

# **Big Wide Talk Children's Project Health and Safety Policy and Procedure (Theatres of Learning)**

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## 1.0 Introduction

The Big Wide Talk Children's Project (hereafter Big Wide Talk) is concerned to provide a healthy and safe working environment for its employees and volunteers when working offsite on exhibitions and Theatres of Learning. Big Wide Talk is equally concerned to create exhibitions and theatres of learning that are safe and enjoyable for their visitors.

Big Wide Talk works with children and young people aged from birth onwards, whilst in the care of their parents or other designated carers, including schools and nurseries. Big Wide Talk does not provide any form of day care. The health and safety provisions in this policy therefore fall within the generic duty of care expected for all relationships when services are provided both for employees and volunteers, for contractors and for those who use the services that Big Wide Talk provides.

## 2.0 Purpose and Scope

This policy applies to 'The Cloth Place' Theatre of Learning taking place at Kingsfield School, Chatteris, PE16 6ET being held 12<sup>th</sup> October-6<sup>th</sup> November 2009.

This policy is intended to outline the responsibilities of all parties involved in the specific Big Wide Talk Theatre of Learning named above with regards to creating and maintaining a safe environment. It also details the procedures by which this will be achieved.

The Cloth Place is taking place within Kingsfield School Hall and an adjoining marquee in the school playing field (the Theatre of Learning site) and therefore is subject to all health and safety provisions currently in operation within the premises and set out in the relevant health and safety procedures pertaining to the functioning of Kingsfield school.

The provisions in this policy apply to the Theatre of Learning spaces constructed and maintained by Big Wide Talk within the Theatre of Learning site (see **Definitions** below).

Fire safety procedures for this exhibition fall within the general provisions for Kingsfield School and are translated into the fire procedures set out below.

This policy applies throughout the set-up, running, and takedown of the Theatre of Learning.

## 3.0 Definitions

For the purposes of this policy, the following definitions apply:

- **Theatre of Learning site** - the location at which the Theatre of Learning is being held. For the Chatteris Cloth Place this will be Kingsfield School Chatteris PE16 6ET **Theatre of Learning space** - any specifically defined area within the Theatre of Learning site that is to be used as part of the Big Wide Talk Theatre of Learning. For the

Chatteris Cloth Place Theatre of Learning, the spaces will be as follows:

- Kingsfield School Hall: The farmyard.
- The adjoining marquee: The Cloth Place shops café, kitchen and beauty parlour.
- The Kingsfield School PPA room: The BWT Edit Suite.
- **Employee /BWT Staff** - any person directly employed by the Big Wide Talk Children's Project.
- **Volunteer** - any person conducting voluntary work on behalf of Big Wide Talk, including camera crew.
- **Visitor** - any person (including children) attending the Big Wide Talk Theatre of Learning or using the Theatre of Learning Spaces.

#### 4.0 Responsibilities

Overall responsibility for Health and Safety in Big Wide Talk is with the Chief Executive Officer, Ann Jamieson. The Chief Executive Officer will oversee the set-up, running and takedown of the Theatre of Learning.

Responsibility for the safe construction of the fixed installations, lighting and the erection of the theatrical drapings is with Big Wide Talk and is within the provisions of their insurance provision.

All employees and volunteers have the responsibility to co-operate with the Chief Executive Officer to ensure the safe conduct of all visitors through the exhibition within the general procedures set out below, to take reasonable care of themselves and others, and to report any potential health and safety problems immediately to the Chief Executive Officer.

All visitors to the exhibition have the responsibility to take reasonable care of themselves and others. Adult visitors will also have responsibility for the conduct, general care and any decision making related to the care of the children they are accompanying. This responsibility will be outlined before visitors enter the exhibition spaces.

#### 5.0 General Procedures

##### 5.1 Information and Consultation

- All employees, volunteers and the contractor will be briefed in the operations of this health and safety policy before beginning work on any element of the Theatre of Learning.
- During the Theatre of Learning all employees and volunteers will be required to attend daily briefing and de-briefing sessions with the Chief Executive or her Designated Deputy in the case of her being called away.
- All employees and volunteers will also be advised of the Big Wide Talk Child Protection Policy. Employees and camera crew volunteers all hold enhanced Criminal Records Bureau checks.

