



Health and Safety Policy

Revised and Approved May 2022

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ADDENDUM – COVID 19 RESTRICTIONS

1. GENERAL POLICY STATEMENT

- The Aldeburgh Jubilee Hall CIO (AJH) provides safe working conditions and a healthy environment for its own staff and the staff of all organisations hiring the Hall ('Users') as well as all patrons attending events in the Hall.
- We ensure that the equipment and systems of work are safe.
- We provide information to 'Users' as is necessary within the framework of our health and safety procedures.
- We ensure that the public at large are protected from danger or risks to health as a result of our activities.

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- We provide information to 'Users' as is necessary within the framework of our health and safety procedures.
- We ensure that the public at large are protected from danger or risks to health as a result of our activities.
- We ensure that this policy is reviewed each calendar year and that as a result of that review changes are made to procedures to take into account the items identified as needing change in that review.

2. SAFETY PERSONNEL AND THEIR RESPONSIBILITIES

Health and Safety Officer: AJH has appointed a Trustee with overall responsibility for health and safety policy and its implementation within the organisation. The appointee is responsible to the Trustee Board through the Chairman of the Trustees.

The Trustees have appointed **NIGEL HOWCUTT** as its Health and Safety Officer.

Health and Safety Manager: The Trustees, through the Health and Safety Officer, have delegated to the Hall Manager, **Terezija Hirs**, operational responsibility for the implementation of Health and Safety policy - the role of Health and Safety Manager who may delegate specific duties as appropriate to other AJH staff (delegates).

The AJH Health and Safety Manager has overall responsibility for Health and Safety for AJH staff, visitors and sub-contractors for AJH-led activities and productions and has the responsibility to report to the Health and Safety Officer any breaches in the policy by staff or Users she becomes aware of.

In addition, the AJH Health and Safety Manager has responsibility for ensuring that the AJH Health and Safety Policy and other relevant health and safety information is provided to all User organisations - in doing so delegating to the 'User' organisations' Health and Safety Manager(s) the responsibility for operational Health and Safety while the 'User' has hired the Hall.

All user organisations are required to appoint their own Health and Safety Manager(s) responsible for Health and Safety during that organisations' use of the Hall and inform the AJH Hall Manager of the names of these individuals. User health and safety responsibilities may sometimes be shared between a 'Stage Manager' and 'House AJH Hall Manager (or delegatee)' on all Health and Safety matters relating to that organisations' use of the Hall and its Facilities.

3. FIRE SAFETY

We address and carry out our duties and responsibilities on fire safety in all our activities in a proper manner.

We provide information on fire safety procedures in the following areas of our activities:

New Hirers

New Hirers are provided with this policy and briefed verbally on fire safety.

Existing Hirers

Existing Hirers are provided with this policy and briefed verbally on any updates to fire safety procedures that are prepared either as a result of the annual review or on recommendations made either by the local fire safety officer or following any incident that found the existing procedures to be inadequate.

Visitors

Visitors are instructed orally in the fire safety precautions by the Hall Manager (or another member of staff/Trustee to whom she has delegated the responsibility - delegatee), who informs them of the fire safety drill and also shows them the fire exits and the assembly point to be used in the event of an incident.

Sub-Contractors

Sub-contractors are instructed orally in the fire safety precautions by the Hall Manager (or staff delegatee), who informs them of the fire safety drill and shows them the fire exits and the assembly point to be used in the event of an incident.

Procedures within the Hall

The Health and Safety Manager for the AJH, or 'User' organisation with delegated "House Manager" responsibilities, is responsible for auditorium, bar area, kitchen, toilets, and general office as well as patrons.

The Health and Safety Manager for the AJH, or 'User' organisation with delegated 'Stage Manager' responsibilities is responsible for stage, under stage, wings, rear corridor, dressing room and toilets as well as personnel involved in the performance.

