

Health & Safety Policy for Venues and Sites

This policy comprises the following sub-sections:

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General Statement of Policy

This is the venue health and safety policy statement of Manchester International Festival Ltd.

This covers all venues that may be hired, visited or utilised by Manchester International Festival (hereby referred to as 'The Company')

The Company's full Health and Safety Policy is prepared with the principles laid down in the Health and Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015(CDM) etc. and any other legislation pertinent to the Company's operations.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, visitors, hosts and volunteers, and to provide such information, training, supervision and financial resources as may be required for this purpose. We also accept and embrace our responsibility for the health and safety of other people who may be affected by our activities and for those members of the public using the company's facilities and enjoying our hospitality.

Under the auspices of the Health and Safety Work Act 1974, it is the direct legal responsibility of any employee, artiste, sub-contractor or contractor to ensure that they are fully conversant with the particulars of the Company's Health and Safety Policy.

All staff will adopt a positive attitude towards ensuring the wellbeing and safety of themselves and others while on company premises and venues.

The Board of Manchester International Festival place the highest priority on achieving safe and healthy working conditions for the benefit of the public, staff,

visiting artists and contractors.

Key Responsibilities

The Executive Director of the Company is responsible for the health and safety policy overall for the company, supported by the Administration & IT Manager, who is responsible for the day to day operation of the policy.

The Technical Director is responsible for Health and Safety in all the MIF venues and sites.

All Heads of Department and line managers have a duty to ensure that the health and safety policy is properly operated within their areas of responsibility.

All company employees have a responsibility in law to ensure their own safety at work and that of colleagues and visitors. If a member of staff or contractor has any concerns about their working environment, they must inform their Head of Department /Line Manager as soon as possible. If anyone perceives an immediate danger, they should stop the activity related to this danger and report the problem immediately.

Any contractors working for MIF also have a responsibility for their own safety and the safety of others. If they have any concerns about any of the MIF working environments, they should contact the MIF Technical Director.

Basic Introduction to Health & Safety

This Guide to Health and Safety covers all areas of the Festival's operation, giving detailed instructions and guidelines for good health and safety practice. It is important that all employees and contractors read this guide and are familiar with its contents. These are some basic starting points:

Fire and other security alerts

- Be aware of your means of escape from wherever you are in a building/venue.
- Ensure that you are fully aware of the evacuation procedures within the venue
- Ensure that you are familiar with the Fire Alarm sound.
- Be aware of where your nearest fire appliance is.
- Ensure that all fire doors are kept shut
- Ensure that all venue fire doors that you come across are unchained and are accessible. Any infringements of this should immediately be reported to the venue manager.

Work Activity

- Keep your workspace and surrounding area clear and tidy.
- Make sure you are happy with the temperature of your work area.
- Make sure you are happy with the light level of your work area or have a working torch with you when working in a theatre or on an event.
- Keep all tea and coffee areas clear and clean.
- Ensure that you are wearing the appropriate PPE for the task you are carrying out.
- Minimise working at height where practicable.
- Do not use any electrical appliances that have not been inspected.
- Ensure correct manual handling procedures are followed. Where possible utilise flight cases and trolleys to minimise carrying.
- When carrying equipment etc., ensure that the load is within your limits and

- that the route is clear.
- Be aware of those around you and know that what you are doing may cause risk to them.
 - Do not use any equipment that you are unfamiliar with or do not have the correct qualifications and/or licenses for.
 - Report any issues to the Technical Director or Venue Manager should you feel that they are not being addressed by your line manager.
 - Always put your personal safety and those of others first.

Evacuation Procedures

Evacuation Procedures will be written per venue. Ensure that you are familiar with these procedures.

If you are in a permanent venue these evacuation procedures will be visible in the stage door area; in temporary venues these will be held in the Production Office.

Not all venues will have a sophisticated fire alarm and detection system. You should familiarise yourself with what to do in the event of discovering a fire as soon as you first arrive in a venue.

Accidents

Major Accidents, Injuries or Other Medical Emergencies

If you are trained in first aid, take immediate action as appropriate to prevent further injury or danger to the victim.

Do not attempt to move the victim unnecessarily. If s/he has suffered an electric shock and is still in contact with the live equipment, you should only attempt to move him/her once you have ensured that you are insulated against the electric current – e.g. use a wooden pole, NOT a metal pole.

If you are not trained in first aid, ensure that the first aider on duty is immediately summoned to assist. Call 999 for an ambulance as soon as you have completed the above.

Ensure that the Technical Director is informed of the incident as soon as possible.

All incidents should be logged in the venue accident book. The Technical Director will ensure that any reportable incidents are reported (RIDDOR).

Minor accidents and injuries

Even the most minor accident can lead to unforeseen consequences later, so all accidents must be reported in the Accident Book (located in the venue). A record of all near misses should also be made.

Reporting Accidents/incidents

You are obliged by law to report accidents, injuries (however small) and dangerous occurrences.

In the first instance you should report the incident to your Line Manager and should ensure that an entry is made in the Accident Book.

You should report: -

- any accident or injury which happens at work to yourself, your colleagues or any other person on the premises
- any near miss or dangerous occurrence which could have led to injury,

damage, fire or other serious hazard

First Aid

Location of First Aid boxes to be confirmed in each venue. They are likely to be at stage door or in the Production Office.

Manual Handling

Where possible all heavy lifting operations shall be made less demanding. The risk of injury from any hazardous manual handling that cannot be avoided will be assessed before the operation is carried out.

