



PINK COW
THEATRE

HEALTH & SAFETY POLICY

REVIEWED:
MAY 2023

DATE OF NEXT REVIEW:
MAY 2024



INTRODUCTION

It is the policy of Pink Cow to provide a safe and healthy environment in which staff, participants, crew and cast can work. Pink Cow also aims to provide a safe and healthy environment for audience members and any visitors. Pink Cow ensures that any work undertaken by the organisation is done so after completing appropriate risk assessments and follows all relevant health and safety legislation to not adversely affect the wellbeing of anyone involved with our work.

This health and safety policy forms part of the health and safety arrangements at Pink Cow.

AIMS & INTENT

- To maintain standards of health, safety and welfare that comply fully with the *Health & Safety at Work Act, 1974*, other relevant legislation and codes of conduct.
- To protect staff, participants and others, including the public, from foreseeable hazards.
- To provide everyone involved with our operations the necessary information, instruction and training needed to ensure that safety awareness is developed, and the working environment remains safe.
- To ensure that all staff and participants are aware of their responsibilities to take care of themselves and others.

RESPONSIBILITIES

PINK COW MANAGEMENT

Ultimate responsibility for Health & Safety is taken by the Pink Cow management, including partners and anyone involved with the management of the company. They are responsible for ensuring that all staff, including themselves, fulfil their responsibility by ensuring adequate risk assessments are in place, ensuring relevant legislation and policies are followed, take charge of First Aid arrangements, and ensure training is given to staff, if necessary, to carry out certain activities.

STAFF

Production directors, crew and any other staff involved in the creation of Pink Cow's work are responsible for adopting all relevant Health & Safety measures or procedures for the activity being undertaken.

This includes reading the risk assessment created for the activity, notifying management of any additional risks they feel are missing, ensuring the control measures identified within the assessment are put into place, ensuring participants are sufficiently supervised, reporting any Health & Safety incidents, and taking reasonable care of themselves and others around them.

PARTICIPANTS

Participants should follow instruction given to them from staff regarding working safely within their surroundings and take reasonable care of themselves and others around them.

FIRST AID PROCEDURE

BASIC GUIDELINES

The following steps should be taken to ensure the safety of all those who work with Pink Cow:

- Up to date emergency contact details for all staff, crew and participants is held in accordance with Pink Cow's *Privacy Statement* and is accessible by all relevant staff.
- At least 2 adults should be present at all sessions, with a minimum ratio of 1 adult to 12 children.
- At least 1 adult present should be up to date with First Aid training. This should be refreshed every 3 years. They will be referred to herein as the 'Appointed Person.'
- All staff involved with a project are asked to review the relevant risk assessments before starting.
- Staff should ensure that anything recommended in the relevant risk assessment(s) has been actioned before starting an activity; this includes checking for slip, trip and fall hazards.

EMERGENCY RESPONSE

In the event of an injury that requires emergency medical attention, the Appointed Person present should:

- Dial 999 / 112 immediately.
- Give the address of the relevant venue / location.
- Ensure the injured person is not left alone.
- Delegate a responsible adult to meet the emergency services at the front of the building.
- Brief emergency services on any communication needs or disability of the person involved as well as injuries and treatment given thus far.

In the event of an injury or incident that is not an emergency but still requires medical attention quickly, 111 can be called to speak to a medical professional who will provide the relevant support.

FIRST AID AND INCIDENT PROCEDURE

In the event of an emergency, the Appointed Person should follow the steps within the 'Emergency Response' section above before following the steps below. The Appointed Person should ensure:

- Any risk / danger is removed in line with the appropriate risk assessment(s).
- The participant does not engage in any activity that may constitute further risk.
- The parent/guardian of the participant is informed of the accident as soon as possible.
- If hospital treatment is required and parents/guardians do not arrive before the ambulance, a Pink Cow staff member will accompany the participant.
- If the accident has involved a head injury, encourage parents/guardians to monitor participant for 48 hours for signs of concussion or deterioration of their condition.
- The incident is recorded and forwarded to relevant staff members, parent/guardian, Pink Cow management.

FIRST AID KIT CONTENT

There is no mandatory list of items to be included in a First Aid container. Based on the assessment of Pink Cow's activities and the amount of people estimated to attend each activity, the following items should be stocked in the First Aid Kit:

- A leaflet giving general advice on First Aid
- ×40 individually wrapped sterile plasters (assorted sizes)
- ×2 finger dressings
- ×2 sterile eye pads
- ×2 sterile individually wrapped triangular bandages
- ×12 safety pins
- ×2 large sterile individually wrapped unmedicated wound dressings
- ×6 medium sterile individually wrapped unmedicated wound dressings
- ×5 Steri-Strips
- Microporous tape
- ×20 sterile wet wipes
- ×3 pairs of disposable gloves
- ×2 instant ice packs
- ×1 foil blanket
- ×1 resuscitation face shield
- ×2 tourniquets
- Scissors
- Tweezers
- Steripods
- Hand Sanitiser

The contents of this box will be reviewed based on activity risk assessments.

ACCIDENT REPORTING

Any accidents or incidents involving Pink Cow staff, crew or participants should be recorded using an Accident Report Form and reported to Pink Cow management.

Information on the Accident Report Form will include:

- Date, time and place of the incident
- Name of the injured or ill person
- Details of the injury / illness and the action taken
- What happened to the person immediately afterwards
(e.g. went home, went back to session, went to hospital)
- Name and signature of the person writing the report

Pink Cow management will report incidents which fall within the requirements of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* to the health and safety manager. These incidents include major injuries / accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the incident.

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 governs all matters of fire safety. Pink Cow's activities mainly take place within theatres and buildings run by other organisations and businesses who are responsible for inspections of their own fire safety equipment, producing a fire risk assessment and running fire drills.

Any Pink Cow staff member working within a venue is to request relevant fire safety information from the venue including location of fire exits, fire alarm points, evacuation procedures and location of assembly points.

In the case of a fire, lead staff will ensure:

- All staff, crew and participants exit the building quickly and calmly through the nearest fire exit and gather at the designated assembly point.
- Once the building has been swept by relevant venue staff, registers are taken with the group at the assembly point.
- The alarm is raised, if not already sounding, and the fire brigade is called.

REVIEW & IMPROVEMENT

The Pink Cow management should review all accidents / incidents to determine if anything can be changed to decrease risk in the future. Actions may include:

- Updating policies and procedures
- Updating risk assessments
- Increasing staff training

This policy is reviewed by Pink Cow staff on a yearly basis, as recommended by the *Health and Safety Executive (HSE)*.

LAST REVIEW DATE:
MAY 2023

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