



## Health and Safety Statement

The Unicorn is committed to maintaining a safe, healthy and sustainable working environment. Our work is never so urgent that we cannot take time to do it safely and with respect for our workers and the planet. Our aim is zero harm and we are committed to the prevention of injury and ill health, including promoting a clean environment, accident prevention, and good waste management through effective health and safety policies and procedures.

### **Management**

Directors and Management of the Unicorn recognise and accept that it is their responsibility to provide and maintain the safest and healthiest work conditions as are reasonably practicable for its own staff and any other person affected by Unicorn operations or while on Unicorn premises.

It is therefore the Unicorn's policy to do all that is reasonably practicable to prevent personal injury, damage to property and to protect everyone from foreseeable work hazards in so far as they come into contact with the Unicorn. Management have a duty to:

- promote a strong health, safety and environmental culture based on active and visible leadership
- provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- provide instruction and training to enable employees to perform their work safely and efficiently.
- make available all necessary safety devices and protective equipment/clothing, and to supervise their use.
- maintain a constant and continuing interest in health and safety matters applicable to the Unicorn's activities. In particular to consult with and involve employees or their representatives wherever possible.
- provide and maintain, as far as is reasonably practicable, a safe and healthy place of work with proper access and egress, and welfare facilities.

**Employees equally have a duty to exercise personal responsibility and do everything to prevent injury to themselves and others by working safely and efficiently by:**

- using the protective clothing and equipment provided and by meeting statutory obligations.
- reporting incidents and hazards that have led to, or may lead to, injury or damage to equipment.
- adhering to company procedures, directions, and safety instructions jointly agreed on their behalf for securing a safe working place.
- assisting in investigations of accidents with the object of introducing measures to prevent reoccurrence.
- refraining from wilful misuse, or interference, with anything provided in the interests of health and safety, and to take reasonable care in any action that might endanger themselves or others.



This Policy will be regularly monitored and reviewed to ensure that the objectives are achieved and revised in the light of legislative or organisational changes.

Dr Vanessa Ogden  
Chair of the Board

A handwritten signature in blue ink, appearing to read "V Ogden".

Date 19/6/24

Rachel Bagshaw  
Artistic Director

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Date 9/7/24

Bailey Lock  
Co-Executive Director

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Date 9/7/24

Helen Tovey  
Co-Executive Director

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Date 9/7/24



## Board

The Board and Co-Executive Directors will ensure that there is an effective policy for health, safety and welfare, for all those persons employed by the Unicorn, and for those who use the Unicorn's premises as self-employed persons or contractors working on site. The Board and Co-Executive Directors will:

- a) Monitor and appraise the implementation of the Health and Safety Policy, Working Arrangements, and other procedures and protocols, along with the safety performance of the Unicorn by receiving regular reports from the Production and Technical Director at board meetings and the Unicorn Health and Safety Committee.
- b) Ensure that the relevant provisions of the *Health and Safety at Work Act 1974* and all other relevant existing and new legislation is met.
- c) Ensure that there are effective means of communication within the organisation on health, safety and welfare issues, and consulting with employees where necessary to achieve a safe and health working environment.
- d) Ensure that the Management Team is organised so as to control and provide a safe working environment, to monitor compliance with relevant legislation and guidance notes, and that good working practices are observed.
- e) Ensure that there are proper reporting procedures covering accidents, hazards, damage to equipment, and that proper investigations are performed to eliminate hazards and discover trends.
- f) Stimulate enthusiasm for health, safety and welfare among the employees, and lead by example when visiting locations.
- g) Ensure that appropriate training is given to all employees, including induction training.
- h) Ensure that standard safety clauses are incorporated into all contracts with external companies.
- i) Ensure that liability is protected by insurance and that the extent of the insurance cover is adequate.
- j) Provide adequate funds and resources to meet the requirements of health, safety and welfare legislation on an annual basis and ensure that such sums are reviewed annually.



## Co-Executive Directors

The Co-Executive Directors will ensure that:

- a) through designated Managers, all policies, working arrangements and risk assessments are available as necessary, and are read and understood by all employees.
- b) the safety performance of the Unicorn including the accident statistics, training courses, and inspection reports are reviewed and monitored. To review *Health and Safety Statement* and Codes of Practice with the Production and Technical Director and prepare for new legislation that may affect the Unicorn's operations.
- c) appropriate training is performed for employees, including Induction training, and that an annual training audit is undertaken taking into account new legislation.
- d) equipment, plant and materials have been checked and are safe, and that written instructions and procedures are available.
- e) the Unicorn and its employees comply with legislative requirements and that the measures are taken to implement new legislation when published.
- f) liaison as necessary takes place with designated members of the Management Team and relevant Employee and Safety Representatives to perform investigations into accidents/incidents, inspection of locations etc. and that those representatives receive the necessary training to perform their functions.
- g) the funds and other resources allocated for health and safety by the Board are administered.
- h) they report via the quarterly Chief Exec report to the Board on the Unicorn's safety performance including details of accident trends and statistics (reportable accidents and incidents), audit and inspections reports and their findings, proposed new legislation and anticipated health and safety budget proposals.