The AJH Hall Manager, or the Health and Safety Manager(s) of 'User' Organisation, as appropriate, are responsible for ensuring that:

- From time to time, all persons in the building are reminded of the need to remain alert to the potential risk of a fire and what they must do in the case of an outbreak or rehearsal for such an outbreak.
- Marked exits are kept clear of all obstructions such as chairs, boxes etc.
- Marked fire exits are unlocked during the time that the premises are occupied, including the external courtyard gates – an emergency key for the courtyard gates is located in a 'Break Glass' box adjacent to the gates.
- A telephone is located in the AJH office (there are no public telephones in the vicinity of the hall. At least two individuals are to be nominated as having a mobile telephone to hand to be used in the case of an emergency.
- Frequent checks to ensure that the fire extinguishers are still inside their expiry date and arrangements are made to have out-of-date fire extinguishers either changed or serviced as soon as possible after their expiry date(s).
- Fire drills are carried out at irregular intervals and all persons present treat the fire drill in a proper manner and assemble at the nominated fire assembly point.
- In the case of an actual emergency a nominated person, normally other than him/herself is responsible for contacting the fire brigade and reporting back that contact with the fire brigade has been made.

In case of fire the following rules should be followed:

**No attempt to fight the fire should be made unless it is safe to do so.
Danger is not only from flames but also from heat, smoke, harmful gases and lack of oxygen.**

Note: the fire alarm system in the AJH is not automatic and will only be activated upon the manual breaking of an emergency 'Break Glass' located adjacent to the emergency exit doors. There is NO smoke detection system provided in the AJH.

- the person responsible for the outbreak location shall raise the alarm.
- evacuation from each area is the responsibility of each appointed person.
- points of evacuation are to be decided by each appointed person subject to location of fire.
- evacuation has occurred no one is to re-enter the building.
- assembly point will be on the roads at front, rear and sides of the building as appropriate
- the AJH or User Health and Safety Manager (or delegatee) should summon the Fire Brigade as soon as fire is detected even if the fire has been put out
- the 'House manager' and 'Stage manager' should make checks of the areas for which they are responsible to ensure they have been vacated without endangering themselves

- if anyone is thought to be still inside the building the Fire Brigade should be informed immediately.

4. FIRST AID

AJH takes First Aid seriously.

The policy of the Trustees is prevention of accidents in the first place. To this end it regularly, through delegation by the Health and Safety Officer to the Hall Manager, carries out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner and in accordance with procedures set down in other documentation in this manual.

AJH has a permanent first aid kit that meets the necessary requirements. The first aid kit is kept in the bottom drawer of the kitchen units.

An accident record book is provided (in the bottom draw of the kitchen units) and any accident recorded. The hall manager is responsible for bringing accidents to the attention of the Health and Safety Officer who will take appropriate action, where possible, on behalf of the trustees to ensure the risk of such accidents is minimised in the future

A telephone is located in the AJH office (there are no public telephones in the vicinity of the hall. At least two individuals are to be nominated as having a mobile telephone to hand to be used in the case of an emergency.

5. REHEARSAL AND PERFORMANCE REQUIREMENTS

The AJH or 'User' Health and Safety Manager, as appropriate, is responsible for ensuring that props, staging and other stage furniture are safe for use and for setting up the line of responsibility for safety in the building and for identifying any particular hazardous areas or situations that need to be addressed, as well as all safety matters that need to be notified to them. and the location of the first aid kit(s).

The AJH or 'User' Health and Safety Officer's duties in this regard include:

- knowing the location of all the fire extinguishers, the fire exits and the assembly point(s).
- fire drill instructions.
- not to park in front of fire exits or place any obstruction in front of fire exits, outside or inside the building.
- to work safely with props and to refuse to use any that are, in their opinion, unsafe.
- how to use equipment that requires them to work above floor level. In particular they are reminded that it is forbidden to stand on makeshift rostra such as plastic nesting chairs or fold-up tables.
- not to use rostra, raised staging, steps etc. unless final approval has been given by the set construction team.

AJH recognises that the stage and its wings can be hazard areas for tripping over electrical cables and inadequate lighting. Consequently the appropriate AJH or User Health and Safety Manager, as appropriate, must ensure that

he/she has carried out a proper risk analysis of the activities and situations that present themselves or could present themselves in the areas concerned. The Risk Assessment is carried out using the criteria for risk assessment value given in section 12.