##### 5.2 Using the Theatre of Learning Spaces

- The Theatre of Learning is organised around a three session per day timetable. One visiting groups to a maximum of 40 children with

accompanying adults at the discretion of the participating school or nursery will attend each session.

- The adults (parents and staff from their respective establishments or parents attending from individual households) accompanying the visiting children will be responsible for the general care of the children and all decision making related to the care of the children.
- Each visitor, adult or child will be given a visitor's map showing the layout and adults will be given written general procedures and basic safety advice.
- Each group will be assigned one Big Wide Talk employee as a guide. The guides will manage the flow of each group around the Theatre of Learning. The Edit Suite will only be used by adults when accompanied by a member of the Big Wide Talk staff team and the seminar space will be for adults guided by Big Wide Talk staff.
- Each Theatre of Learning space will be staffed by one Big Wide Talk employee, under the general direction of the Chief Executive Officer. Each Theatre of Learning space will be reset at the end of each session to ensure compliance with the general risk assessment (below).

### 5.3 First Aid

- First aid to visiting children will be the responsibility of the carers of the children, although Big Wide Talk will provide assistance to secure medical attention if needed.
- Designated first aiders within the Big Wide Talk will respond to any first aid needs of the Big Wide Talk staff and volunteers. First aid equipment is provided within the general health and safety provisions of Kingsfield School.

### 5.4 Fire Safety

- Each attending group not from Kingsfield School will supply a copy of an exact attendance list. One is kept by the BWT guide and the visiting group leader keeps the remaining one.
- In the event of a fire the procedures of Kingsfield School will be followed. See **Appendix 2**
- The specific procedure for the Theatre of Learning is to immediately evacuate all visiting children whenever the fire alarm sounds. Should this happen each visiting group leader will call their group together and lead them out of the building to the designated assembly area. The Big Wide Talk guide will then check the area to ensure that all visitors have left the area. The Big Wide Talk guide will then go to the group at the assembly point and check with the group leader that all group members are present. In the event of all group members not being accounted for the Big Wide Talk group leader will return to the area, if it is safe to do so, with an adult from the visiting group and check again for any who are missing. Should this search not result in finding the missing group members, the fire officers attending will be advised of the missing person/s.

## 6.0 General Risk Assessment

## Approaching the site

All booking groups save those on site at kingsfield School have made their own transport arrangements. These arrangements are the responsibility of the visiting school or other organization. There are no parking spaces specially provided.

## The Farmyard

Hazards	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Trip hazards as part of installation: Wall drapes on floor; cabling	Trip, fall and injury	M	<ul style="list-style-type: none"> <li>Will be positioned so as not to impede exit routes</li> <li>All cabling is placed behind drapes.</li> <li>Restriction of numbers of children in the area to avoid overcrowding. No more than 40</li> <li>Close adult supervision of children whilst participating</li> </ul>	L
Collision	Injury: bruising	M	<ul style="list-style-type: none"> <li>Close adult supervision of children whilst participating</li> </ul>	L
Electrical cabling	Fire	L	<ul style="list-style-type: none"> <li>All cabling and electrical equipment PAT tested and well within the electrical loading of the mains circuit</li> </ul>	L
Unused electrical sockets	Electrocution	M	<ul style="list-style-type: none"> <li>All sockets not in use will be blocked off</li> </ul>	L

## The Café, Kitchen and Shops

Hazards	Result of	Level	Managing and	Remaining
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	hazard	of risk H/M/L	reducing risk	risk
Collision	Injury: bruising	L	<ul style="list-style-type: none"> <li>• Close adult supervision of children whilst participating</li> <li>• Restriction of numbers no more than 40 children at one time.</li> </ul>	L
Electrical cabling	Fire	L	<ul style="list-style-type: none"> <li>• All cabling and electrical equipment PAT tested and well within the electrical loading of the mains circuit</li> </ul>	L
Unused electrical sockets	Electrocution	M	<ul style="list-style-type: none"> <li>• All sockets not in use will be blocked off</li> </ul>	L

#### Edit Suite

Hazards	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Floor lying cable	Trip / fall hazard	L	<ul style="list-style-type: none"> <li>• All cable to be secured to floor as necessary</li> <li>• Minimal cable distance across floor</li> <li>• Cable to be coiled and cable tied so no possibility of excess cable trailing</li> </ul>	L

#### General

Hazards	Result of hazard	Level of risk H?M?L	Managing and reducing	Remaining risk
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			risk	
Entry of unauthorized persons	Abduction of children Assault upon visitors, staff or volunteers	L L	Children will be supervised at all times as will all exits and entrances	L L

## **Appendix 1 Emergency Service Contacts**

In an emergency call 999.