## Employees

All staff, regardless of position, have a duty to themselves, their colleagues, and any person who might be affected by their actions or omissions, to work in a safe manner. In particular, to:

- a) take care of their own health and safety and that of others who may be affected by what they do or don't do;
- b) co-operate with their manager to enable the Unicorn to comply with any legal duty or requirement placed upon it or its employees;
- c) not recklessly or intentionally interfere with anything provided in the interests of health and safety;
- d) work in a safe manner and not take unnecessary risks which could endanger themselves or others. Where possible, employees should remove hazards or protect persons, as far as is reasonably practicable;
- e) to follow laid down procedures and report to their line manager any injury to themselves or others caused by work activities, hazards they find, damage or defect to equipment, machinery etc;
- f) ensure that equipment is kept in good condition and that the correct equipment is used for the task to be undertaken. Not use equipment etc. for purposes which it was not intended, or for which they have not been trained;
- g) where they have to use, visit, or work on premises other than those under the control of the Unicorn, must ensure that they are aware of any Policies and Procedures which may apply and are in force i.e. participate in a Fire Drill;
- h) not take risks while working or indulge in "horseplay", practical jokes etc. as these are dangerous. Work in a safe manner at all times;
- i) ensure that any young, or inexperienced person working on the premises is not put at risk;
- j) know the emergency procedures which may apply to the premises and familiarise themselves with the escape routes, fire alarm system and fire fighting equipment;
- k) take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.



### **Contractors (Freelancers etc.)**

The Unicorn employs contractors and self-employed persons to perform certain work. They will be expected to comply with the Unicorn's H&S Policy and attendant working procedures. All self-employed persons working under a contract for the Unicorn will be issued with a copy of the Health and Safety Policy and Contractor Guidance.

- a) Contractors will be required to present their Health and Safety Policy, Risk Assessments and other documentation to the relevant manager for evaluation. This will be done before they are asked to tender for work; if those documents are unacceptable they will not be considered.
- b) Contractors and others will be made aware that they are expected to comply with all relevant legislation.
- c) All equipment and machinery brought onto the premises will conform to the relevant British or European Standard. They may, at any time, be required to produce evidence that the equipment or machinery has been inspected and tested and that certificates are available for inspection.
- d) All equipment or machinery will be in good working order, safe to use, fitted with any guard or other necessary safety devices. Information on the noise levels produced by equipment or machinery may be requested by the appropriate manager.
- e) Where possible, all power tools will be battery operated. All transformers, generators, extension leads, plugs and sockets must conform to British or European Standards, and be in good working order.
- f) Contractors and others must conform to workplace instructions and report any incidents to the person in charge of the workplace.
- g) Suitable welfare facilities, including first aid facilities, will be provided for Contractors and other persons. Any necessary documentation will be completed in all cases by the appropriate manager.
- h) All dusts and fumes produced in the course of the work must be assessed. All operatives of contractors will wear personal protective clothing and equipment, as identified by the Assessments, and will be monitored by the relevant manager as appropriate.

### **Visitors**

- a) All other persons visiting the Unicorn (Production Companies, Local Authority Inspectors etc.) are to sign in at stage door, showing the date and time on the premises.
- b) They will read any safety notices or instructions given to them by the manager or other employee and obey any instructions.
- c) They shall observe and obey all Unicorn rules and instructions, failure to do so will mean that they will be asked to leave the venue.
- d) They shall report to an employee any hazards or risks which they encounter or cause - ensuring that they leave the location safe when they leave.

### **Health and Safety Committees**



### **Health & Safety Committee**

The Committee will comprise employees from the following key areas:

Co-Executive Director  
Production and Technical Director (Chair)  
General Manager  
Building Facilities Manager  
Technical Manager  
Front of House Manager  
Production Co-ordinator or Company Stage Manager  
A Departmental Representative (on rotation)

Additionally, members of the Trade Unions representing Productions, e.g. actors and musicians, may be invited to attend the committee meetings.

The Committee should:

- a) Review safety behaviour and conditions in all departments and plan corrective action where necessary
- b) Review accidents reports in particular RIDDOR, and assess trends and repetitive issues for possible action
- c) Discuss general risk assessments including Fire risk assessments
- d) Make all employees aware of safety, and to examine the causes of accidents, incidents and near misses.
- e) Attend training, when necessary, that enables them to fulfil their roles.
- f) Discuss how proposed legislation will affect the operations of the Unicorn and advise the Board and Managers whether their procedures and practices need to be amended.

The Committee will meet every eight weeks. The minutes of the meeting will be distributed to all committee members, a summary will form part of the Chief Executive report for quarterly board meetings.

### **Departmental Checklists**

All members of staff in every venue should be conscious of Health and Safety and made aware by their line managers of their responsibilities. All members of staff must always be encouraged to take a pro-active role in maintaining Health and Safety standards and part of this should be the completion of check lists in their working areas. In order to achieve consistency across departments designated H&S all staff meetings will be scheduled regularly.

