

## **Gearshift : Health and Safety and Welfare Policy**

Gearshift Theatre recognises and accepts its responsibilities as an organisation for providing a safe and healthy environment for all its employees, volunteers and, cast (“Members”) and the public.

Gearshift Theatre will conduct its activities within the framework of all relevant legislation.

All Members are expected to take reasonable care of their own and other’s health and safety. They are expected to make themselves familiar with the health and safety policy. They are expected to report all accidents as appropriate and take reasonable care of themselves and others who may be affected by their actions.

Risk assessments will be completed for Gearshift activities. They will be carried out wherever a significant hazard is identified. They will be shared with adults and other partners who Gearshift engages with. All risk assessments will be filed in electronic form available to all trustees.

Members should make themselves familiar with fire procedures where rehearsals and performances are taking place. They will be encouraged to familiarise themselves with the location of First Aid boxes.

All incidents will be recorded and brought to the attention of the trustees.

This policy statement will be made available to all Members.

When working with actors or the public (e.g. in workshops), guidance will be given on safety in performing and acting (e.g.in making physical contact with others, using voice or using a space safely)

When touring by bicycle, particular attention will be made to cycling safely in accordance with the risk assessment. Members will be responsible for the safety of their own bicycles and any safety equipment.

Agreed by Gearshift Theatre Trustees April 7th 2014