



PEOPLE'S THEATRE COLLECTIVE HEALTH & SAFETY POLICY 2025

POLICY STATEMENT

The Management Committee of People's Theatre Collective (the Collective) is committed to maintaining excellent standards of health and safety to safeguard the wellbeing of all volunteers, staff, young people, and visitors. We aim to provide a safe environment for all activities and to minimise risks wherever reasonably practicable.

LEGAL CONSIDERATIONS & EMPLOYER RESPONSIBILITIES

Under UK health and safety law, the Collective has a duty of care to protect the physical and mental wellbeing of all employees, volunteers, and participants. This includes complying with the Health and Safety at Work Act 1974, ensuring that staff receive appropriate health and safety training, and maintaining up-to-date risk assessments.

Additionally, the Collective follows the guidance set out by the Health and Safety Executive (HSE) and recognises its responsibilities under the Equality Act 2010 to make reasonable adjustments for individuals with mental health conditions. The Collective is also committed to reducing workplace stress by implementing Mental Health First Aid training and ensuring safeguarding procedures are in place to protect vulnerable individuals.

By adhering to these legal requirements, the Collective aims to foster a safe, inclusive, and supportive working environment.

To achieve this, the Collective is committed to:

- Ensure a policy is in place and renewed on a regular basis
- Conduct thorough risk assessments for all activities.
- Make sure that everyone knows where emergency fire exits are in each activity location, and that they are adequately sign posted.
- Ensuring safe premises and equipment, including regular fire safety checks and drills.
- Maintain necessary health and safety records including an Accident Book and maintain a RIDDOR(Injuries, Diseases and Dangerous Occurrence) Log
- Ensure staff and volunteers have been made aware of the contents of the policy as part of their induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions
- Providing training and supervision to ensure staff and volunteers are competent in their roles.
- Including Mental Health First Aid training as part of ongoing staff development.

- Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly
- Establish and display emergency procedures to be taken in the event of fire and incidents and accidents (where the building is not managed by the Collective staff, ensure these are available in the building)
- Make sure that a First Aid box is regularly checked and its location known to all leaders
- Ensure that a qualified first aider is present at all our workshops and those present know who it is.
- Make Emergency First Aid Training available to all leaders on an annual basis
- Ensure the safe storage, handling and labelling of any hazardous materials
- Investigate accidents promptly

RESPONSIBILITIES

Management Committee Responsibilities

The overall responsibility for implementing this policy rests with the Management Team, with oversight from the Board Of Trustees. Their key duties include:

- Reviewing and renewing the policy annually.
- Ensuring staff and volunteers receive a comprehensive health and safety induction.
- Maintaining adequate public liability and employer's indemnity insurance.
- Ensuring risk assessments are completed and regularly reviewed.
- Displaying emergency procedures and ensuring all staff and volunteers are aware of fire exits and safety measures.
- Keeping necessary records, including an Accident Book.
- Ensuring First Aid kits are regularly checked and stocked.
- Requiring at least one qualified first aider to be present at all workshops.
- Ensuring that at least one member of PTC management has up-to-date Mental Health First Aid training to support staff and participants effectively.

Employee and Volunteer Responsibilities

All staff and volunteers are responsible for their own safety and that of others. They must:

- Report any hazards or malfunctions (e.g., broken equipment, trip hazards) to management, their workshop leader or a trustee.
- Follow all health and safety instructions.
- Wear appropriate clothing and use safety equipment as required.
- Avoid unsafe practices (e.g., using chairs instead of ladders to reach heights).
- Report all accidents, even minor ones, and ensure accident forms are completed.
- Participate in required health and safety training.
- Be aware of emergency evacuation procedures, fire exits, and first aid provisions.

ACCIDENT AND EMERGENCY PROCEDURES

- All accidents must be recorded on an Accident Form and logged in the Accident File, stored securely online.
- The Management Team will investigate all accidents and implement corrective measures where necessary.
- Mental Health First Aid support will be available for staff and participants where needed.

FIRST AID AT BANBURY COLLEGE

- **First Aid Kits:** Located in the drama studio and regularly checked by The Collective staff.
- **Additional First Aid Kits:** Available from facilitator staff during outreach work.
- **Accident Forms:** Available from PTC staff and kept in facilitator session folders.
- **On-Site First Aid Support:** Provided by Banbury College's Estates Team.

FIRE SAFETY

- Fire safety measures must be followed at all Collective premises, including at Banbury College.
- Fire alarms, extinguishers, and exits will be clearly marked.
- Fire drills will be conducted annually.

FIRE SAFETY & EMERGENCY PROCEDURES AT BANBURY COLLEGE

- **Fire Safety Officer:** A designated Fire Safety Officer from Banbury College is always on-site and can be found in the Estates Office next to the catering facilities and hall, near the drama studio.
- **Fire Alarms:** Clearly signposted in the drama studio and surrounding areas.
- **Fire Extinguishers:** Located by the double doors in the drama studio.
- **Fire Exits:** Available at both the front and back of the drama studio.
- **Emergency Assembly Point:** In the main car park.

INSURANCE

PTC holds Public Liability and Employer's Indemnity Insurance to cover all activities and personnel.

POLICY REVIEW & COMPLIANCE

This policy will be reviewed annually to ensure compliance with UK health and safety laws and best practices. Updates will be made to reflect changes in legislation, premises, and operational needs.