The AJH or 'User' Health and Safety Manager must ensure that all persons who are required to be in the wings or on-stage before, during and after a performance have been properly instructed in their responsibilities.

Front of House

AJH recognises that its front of house team could be subject to hazards in the fulfilment of their duties whilst in the theatre. AJH also recognises that the responsibility for ensuring the safety of its front of house team may jointly or separately rest with the management of AJH or relevant User organisation.

The AJH or 'User' Health and Safety Manager, as appropriate, responsible for front of house must:

- make all personnel aware of their responsibilities in matters of health and safety at the venue, and the procedures that they should follow in the event of an incident such as an outbreak of fire, first aid emergency etc.
- be aware of the location of the nearest telephone, the location of the fire extinguishers, the route to be used in the event of the need to evacuate the building, the procedures to be used to evacuate patrons in the event of an emergency and the location of the assembly point(s).
- ensuring that the front of house team is trained to carry out their duties and responsibilities to the best of their abilities, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property as it affects their duties front of house.

6. GET IN/GET OUT ARRANGEMENTS

Get-In Arrangements:

Front of House Team/Auditorium/Hall

The AJH or 'User' Health and Safety Manager ('House Manager') is responsible for liaising with all staff to ensure that each has identified themselves to each other and each party has understood the respective roles of the parties concerned and ensuring that they are made aware of the duties expected of them and that the fire rules etc. have been shown to them.

They are also responsible for conducting theatre patrons to their seats in a safe and courteous manner. They are instructed to exercise special care in this responsibility in areas where the seating and gangways are steeply raked and/or the areas are dimly lit and when patrons are infirm or disabled.

In the case of emergencies, the front of house team is required to act in a responsible manner in accordance with the procedures set out in the **section 'Fire Safety'**.

On-Stage, Dressing Room and in the Wings

The AJH or 'User' Health and Safety Manager ('Stage Manager') is responsible for ensuring that the performers, stage crew, sub-contractors and properties work in a safe manner, with regard for the safety of persons and property around them and for ensuring that they follow the procedures, and wear the appropriate personal protective equipment and use the appropriate personal tools for the task(s) being carried out. They are also responsible for ensuring that procedure on-stage and in the wings is understood and practised by the persons to whom it applies.

The stage crew, sub-contractors and properties must be instructed in the application and fulfilment of the procedures referred to above.

Get Out Arrangements:

Front of House Team/Auditorium/Hall

The AJH or 'User' Health and Safety manager, as appropriate, ('House Manager') is responsible for the safe exit of theatre patrons after each performance. To ensure the safe and efficient exit of patrons, the front of house team shall take care of the increased risks of raked floors, dimly lit areas and the special precautions that need to be taken with infirm or disabled persons.

Covid - Keeping our audience Covid safe

We are continuing to encourage all audience members, staff and volunteers to wear face coverings throughout performances as well as pre and post performances. Social distancing should be respected whenever possible.

Concerts run at full capacity. The hall will be ventilated prior to every performance as well as during the interval by opening all doors.

7. USING SUB-CONTRACTORS

The AJH Trustees address and carry out our duties and responsibilities when using or hiring sub-contractors in a proper manner. We use in our dealings with sub-contractors the key target areas for sustainable improvements in health and safety of:

Commitment

Competence

Co-operation

Communication

Commitment

Our commitment is that of ensuring through delegation to the AJH Health and Safety Manager (or delegatee) that all procedures pertinent to sub-contractors are notified to them and that they have been properly inducted into the use of those procedures. The person deemed in charge of sub-contracted operation in hand carries out these inductions.

Competence

Sub-contractors are instructed to work in accordance with the appropriate procedures and fire safety precautions given in the AJH Health and Safety

Policy by the Health and Safety Manager (or delegatee), who informs them of the fire safety drill and shows them the fire exits and the assembly point to be used in the event of an incident.

