

PLAYHOUSE THEATRE COMPANY



Health and Safety Policy

PLAYHOUSE THEATRE COMPANY considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The (INSERT BUILDING NAME) has appropriate insurance cover, including employer's liability insurance and public liability insurance.

The Directors follows the COMPANY'S **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the company
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required.

Any Director who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the company. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is [Jack Lawrence Blundell](#).
- A copy of the current Health and Safety At work poster is displayed (poster is available here: [\(insert poster link\)](#))
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Directors understand and follow health and safety procedures
- Resources are provided to meet the company's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the managers

The company directors are responsible for ensuring that at each class:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the company's during opening hours
- All the company's equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

Children are not allowed to leave the company's premises during the session unless prior permission has been given by the parents.

During company's sessions [all external doors are kept locked, with the exception of fire doors which are alarmed](#). Managers will monitor the entrances and exits to the premises throughout the session.

All visitors to the company must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Equipment/props

All furniture, props and equipment are kept clean, well maintained and in good repair. We select props, equipment and resources with care, and we carry out risk assessments before the anyone uses them. Broken props and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Personal hygiene

Managers at Playhouse Theatre Company maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets will be checked before each class.
- Waste is disposed of safely and all bins are kept covered.
- Cuts and abrasions (whether on children or managers) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

Staffing levels

Manager ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. [A minimum of two members of staff are on duty at any time.](#)

Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

This policy was adopted by: Playhouse Theatre Company

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65]*.

JACK LAWRENCE BLUNDELL