Vehicle access to

### **Accident and Emergency or dial 999**

Chatteris Police Station

East Park Street, Chatteris, PE16 6LD

Tel: 0345 456 456 4

Fax: 01354 693137

Public opening hours: Wed 09:00-17:00 Thu 14:00-22:00 Sat 09:00-17:00

### **Accident and Emergency**

Hinchingbrook Hospital

Hinchingbrooke Park, Huntingdon, Cambridgeshire, PE29 6NT

Tel: 01480 416 416

or Minor Treatment Centre

Doddington Community Hospital, Benwick Road, Doddington, March,  
Cambridgeshire, PE15 0UG

Tel: 01354 644241

### **Fire and Rescue**

Station Street, Chatteris, Cambridgeshire, PE16 6NA

Phone:01354 692 810

## Appendix 2



### **FIRE ROUTINE**

It is the duty of anyone discovering a fire to operate the nearest fire alarm. It will be recognisable as:

#### **A Siren**

On hearing the fire alarm, all children will leave the building via the nearest fire exit under the direction of their teacher; all will assemble in the nearest playground for the fire exit used.

The Headteacher or Deputy Headteacher will telephone for the Fire Brigade, or detail another member of staff to do so.

When the children are assembled the class register will be called by the class teacher. Should anyone be missing, the Headteacher or Deputy Headteacher must be informed immediately and they will instigate a search.

No one must re-enter the building until told to do so by the Headteacher or the Deputy Headteacher.

## **How to Call the Fire Brigade in Case of Fire**

Dial 999

When the Operator answers say “Fire” and give your name and the school telephone number if requested to do so.

Await connection to the Fire Station.

Give the school details – Kingsfield Primary School, Burnsfield Street, Chatteris PE16 6ET

# FIRE DRILL PROCEDURES

## LESSON TIMES

### Classrooms

- ◆ Leave the building through the nearest fire door
- ◆ Go to the nearest playground (KS1/KS2)
- ◆ TAs to check corridors, group rooms/areas and toilets prior to leaving the building
- ◆ Turn off lights
- ◆ Close all doors behind you
- ◆ Office staff to bring out registers and signing in books

*Class teachers to send a TA to check (via the outside of the building) if any children in group activities have gone to a different playground after the register has been called.*

### Halls

- ◆ Leave the building through the nearest fire door
- ◆ Go to the **KS1** playground and line up
- ◆ TAs to check corridors, group rooms/areas and toilets prior to leaving the building
- ◆ Turn off lights
- ◆ Close all doors behind you
- ◆ Office staff to bring out registers and signing in books
- ◆ A gate key will be available hanging on the door frame at the fire exit

### Red Room/Staffroom

- ◆ Leave the building through the nearest fire door
- ◆ Collect security fencing key from hook above fire door
- ◆ Go to the **KS1/KS2** playground and line up
- ◆ TAs to check corridors, group areas and toilets prior to leaving the building
- ◆ Turn off lights
- ◆ Close all doors behind you

- ◆ Office staff to bring out registers and signing in books
- ◆ A gate key will be available hanging on the door frame at the fire exit

### **School Kitchens**

- ◆ Leave the building through the nearest fire door
- ◆ Collect security fencing key from hook above fire door
- ◆ Go to the **KS2** playground and line up
- ◆ Turn off lights
- ◆ Close all doors behind you
- ◆ Office staff to bring out registers and signing in books
- ◆ A gate key will be available hanging on the door frame at the fire exit

### **BREAK/LUNCHTIMES**

- ◆ Staff to exit through nearest fire exit. If in the staffroom, collect security fencing key from hook above fire door.
- ◆ If children in dining hall they should be taken to the nearest playground
- ◆ Office staff to bring out registers and signing in books (Dinner registers if attendance registers have been returned to classroom)

*Class teachers to send a TA to check (via the outside of the building) if any children have gone to a different playground after the register has been called.*

### **BEFORE/AFTER SCHOOL**

- ◆ Children on site should still be directed towards fire assembly points.
- ◆ All staff should go to fire assembly points on the playgrounds.