A risk assessment is carried out jointly by the sub-contractor(s) and the Health and Safety Manager (or delegatee) or the person deemed in charge of operation in hand, to ensure that any risks specific to the operations of the sub-contractor are properly and fully identified and procedures put in place to minimise any hazards identified during the risk assessment.

Where access and egress are considerations then procedures are established to ensure that they are wide enough to permit escape of persons in the event of an emergency and to permit equipment to be brought in and taken out of the area safely, are kept free of obstructions and debris, are adequately illuminated and, where necessary, provided with secure handrails and/or barriers.

Co-operation

Regular review and close control of the activities of the sub-contractors whilst hired and/or used by AJH is carried out by the Health and Safety Manager or delegatee. Likewise, representatives of AJH who need to work closely with any sub-contractor(s) are informed of the duties that such sub-contractors will carry out. They are encouraged to be helpful and co-operative to them during the execution of their duties.

Communication

The text as described in “**commitment**” above equally applies to this sub clause.

In addition, the following important items, as applicable, are explained in detail to the sub-contractors by the Health and Safety Manager (or delegatee)

All hazards, as identified by the risk assessment and, as appropriate, associated with:

Accessibility - Avoidance of blocked exits, locked exits, absence of handrails, sufficient illumination, falling objects etc.

Fire and Emergency situations - information on location of extinguishers, alarm signal types and the noise they make, assembly points, evacuation routes etc.

Working at height and temporary structures - ensuring that persons are willing to work at height, adequate guard rails, use of safety harness, ensuring that scaffolding, access towers etc. are stable and sound, safe means of access and egress.

Exposure to crowd disorder and personal violence - caused by drunkenness or attempts to steal property, hostile authorities, under influence of drugs, conflicts with other sub-contractors, use of security staff, use of a “fixer”, limiting /hiding exposure of equipment at risk of theft.

Wind and other conditions - see working at height.

Noise and vibration - working within the present limits of the Noise at Work Regulations which state a maximum noise limit of 85 dB(A) coupled to an exposure time limit, provision of ear defenders and/or sound excluding headphones, working to the present vibration limits in terms of amplitude, frequency and length of exposure on hand/arm and whole-body vibration.

Smoke and vapour effects - ensuring that suppliers of materials give details of the hazards that may occur from the use of their products, are aware of the possibility of choking/asphyxiation due to high concentrations of the product,

toxic substances in the smoke/vapour, reduced visibility when in use, induced slipperiness to floors etc. when in use etc.

Animals - be aware of personal phobias, infections or worse from bites, disposal of excreta, the welfare of the animals etc.

8. DRESSING ROOMS AND TOILETS

Cleanliness

AJH works on the premise that clean dressing rooms and toilets make for pleasant surroundings and a disease-free environment for their users.

Particular attention is given to the following points:

Cleanliness of sanitary appliances

Towel replacement (paper or cloth)

Provision of soap and toilet paper

Cleanliness of hand basins

Emptying of waste and litter bins

Collection and disposal of bottles, sandwich wrappings and empty takeaway cartons

Provision of clothing rails in dressing rooms

Alcohol

AJH bans the consumption of excessive alcohol in any form backstage.

Horseplay

The AJH or 'User' Health and Safety Manager as appropriate ('Stage Manager') is to ensure that there is no horseplay or hazardous behaviour in the dressing rooms.

Tannoy

Users are responsible for confirming that the tannoy system is working and is audible above normal dressing room hubbub and for reporting any faults for attention to the AJH Hall Manager as appropriate.

Outside Access

Where access or egress into or from dressing rooms requires people to use stairs or outside areas then temporary lighting during darkness should be provided by the User.

Leave Nothing but Your Thanks

AJH instructs all its Users to observe the rule "Leave nothing but your thanks" when using dressing rooms.

9. CHILDREN

For the purposes of this procedure, the Trustees define a child as a person aged from 5 to 18 years of age.

This procedure applies both to situations in which children and adults are involved in the activity and to those in which children are solely involved.

AJH's Health and Safety Policy shall apply to children.

