

POLICIES & PROCEDURES



Health & Safety

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(1) Overview

- 1. Our policies and procedures are set out in line with up to date government guidelines and legislation which are followed in strict protocol by our team, clients and service users at all times
- 2. Our Health & Safety Policy is in place to ensure that safety remains our number one priority at the company
- 3. Our Health and Safety procedures have been developed to protect our staff, freelancers, visitors, customers (patrons), and the public

Health & Safety Statement

The health and safety of our staff, and the public is our single biggest priority. Our procedures listed within this policy help to push for high standards of safety at the company, but it is equally crucial that these procedures are followed by our teams.

There are times that we ask people to work in hazardous conditions. This may include the use of pyrotechnics, with heavy machinery, from heights or with extremely hot lighting.

That is why we take robust steps to reduce or remove risks, and provide our teams with training and Personal Protective Equipment (PPE). Should anyone, at any time believe something is unsafe during their involvement with our company, they are asked to voice this to a member of management immediately.

(2) Procedures

Our Senior management, officers and project producers are responsible for health and safety in our spaces, sets, hired facilities, stages, backstages (including wings, quick change areas, pits, and flies).

They must ensure that instructions are given to adequately trained members of staff, and that:

1. Risk assessments are produced, carried out, and signed off
2. PPE is provided to staff and visitors where required
3. Staff are competent and hold adequate training and certification
4. Measures are put in place to reduce and prevent hazards
5. All staff on site are told of hazards, and what they must or must not do to ensure the safety of all present

(3) Work at Height Regulations 2005

The purpose of the Work at Height Regulations 2005 is to prevent injury and death as a result from falling from a height.

Any work from a height must take robust steps to prevent injury or death by:

1. Ensuring that staff are competent and trained correctly
2. Are supervised by another competent person at ground level
3. Activities at a height are fully and robustly planned
4. The correct type of equipment is used
5. PPE is provided and used correctly

Guidance on Working at a Height can be found at the **Health and Safety Executive (HSE)** website.

(4) Food Safety and Hygiene

The Food Safety Act 1990 (FSA 1990) provides the framework for food safety in the United Kingdom. It is the legal responsibility of Vitality Entertainment Group, that the serving, preparation or sale of any food item is done so safely and in accordance with the FSA 1990.

We may prepare and serve food to customers (patrons), or to our teams in the course of our work.

Any member of staff or service provider partaking in the preparation and serving of food items must follow the FSA at all times.

Vitality Entertainment Limited is responsible for ensuring that all food service staff are competent and adequately trained.

(5) Fire & Evacuation

Any building that we work or operate within, must provide us with its fire evacuation procedure prior to use. This includes:

- Having an adequate number of easy access, non obstructed fire doors
- Fully and regularly tested fire alarm systems
- Fire assembly points away from the building and other potential hazards
- A general fire evacuation procedure

In the event of fires, our people are not to attempt to fight fires themselves unless this is necessary to preserve life.

In the event of an emergency of such kind that requires an evacuation, emergency service are to be called without undue delay.

(6) During a performance

If any serious hazard (such as fire, suspicious package, explosive device or structural damage) is discovered backstage, a member of the stage management team is to be immediately informed, and a show stop called (which is to be communicated with Front of House). If the threat is considered as substantial, and requires an evacuation, the House Management must be alerted. During such situations, the safety of our teams (including performers), customers (patrons), and theatre employees are our top priority. We will always support our peoples decision to call a show stop or cancel the performance where this decision is made as a means of keeping people safe.

(7) First Aid

1. **In the theatre** - We require that there is always a duty first aider present backstage. This may be one of our stage management teams. First Aid certificates must be in date and this date filed with the company.
2. **On film sets (Location and in studio)** - We require that a duty medic or duty first aider always be on site. This must be their sole duty, meaning that this cannot be a member of

management for example. First Aid certificates must be in date and this date filed with the company.

3. **First Aid kits** - Vitality Entertainment Limited will provide at least one full kit and one grab bag to each site. These should be stock checked by our team's, and all items replenished regularly.
4. **First Aid delivery** - Unless trained (and the training is fully in date), and the individual is recognised as an official first aider for the company, first aid is not permitted. In the event that first aid is delivered by a recognised Vitality Entertainment first aider, this must be recorded in the accident book immediately following.
5. **Emergency situations** - Where injury is severe or life threatening, duty first aider or management must call emergency services.

(8) Training

Vitality Entertainment Limited recognises that good training can substantially reduce risk. As such, we will provide our people with any training necessary. This may include:

- First Aid
- Heavy lifting
- Fire evacuation
- Terrorism awareness
- Pyrotechnics training
- Electrical safety
- Working at a height

(8) Manual Handling

Manual handling has the potential to cause major injury to the arms, hands, back, spine, neck, legs, shoulders, and feet. The term Manual Handling covers a wide variety of activities, including:

- Pushing
- Pulling
- Carrying
- Lifting
- Lowering

If any of the above is not carried out in a safe and appropriate manner, it risks injury in a variety of ways.

Vitality Entertainment Limited always aims to provide industry standard manual handling training to any person who may undertake such tasks in the remit of their role. No member of our teams who do not hold such training, are permitted to undertake manual handling tasks.

This policy:

This policy is to be reviewed and updated once every 12 months, unless:

- A relevant change to the law applies which requires us to update it earlier;
- A relevant error or concern has been raised in relation to the policy; or
- We change, add or remove a service/operation which may affect this policy

Any questions related to our policies may be put to us by email at info@vitality-entertainment.com

This policy must be adopted by the entirety of the company, it's staff, subsidiaries, projects, customers and service providers/partners, whilst involved in our activities.

