space staff will ensure escape routes are well signed and kept clear at all times.

#### **3.2 First Aid**

Staff should be made aware by venue/school staff of the procedure and channels of communication in calling for first aid, upon arrival in a new space or venue. The Paper Birds will always be accompanied by appropriate teachers/staff when visiting schools who will take the lead in any First Aid incident.

All first aid incidents should be reported to a member of The Paper Birds core team and recorded in a company accident & incident log.

After an accident has occurred, the team will return to the project/ activity risk assessment to look at measures which will mitigate risk.

#### **3.3 General Workplace Safety and Training**

The Paper Birds recognise that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training employees in the correct usage of equipment. Workshop facilitators will always lead a warm up in workshops and ensure the space is safe



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to work in, eg. No trip hazards, electrical equipment is well-maintained etc.

### **3.4 Drug and Alcohol Policy**

The Paper Birds operates a no tolerance approach to the use of illegal drugs or alcohol within working hours for The Paper Birds. If an employee, contractor or project worker is found to be in the possession of illegal substances, or suspected to be under the influence of either drugs or alcohol whilst on shift for the company, they will be asked to leave immediately and an investigation will commence, in line with the Disciplinary procedure.

### **3.5 Work Related Stress Policy**

The Health & Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. Stress can affect anyone and is not a sign of weakness. The company recognises that work-related stress can damage the mental and physical health of its employees (and anyone working with the company) and that stress is a health and safety issue which must be taken seriously.

The Company will:

- Work to identify all workplace stressors and conduct risk assessments to eliminate or control the risks from stress. These risks will be regularly reviewed.
- Team members will have regular contact points with Line managers where they can voice concerns about workplace stress.
- Conduct activity-specific risk assessments which considers mental health as well as physical health.

The Company will:

- Ensure good two-way communication between themselves and their staff
- Ensure that staff are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented
- Ensure that bullying and harassment is not tolerated within their area of responsibility, in line with the company's Disciplinary and EDI Policies.
- Carry out risk assessments within their area of responsibility



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- **Implement recommendations of risk assessments carried out within their area of responsibility**
- **Monitor staff workload to ensure that staff are not overloaded or overworking**
- **Ensure staff have adequate opportunities for rest, meals and refreshments**
- **Attend training as requested in good practice and health and safety**
- **Ensure staff are fully trained to carry out their duties**
- **Ensure staff are provided with meaningful developmental opportunities**
- **Ensure that staff experiencing stress have access to appropriate sources of advice and support**
- **Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate**
- **Encourage a culture where stress is not regarded as a weakness**

**All workers will:**

- **Report issues of concern to their line manager so that any problems can be addressed and where possible be prevented**
- **Give full consideration to opportunities for additional support when recommended**