

## **The Unicorn Theatre - 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 vision 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. All policies and procedures will be made available to employees, contractors, and freelance teams through a Dropbox folder and through hard copies available at stage door and in rehearsal and break rooms.

### **Management of Health and Safety**

The Board, Executive and Senior Management Team of the Unicorn recognise and accept that it is their responsibility to provide and maintain the safest and healthiest work conditions as reasonably practicable for the staff and any other people affected by Unicorn operations or while on Unicorn premises. This includes the public and audiences who access our space whether for performances or other reasons.

It is therefore the Unicorn's policy to do all that is reasonably practicable to prevent personal injury, illness, damage to property and to protect everyone from foreseeable hazards in so far as they come into contact with the Unicorn. This includes 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, complying with all statutory and industry standards alongside mutually agreed professional development opportunities.
- 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 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, personal injury or damage to work 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 recurrence.
- 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 on an annual basis to ensure that the objectives are achieved and revised in light of legislative or organisational changes. The next review of this policy is due in March 2022.

**Bailey Lock**

**Executive Director**

**Date**

**Justin Audibert**

**Artistic Director**

**Date**

**Vanessa Ogden**

**Chair of the Board**

**Date**

## **The Responsibilities of the Board of Trustees and the Executive Leadership Team**

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

The Board of Trustees will:

- a) Oversee 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, 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 are 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 healthy working environment.
- d) Ensure that the Senior Management Team is organised so as to control and provide a safe working environment, and a safe environment for audiences, 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 understood and 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 appropriate inductions when starting work.
- 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 relevant budgets are reviewed annually.

The Artistic Director and Executive Director will ensure:

- a) That through designated employees, including but not limited to the Senior Management Team, the Technical Manager, and the Building Facilities Manager, all policies, working arrangements and risk assessments are available as necessary, and are read and understood by all employees, freelancers and contractors to whom they are relevant.
- b) Review, and monitor the safety performance of the Unicorn including the accident statistics, training courses, and inspection reports. Review *Health and Safety Essentials*, relevant Codes of Practice, and the guidance of the ABTT yellow book with the Production and Technical Director and prepare for new legislation that may affect the Unicorn's operations.

- c) Ensure that appropriate training is undertaken for employees, including Induction training, and that an annual training audit is undertaken taking into account new legislation.
- d) That equipment, plant and materials have been checked and are safe, and that written instructions and procedures are available.
- e) That the Unicorn and its employees comply with legislative requirements and that the measures are taken to implement new legislation when published.
- f) Through designated employees, including but not limited to the Senior Management Team, the Technical Manager, the FOH Manager, and the Building Facilities Manager ensure that safety arrangements are adequate and clearly communicated including COSHH assessments and data sheets, risk assessments, Permit to Work system, CDM paperwork and Statements of Work
- g) Liaison takes place as necessary with designated members of the Senior 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.
- h) Administer the funds and other resources allocated for health and safety by the Board.
- i) Ensure through the Production and Technical Director that a quarterly report is made 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**

Employees will have access to all Health and Safety Policies and procedural documents through a Dropbox link, and through hard copies posted at stage door, and in the green room. All staff regardless of position have a duty to themselves, to their colleagues, and to any people who might be affected by their actions or omissions, to work in a safe manner. In particular:

- 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 line 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) 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 eg. evacuation procedure;
- h) Not to 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.
- l) Report any accidents, or near misses, to the appropriate person.
- m) Follow all industry standards and hygiene measures for the preparation and storage of food and drink, whether for personal, onstage or audience consumption

### **Contractors and Freelancers**

The Unicorn employs contractors and freelance or self-employed people to perform certain work. They will be expected to comply with the Unicorn's Health and Safety Policy and attendant working procedures. All self-employed people working under a contract for the Unicorn will be issued with a copy of the Health and Safety Policy as part of their contract negotiations. All contractors will be provided with a copy of the Health and Safety policy and Contractor Guidance prior to their arrival at the building. All persons attending the Unicorn theatre will be given an onsite induction prior to commencing work, relevant to their planned activities within the building.

For the purposes of clarity in this policy Contractors refers to maintenance workers, contracted providers of building services, cleaners, and any worker who attends the building to provide a service not related to production or artistic programming. Freelancers/Self Employed refers to directors, designers, production and technical staff, stage management, performers, and anyone who attends the building to perform work related to productions or artistic programming.

- a) Contractors will be required to present their Health and Safety Policy, Risk Assessments and other documentation to the Production and Technical Director, Building Facilities Manager, or Technical 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 Freelancers will be made aware as part of the contracting process that they are expected to comply with all legislation relevant to their role.
- c) Freelancers presenting creative or artistic plans to the Unicorn Theatre, must willingly work with the Production and Technical Director, Technical Manager, and any designated Production Manager to ensure that all plans and designs are safe and fit for purpose. The Unicorn Theatre

has final say as to whether a plan or design meets our health and safety criteria, and will work with Freelancers and builders to realise as closely as possible the original intention of any plans and designs.

- d) All equipment and machinery brought onto the premises will conform to the relevant British or European Standard. The Unicorn may, at any time, require proof that the equipment or machinery has been inspected and tested, and that certificates are made available for inspection.
- e) 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 Unicorn Theatre.
- f) 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.
- g) Contractors and freelancers must conform to workplace instructions and report any incidents to the person in charge of the workplace, who will be identified as part of the induction process prior to the start of work.
- h) 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 staff member.
- i) 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 staff member as appropriate.

### **Visitors**

- a) All other people 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 Unicorn staff and adhere to 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 appropriate member of Unicorn staff any hazards or risks which they encounter or cause - ensuring that they leave the location safe when they leave.

### **Health & Safety Committee**

The Committee will comprise the following roles:

Executive Director  
Production and Technical Director (Chair)  
General Manager  
Building Facilities Manager  
Technical Manager  
Front of House Manager  
Production Coordinator

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

The Committee will:

- a) Review safety behaviour and conditions in all departments and plan corrective action where necessary
- b) Review Accident Reports, in particular reports for any RIDDOR-reportable accident, and assess trends and repetitive issues for possible action.
- c) Review Near Misses, to 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) Plan and execute regular fire drills and other relevant building-side procedures such as suspect package evacuations and in-vacuations necessary due to a terror incident.
- f) Evaluate drills, and live events (eg. fire alarm evacuations), gathering after the event as soon as is practical to evaluate.
- 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 Executive and Senior Management Team whether their procedures and practices need to be amended.

The Committee will meet every six weeks. The minutes of the meeting will be distributed to all Committee members, the Senior Management Team and posted on the Health and Safety Dropbox (with redactions for protection of personal information if required).

### **Departmental Checklists**

All members of staff in every area of the business 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 the Departmental Checklists must be completed and discussed at H&S meetings.

This policy confirmed March, 2021

Next review date is March, 2022