Good Manual handling techniques should be observed at all times, these should include:

- Assessing how to lift a heavy item, i.e. have you got clear access to move the load from one point to another; has the route been planned and assessed first? Can you do this lift safely on your own? If not, always ask for help with the load from another person competent for the task.
- When responsible for lifting, use a good lifting technique, which includes position of the feet (slightly apart/ facing forward), bending the knees when lifting from a low level, maintaining a straight back.
- Keep the load as close to the body/trunk as possible, lift a load smoothly as opposed to jerking it and do not to twist your trunk when turning to one side but rather turn your feet carefully.
- Where possible utilise flight cases and trolleys to move heavy items

Use of Substances Hazardous to Health (COSHH Regulations)

All hazardous substances that need to be stored in venues must be kept in appropriate metal lockable cupboards with a COSHH regulation poster attached to it.

All staff using substances that come under COSHH regulations will have the correct protective clothing and or breathing aids at their disposal.

All staff using harmful substances are instructed to do so in well ventilated areas.

Appropriate signage explaining the harmful substance is located on the lockable cupboards. If in doubt, you should not touch any potentially hazardous substances or their containers without checking with a trained member of staff first.

Use of Computers and VDUs (Visual Display Units)

In 1993 new Health and Safety regulations came into force. Under these regulations the Company has a general obligation to protect everybody participating in an MIF event who use VDU's as part of their working process.

Workers should take appropriate breaks away from VDU screens

Noise

All noise should be kept to a minimum and appropriate PPE should be worn during any period of excessive noise.

All amplified sound to be kept within legal limits at all times. Earplugs will be available on site for all.

Smoking Policy

All employers have a duty to protect the health of their staff, visitors and the public on their premises. Given that passive smoking can present a significant health risk, the Company has adopted a non-smoking policy for its premises.

This means that smoking is prohibited on any part of the Company's premises/venues or in any company vehicles or private vehicles which are primarily used for work purposes.

External smoking provision may be provided at venues.

Alcohol and Drugs Policy

The consumption of any alcohol or drugs can impair judgement and affect an individual's performance so are generally regarded by the Company as incompatible with normal, safe working. Certain social situations (e.g. entertaining sponsors or other guests) may on occasion involve the moderate consumption of alcohol during the working day but the consequences of this must be considered at the time and safety maintained at all times.

The abuse of drugs and alcohol can lead to a loss of concentration and constitutes a serious risk to safety. Reference to drugs in this policy includes illegal drugs, the misuse of prescription and non-prescription medication and volatile substances such as solvents. Given the tasks involved in the Festival, such abuse could lead to a serious accident.

No illegal drugs should be brought on to the premises at any time. Any breach of this rule will be deemed to be Gross Misconduct and the Company's disciplinary procedure will be invoked immediately.

Any member of staff or contractor found to be seriously incapacitated through alcohol or drug abuse whilst on duty will also be deemed to have committed gross misconduct in accordance with the terms of the company's disciplinary procedure which will be invoked immediately.

It is against the law to drive a vehicle if you have consumed alcohol in excess of the prescribed legal limits. Under no circumstances should staff drive a company vehicle, or their own vehicle having consumed alcohol in excess of the prescribed limit.

Risk Assessments

Manchester International Festival must ensure that a risk assessment is undertaken for all events, and that a copy is submitted to the necessary authorities.

Festival Events

All staff and contractors working on an MIF event must ensure that they are fully aware of the health and safety policy operated by the venue management for all

festival events taking place in venues managed by other companies.

Responsibilities

Board Members

Board members are ultimately responsible for the Festival's Health and Safety Policy but the implementation and day to day running of it is delegated to the Executive Director.

Executive Director

- The Executive Director shall be responsible for the effective implementation of the Company Health and Safety Policy.
- He/she shall be informed of all incidents or accidents that occur; and the implications thereof
- He/she shall keep under review the necessity for further safety measures, instructions and training to ensure the health, safety and welfare of all employees, contractors and the public whilst on the premises.

Technical Director

- The Technical Director shall be responsible for the effective implementation of the Company's Health and Safety Policy in venues/sites
- He/she shall be kept informed of all incidents or accidents relating to this policy and take action to prevent a reoccurrence.
- The Technical Director will regularly visit the venues and will review health and safety practices on site.
- He/she shall be readily available to receive and discuss health and safety issues
- He/she shall ensure that any contractors agree to abide by the Company Health and Safety Policy and adopt safe methods of work.
- His/her representative onsite shall be the venue/production manager who shall instruct the staff and contractors precisely and clearly on their duties regarding health and safety.

Company Employees /contractors

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

- Shall observe and promote all safety rules at all times.
- Report any health and safety concerns promptly and clearly to the appropriate manager
- Familiarise themselves with evacuation procedures and their nearest emergency exits.
- Familiarise themselves with the safety operating procedures and instructions applying to their jobs.
- Report any defect or health hazard to his/her Line Manager and assist in any further action.
- Follow any health and safety instruction given to them by their Line Manager and assist in any further action.
- Follow any health and safety instruction given to them by their Line Manager, including the use of equipment, protective clothing, COSHH regulations, etc.
- Shall not enter any part of the venue that is unfamiliar to them, without first finding out the risks involved.
- Shall not make any repairs or carry out maintenance work on the fabric of the venue of any description unless authorised to do so in writing.
- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report to their line manager any medical condition that could affect the safety of themselves or others.

Visiting Contractors

- All visiting contractors shall ensure that they are covered for the relevant activity by their own insurance.