Although the Health and Safety Officer is responsible overall for the fulfilment of AJH's Health and Safety Policy, he/she may, at his/her discretion, appoint a specific person or persons to oversee the Health and Safety of Children as defined above.

The AJH or 'User' Health and Safety Manager is responsible for ensuring that children either in rehearsal, on-stage, in dressing rooms or elsewhere are inducted into their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their abilities, protected from hazardous situations that might affect their overall safety and instructed in the protection of property.

The Health and Safety Officer or the person deemed in charge of operation in hand instructs adults in the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

AJH has a separate 'Child and Vulnerable Adults' policy, in addition to applying the recommendations in the National Operatic and Dramatic Association's fact sheets entitled *Model Child Protection Policy* and *Children in Theatrical Performances*.

10. LONE WORKER

Lone working within the theatre building is not encouraged by AJH but it accepts that by the nature/regime of the theatre and its Users this is inevitable.

To reduce the risk against the likely hazards the following should be adhered to by each person.

- They have no medical condition which makes them unsuitable for working alone.
- Tasks intended to be carried out are within the competence, training and skill of that person.
- They advise a telephone contact of his/her intentions.
- Tasks are within the capabilities of one person.
- No ladder work to be carried out unless of nominal height (feet 1.0 metre off ground).
- All lifted scenery, items, props etc. are within the capability of the lone worker (maximum lift weight 20kg).
- If the lone worker has any doubts as to his/her fitness/condition when carrying out his/her task they are to cease immediately.

11. ZARGES, LADDERS, TALLISCOPES AND SCAFFOLDING

AJH recognises that nominated and approved personnel will be required to work with all or some of the access and working at height equipment either provided at the performance venue, hired in for performances or belonging to AJH or one of its Users.

AJH is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its personnel in the use of such equipment.

The AJH or User Health and Safety Manager, as appropriate, is responsible for ensuring that:

- The equipment provided for their use in the theatre, whether hired in by AJH or the User or provided by AJH, is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- That AJH personnel have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations, tallscopes shall be used for both access and

work stations but require to be anchored or braked when personnel are ascending, working or descending, and scaffolding is the best means for working at height but that suitable barriers of a height of at least 0.9m need to be placed around the perimeter of the working area to prevent falls of personnel and toe boards used to prevent falling of objects and tools from the scaffolding.

- That access to the working area is denied to non-approved personnel.

The following are the working practices for ladders and stepladders.

Leaning Ladders

Set Up

- Check all ladders prior to new stage set construction (including ladder feet).
- Secure ladder.
- Ensure feet are firmly and evenly grounded.
- Do not locate ladder on sloping surface.
- Ensure upper resting point is firm and strong.

Usage

- Maximum of 30 minutes work when on ladder.
- Use only for light work – maximum weight of any lifted object/tool 10kg.
- Ladder angle – 1 unit out at base, 4 units up - i.e. 12 foot ladder should be placed 3 feet away from upper resting point in horizontal line.
- Always grip ladder when climbing.
- Do not overreach, belt buckle/navel to stay within stiles.
- Both feet to remain on same rung or step throughout task.
- The top three rungs are not to be used as footrests. These are to be used only as handholds.

Step Ladders

Set Up

- Check all steps prior to new stage set construction.
- Ensure there is space to open ladder fully. Use any locking devices on ladder.
- Ensure feet are firmly and evenly grounded.
- Do not locate ladder on sloping surface.
- Ensure floor bearing is clean and dry (i.e. not slippery).

Usage

- Maximum of 30 minutes' work when on ladder. Use only for light work – maximum weight of any lifted object/tool – 10kg.
- Do not overreach, belt buckle/navel to stay within stiles.
- Both feet to remain on same rung/step throughout the task.
- Avoid side-on working.
- Do not stand on:
Normal ladder – top 2 steps
Swing/back/double sided – top 3 steps: unless you have a safe hand hold on the steps.
- **When working at height be certain that you are happy to carry**

out the task and are not suffering from an ailment that will impair your safety.

- When carrying tools, lowering/raising lights etc. ensure the area around you is clear of personnel.

