

# Park Street Performing Arts Centre: Health and Safety Policy

## 1. Purpose

The purpose of this Health and Safety Policy is to ensure the safety and well-being of all employees, patrons, contractors, and visitors at Park Street Theatre. The policy outlines the responsibilities and procedures to minimise risks and create a safe environment.

## 2. Legal Compliance

Park Street Theatre is committed to complying with all relevant health and safety laws, regulations, and codes of practice. Regular audits and inspections will be conducted to ensure compliance.

## 3. Responsibilities

- **Management Responsibilities:**
  - Ensure all health and safety procedures are implemented and adhered to.
  - Provide adequate resources for health and safety measures, including training, equipment, and protective gear.
  - Conduct regular risk assessments and implement necessary controls to mitigate identified risks.
  - Maintain up-to-date health and safety records, including incident reports and safety audits.
- **Staff/ Volunteer Responsibilities:**
  - Follow all health and safety procedures and report any hazards or unsafe conditions immediately.
  - Participate in health and safety training and drills.
  - Use personal protective equipment (PPE) as required.
  - Report any accidents, incidents, or near-misses to management promptly.
- **Visitor and Patron Responsibilities:**
  - Follow any safety instructions provided by staff.
  - Avoid unsafe areas and report any observed hazards to staff.

## 4. Risk Assessment

- **Regular Assessments:** Conduct regular risk assessments to identify potential hazards in the workplace, including those related to fire safety, slips, trips, falls, manual handling, electrical safety, and the safe service of alcohol.
- **Control Measures:** Implement appropriate control measures to minimize identified risks. These may include installing safety barriers, providing PPE, or implementing safe work practices.

## 5. Fire Safety

- **Fire Risk Assessment:** Conduct a thorough fire risk assessment of the premises and update it regularly.
- **Fire Safety Equipment:** Ensure that fire extinguishers, smoke alarms, and other fire safety equipment are installed, regularly inspected, and maintained.

- **Emergency Exits:** Clearly mark and keep all emergency exits unobstructed at all times. Emergency lighting will be maintained and tested regularly.
- **Fire Drills:** Conduct regular fire drills to ensure staff are familiar with evacuation procedures.

## 6. First Aid

- **First Aid Kits:** Maintain fully stocked first aid kits at accessible locations within the premises.
- **Trained First Aiders:** Ensure that a sufficient number of staff members are trained in first aid and are available during all operating hours.
- **Accident Reporting:** All accidents, no matter how minor, must be reported and recorded in the accident logbook. Serious incidents will be reported to the relevant health and safety authorities as required.

## 7. Food and Drink Safety

- **Food Handling:** Ensure that all food handling and preparation areas comply with food safety regulations. Staff involved in food preparation will be trained in food hygiene practices.
- **Alcohol Service:** Alcohol will be served responsibly, in accordance with licensing laws and guidelines. Staff will be trained to recognize and handle situations involving intoxicated patrons safely.

## 8. Hygiene and Cleanliness

- **Cleaning Schedule:** Implement a regular cleaning schedule to maintain hygiene throughout the premises, including the bar, seating areas, restrooms, and kitchen.
- **Waste Management:** Waste will be managed in accordance with health and safety regulations, with regular removal of waste from the premises to avoid hazards.

## 9. Slips, Trips, and Falls

- **Flooring:** Maintain non-slip flooring in areas prone to spills, such as behind the bar and in restrooms.
- **Spill Management:** Any spills will be cleaned up immediately, and warning signs will be used to alert patrons and staff to wet floors.
- **Obstruction-Free Areas:** Ensure that walkways and emergency exits are free from obstructions at all times.

## 10. Manual Handling

- **Training:** Staff will receive training on proper manual handling techniques to avoid injuries when lifting or moving heavy objects.
- **Equipment:** Provide trolleys or other lifting aids to reduce the need for manual handling.

## 11. Electrical Safety

- **Regular Inspections:** All electrical installations and equipment will be regularly inspected and maintained by qualified personnel to prevent electrical hazards.
- **Portable Appliances:** Portable electrical appliances will undergo periodic testing to ensure they are safe to use.

## **12. Training and Awareness**

- **Health and Safety Training:** Provide all staff with health and safety training relevant to their roles. Training will include emergency procedures, fire safety, first aid, food hygiene, and manual handling.
- **Induction Training:** All new employees will receive health and safety induction training before commencing work.

## **13. Incident Reporting and Investigation**

- **Incident Logbook:** Maintain an incident logbook where all accidents, near-misses, and dangerous occurrences are recorded.
- **Investigation:** Investigate all incidents to determine the cause and implement corrective actions to prevent recurrence.

## **14. Review and Monitoring**

- **Policy Review:** This health and safety policy will be reviewed annually or after any significant incident or change in operations.
- **Safety Audits:** Conduct regular safety audits to assess compliance with this policy and identify areas for improvement.