



Health & Safety Statement

Teddington Theatre Club (TTC) is committed to protecting the health and safety of all those who use the Hampton Hill Theatre, as volunteers, audience, hirers, contractors and all others who come into our building.

The Board of Trustees has responsibility for health and safety matters and for meeting the legal obligations placed on it by the Health and Safety at Work etc Act 1974, and other health and safety legislation.

We ask that everyone respects the health and safety aspects of our working practices while using the Hampton Hill Theatre, in order to keep themselves and others safe. Any defects should be reported to the Stage Manager or Duty Manager or by emailing maintenance@teddingtontheatreclub.co.org.uk . Accidents should be reported and entered into the accident book which is located near the stage door.

This policy will be reviewed annually or more frequently if this is thought necessary with changes in working practices. The Board will consult with people using our premises and facilities on matters affecting health and safety and it welcomes suggestions to improve procedures.

A handwritten signature in black ink, appearing to read 'Cath Messum', is written over a horizontal line.

Cath Messum

Chairman on behalf of the Board of Trustees



1. Arrangements

This commitment to H&S will be discharged by:

- 1.1. Providing healthy and safe working practices for plant machinery, work equipment, materials and substances.
- 1.2. Complying with all relevant statutory requirements made under the healthy and safe at Work Act and other relevant legislation.
- 1.3. Carrying out assessments of work including inspections to determine health and safety risks and mitigate any found.
- 1.4. Informing the appropriate people of any relevant risk.
- 1.5. Providing suitable training and/or instruction to meet any health and safety risks.
- 1.6. Developing and introducing policies, practices to reduce and control risks to health and safety arising from onsite activities.

2. Responsibilities

- 2.1. The TTC Board shall develop and implement this health and safety policy
- 2.2. The TTC Board shall:
 - 2.2.1. Review and assess H&S risks annually or more frequently and whenever legislation changes.
 - 2.2.2. Review and assess the Schedule of Premises and Equipment Maintenance annually or more frequently.
 - 2.2.3. Review and assess entries in the Accident Book as part of regular business.
- 2.3. Every Director shall implement this policy to ensure that high standards of health and safety are met and shall develop, plan, monitor and review health and safety management in those areas under their control.
- 2.4. The Operations Director shall oversee day-to-day health and safety matters for the building. The Backstage and Technical (BAT) Director shall oversee day-to-day health and safety matters for backstage and productions.

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- 2.5. The Operations Director will be supported by the General Manager who will maintain records of safety checks, registers of authorised persons, risk assessments and other safety-related documentation.
- 2.6. The Backstage and Technical (BAT) Team shall support the BAT Director on health and safety matters.
- 2.7. Every person attending and using Hampton Hill Theatre facilities shall:
 - 2.7.1. Take personal responsibility for the health and safety of themselves and others who may be affected by their acts or omissions.
 - 2.7.2. Co-operate with others to ensure that statutory health and safety requirements are met.
 - 2.7.3. Work in accordance with any safety instruction and/or training received.
 - 2.7.4. Seek out guidance if they are unfamiliar with equipment or practices.
 - 2.7.5. Follow all Health and Safety notices (for example, on evacuating the building).
 - 2.7.6. Report all accidents, however minor, in the Accident Book provided.
 - 2.7.7. Inform the Duty Manager (if available) or Theatre General Manager (manager@teddingtontheatreclub.org.uk) of any situation that represents a near miss or potential danger to health and safety and any shortcomings in protection arrangements.
 - 2.7.8. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
 - 2.7.9. Make use of the facilities provided for relevant health and safety purposes (for example: manual handling equipment, PPE, safety barriers, storage of food, storage and disposal of hazardous substances, pyros and weapons, waste disposal, etc).

3. Documentation

- 3.1. To support this general statement of policy and arrangements, documentation is provided for the detailed implementation of practices, to provide guidance and to set standards.
- 3.2. An Overall Risk Register shall be maintained and shall identify health and safety risks.



- 3.3. A Schedule of Premises and Equipment Maintenance shall be maintained and shall identify health and safety linkages.
- 3.4. An Accident Book shall be provided at the Hampton Hill Theatre.
- 3.5. The Production Handbook shall set out how productions are subject to individual Health and Safety practices (including pre and post reviews).
- 3.6. External hirers of Hampton Hill Theatre shall be required to complete a risk assessment for their event as part of their contractual terms and conditions. TTC Ltd. shall reserve the right to request a copy.

4. Enquiries

- 4.1. Any enquiries or suggestions regarding health and safety should be addressed initially to the Theatre General Manager (manager@teddingtontheatreclub.org.uk) or to the Company Chairman (ttcchairman@teddingtontheatreclub.org.uk).

5. Review

- 5.1. Date of last review: October 2022
- 5.2. Date of next review: October 2023