12. RISK ASSESSMENT

Our approach to risk assessment is based on a simple process that examines the hazards and risks associated with our activities.

First, we distinguish between a hazard and a risk by using and applying the definitions given below.

Hazard

A hazard is its potential to cause harm. It may cause you to cough, feel heat, kill you etc.

Risk

A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard.

This depends on:

- the hazard(s) that have been identified
- how it (they) is (are) controlled
- who is exposed
- their involvement at the time

Risk assessment

The examination of a series of situations to determine each situation's potential to do harm.

We look at the hazard/risk situations in terms of probability and severity.

Any risk has a **probability** and a **severity**.

We categorise **probability** as being:

- A Always happens
- B Nearly always happens
- C Often happens
- D Does not happen very often
- E Hardly ever happens

We categorise **severity** as being:

- 1 Death
- 2 Severe injury
- 3 Serious injury
- 4 Minor injury
- 5 Little effect

Clearly what is meant by the terms used is subjective but the intention is to give a series of yardsticks that can be used to further the investigation.

We examine each situation where there is a hazard/risk situation to a person or property and apply a probability factor from A to E and a severity factor from 1 to 5 to each of them.

We rank any assessed probability of A to C and any assessed severity of 1 to 3 as significant and apply corrective measures to minimise their occurrence.

We rank any assessed probability of D to E and any assessed risk of 4 to 5 as not being significant and only apply remedial measures where necessary. These remedial measures would be of an insignificant nature. However should the occurrences suggest that the probability/severity factor needs amending, we carry out a further risk assessment as detailed above to establish whether the probability/severity factor needs to be re-classified.

13. SAFE SYSTEMS OF WORKING

AJH utilises the procedures laid down in this policy as the means to ensure that all Users adhere to a safe system of working.

In those instances where unsafe systems of working have been identified or an incident has occurred which suggests that its cause was an unsafe system of working, the Health and Safety Manager or the person deemed in charge of operation in hand investigates the cause(s) and institutes procedures to minimise the risk of it occurring again.

Where deemed necessary, such as in cases of horseplay, inebriation, drug taking, incompetence etc., incidences of unsafe systems of working identified as having been caused by one of the example conditions given above, are brought to the attention of the Trustees for further action. Such incidences are treated very seriously by AJH.

14. Electrical Safety

AJH has identified three categories of electrical equipment that are subject to its procedures under electrical safety

Fixed Equipment

only removable if the fixings are removed.

Transportable Equipment

normally spends its time in one place but can be moved when the need arises.

Portable Equipment

movable from its location e.g. kettle.

All electrical equipment owned by AJH is subject to annual inspection and testing by a competent authority.

Stage lighting and equipment is inspected and maintained by a qualified technician.

15. Flying Equipment Safety

AJH has two systems to lower and raise the on stage lighting bars.

The principle system is an arrangement of traditional hemp ropes secured on wall cleats. Detailed instructions as to the operation and securing of the ropes are clearly displayed adjacent to the equipment.

The main front lighting bar is operated by a manual winch and pulley system.

Only personnel familiar and experienced with the operation of the rope and pulley systems should be allowed to operate.

16. Disabled Access

A wheelchair access lift is provided in the main entrance lobby. Instructions for use are posted adjacent to the lift, but only suitably trained personnel should use the chair lift facility.

The chair lift is not suitable for large, powered wheelchairs.

A separate wheelchair mobile ramp can be provided at the auditorium entrance from the courtyard. The Hall duty manager will need to manage the placement of the ramp and ensure gate access via the courtyard is provided.

A wheelchair stair crawler is available in the hall.
This can only be used by trained operators and the Hall Manager must co-ordinate it's use.

17. Annual Review

The Health and Safety Officer, on behalf of the Trustees, carries out an annual review of the Health and Safety Policy and procedures with the objective of checking that the contents are relevant and responsibilities clear.

The Health and Safety Officer agrees a plan of action with the Health and Safety manager, if necessary with the Trustees, to deal with the points revealed in the review and to make any necessary amendments.