

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

Contents

- 1.0 Introduction
- 2.0 Purpose and Scope
- 3.0 Definitions
- 4.0 Responsibilities
- 5.0 General procedure
- 6.0 Risk Assessment

Appendix 1 Emergency Contacts

Appendix 2 Site Map

Appendix 3 Method Statement of contractor

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 Colourbox, Theatre of Learning taking place at The Old Brickworks, Manor Community College, Arbury Road Cambridge, CB4 2FJ from 23rd March - 3rd April 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 Colourbox is taking place within the Old Brickworks Manor Community College (the theatre of learning site) and therefore is subject to all health and safety provisions currently in operation within the College premises and set out in the relevant health and safety procedures pertaining to the functioning of the College.

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 the College 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 Colourbox this will be The Old Brickworks manor Community College.

- **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 Colourbox Theatre of Learning the spaces will be as follows:
 - The Shoebox, Bafflebox and Lightboxes Room (The Old Brickworks Hall)
 - The Spotlight Room (The Dance Studio)
- **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 shoebox and the bafflebox, the erection of the theatrical drapings and installation of the three lightboxes is with the contractor as listed within the provisions of their method statements and insurance cover. The Method statement of the contractor for the Colourbox Theatre of Learning will be included as Appendix 3.

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 four session per day timetable. Two visiting groups to a maximum of thirty children with at least ten accompanying adults will attend each session.
- The adults (parents and staff from their respective establishments or parents attending ad 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 will be given a visitor's map showing the layout and giving basic safety advice.
- Each group will be assigned at least two Big Wide Talk employees as a guide. The guides will manage the flow of their group around the exhibition spaces and ensure that there are no more than 40 children in the Shoebox, Bafflebox, Lightboxes room at one time and no more than 20 children in the Spotlight Room at any one time. The Edit suite will only be used by adults when accompanied by a member of the BWT staff team.
- Each theatre of learning space will be staffed by at least two Big Wide Talk employees, under the general direction of the Chief Executive. 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 BWT staff and volunteers. First aid equipment is provided within the general health and safety provisions of Manor Community College.

5.4 Fire Safety

- Each attending group will supply three copies of an exact attendance list. One is handed to the main reception of Manor Community College by the BWT guide, 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 Manor Community College will be followed.
- 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 BWT guide will then check the area to ensure that all visitors have left the area. The BWT 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 BWT 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 have made their own transport arrangements. Buses bringing visiting children and adults should drop off at the front of the main building on Arbury Road where they will be met by a member of the BWT team who will guide them to the Colourbox. These arrangements are the responsibility of the visiting school or other organization. Those visitors bringing cars will find car parking space for about ten vehicles at the back of the side car park. For the after school session which starts at 16.30 visitors will find more car parking space available.

The site: exterior

Car park

Parking area used by the College and visitors

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Pedestrian accident with on site traffic	Vehicle collision with pedestrian cause injury / fatality	M	<ul style="list-style-type: none"> All children are scheduled to attend with their parents and / or adults who work with them and who will responsibly oversee their safety College staff are advised of theatre of learning and anticipate more visitors 	L

The Shoebox, Bafflebox, Lightboxes Room

Hazards?	Result of	Level	Managing and	Remaining
----------	-----------	-------	--------------	-----------

	hazard	of risk H/M/L	reducing risk	risk
Trip hazards as part of installation: Wall drapes on floor; cabling	Trip, fall and injury	M	<ul style="list-style-type: none"> • Will be positioned so as not to impede exit routes • All cabling taped or placed under the shoebox and bafflebox flooring • Restriction of numbers of children in the area to avoid overcrowding. No more than 40 • Close adult supervision of children whilst participating 	L
Electrical cabling to lightboxes, OHPs and rayboxes	Fire	L	<ul style="list-style-type: none"> • All cabling and electrical equipment PAT tested and well within the electrical loading of the mains circuit 	L
OHPs and Rayboxes	Burn	L	<ul style="list-style-type: none"> • OHPs and rayboxes will be supervised at all times. Rayboxes were made to BWT specification and have fans to preclude the build up of heat so that they run cool. 	L
Stairs to mezzanine	Trip, fall Injury	M	<ul style="list-style-type: none"> • These stairs will be supervised at all times to allow adult entry only 	L
Stored furniture	Collision injury	L	<ul style="list-style-type: none"> • All furniture not being used in the installation will be stored to 	L

			reduce any protrusion into the children's space and all will be secured with staging blacks. The spaces will be supervised at all times.	
Unused electrical sockets	Electrocution	M	<ul style="list-style-type: none"> All sockets not in use will be blocked off 	L

The Spotlight Room

Hazards	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Collision hazards on dance floor	Injury: bruising	L	<ul style="list-style-type: none"> Close adult supervision of children whilst participating Restriction of numbers no more than 20 children participating in the Spotlight room at one time. All floor carpeted and secured without wrinkling 	L
Hot areas on spotlights	Mild burn	M	<ul style="list-style-type: none"> Children guiding the spotlights will be supervised at all times and will be required to wear oven gloves to ensure that their hands are protected at all times. 	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"> • All cable to be secured to floor as necessary • Minimal cable distance across floor • Cable to be coiled and cable tied so no possibility of excess cable trailing 	L
-------------------	--------------------	---	--	---

General

Hazards	Result of hazard	Level of risk H?M?L	Managing and reducing risk	Remaining 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 Manor Community College by Arbury Road

Accident and Emergency or dial 999

Addenbrooks Hospital

Hills Road

Cambridge

CB2 0QQ

Tel no. 01223 217 118

Fire & Rescue Service or dial 999

Cambridgeshire County Fire and Rescue Services

43 Parkside

CB1 1JF

01223 376 260

Cambridgeshire Constabulary HQ or local police station dial 999

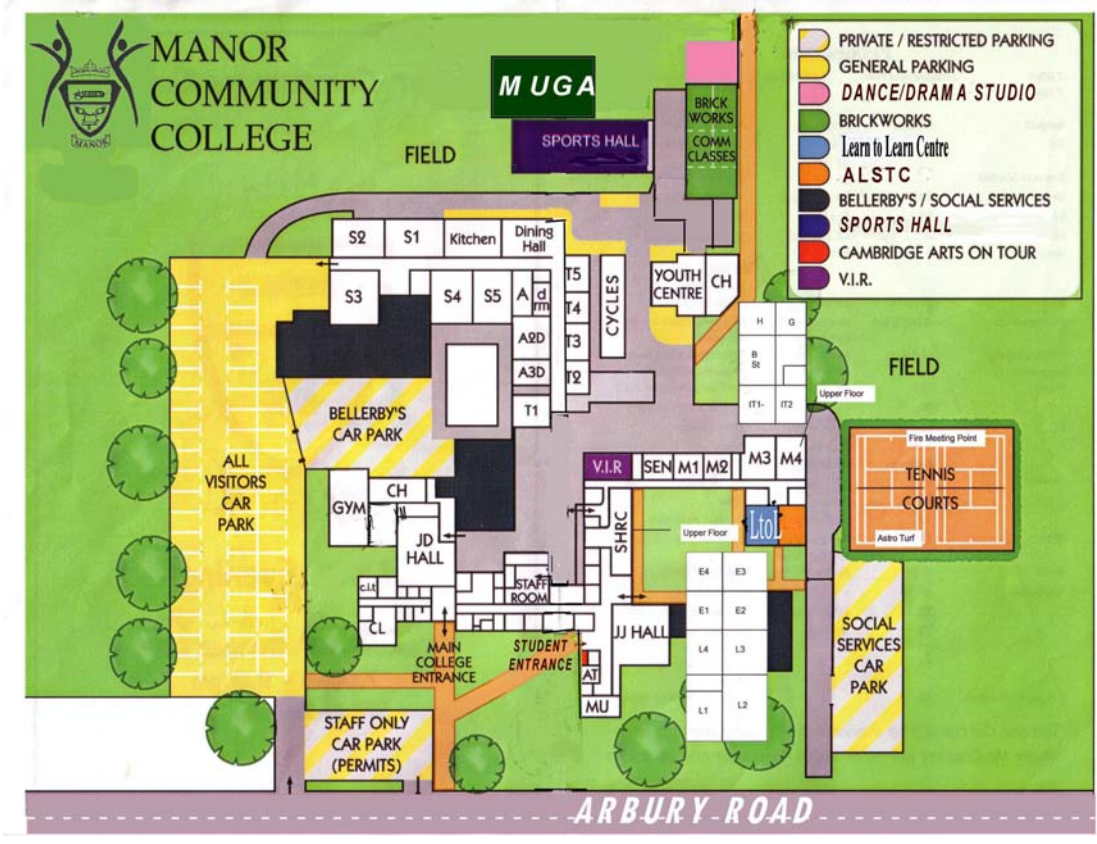
Parkside Police Station

Parkside

CB1 1JG

0845 456 4564

Appendix 2



The Colourbox, Brickworks, Manor Community College. March 2009

Scope of Works

Clear the building of all items identified as rubbish to skips provided; stow remaining items in corners for screening off; clean floor with scrubbing machine and mops; fix blackout film to skylights; assemble white Colour Box and black Baffle Box; screen off areas as required; make good entrance door and fit banner to the side.

In the Dance Studio, fix blackout film to skylights; hang black drapes round three walls and white screen on fourth wall; lay carpet over whole floor.

Other tasks as requested.

At end of event remove all the above and leave spaces clear and clean.

Method Statement

The above works will be executed according to standard good practice within the carpentry and joinery and exhibition construction industries. No unusual materials or techniques will be used, and all the items have been used on a number of previous events. All fabrics are flameproofed during manufacture. Due regard will be paid to the structural integrity and stability of constructed features, and bracing and/or rigging will be incorporated as required. Most work can be completed at floor level, but some tasks will require the use of stepladders or an access tower. Only competent and experienced personnel will be engaged on this project.

Risk Assessment

The risks to health and safety during the above works are considered to be very low, but include the following:

Minor injuries to digits caused by errant screwdrivers or misguided hammers and staplers.

Injuries caused by impact with the floor in the unlikely event of falling off a stepladder or access tower.

Burns to hand if boiling water is spilled during the tea-making process.

These and any other risks noticed on site will be minimised by due care and attention at all times by experienced personnel.

E & OE

P.M. Bond

Director

PMB Theatre and Exhibition Services Ltd.

14.3.09