

Big Wide Talk Children's Project Health and Safety Policy and Procedure (Exhibitions)

The Tiverton Cloth Place

New Hall, Barrington Street, Tiverton, Devon, EX16 6QP

Set-Up: 15th - 18th May 2008

Exhibition: 19th May - 6th June 2008

Take-Down: 7th - 9th June 2008

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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. Big Wide Talk is equally concerned to create exhibitions that are safe and enjoyable for their visitors.

Big Wide Talk works with children 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 Tiverton Cloth Place Exhibition, taking place at New Hall, Barrington Street, Tiverton, Devon, EX16 6QP from 19th May - 6th June 2008.

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

The Tiverton Cloth Place is taking place within the New Hall (the Exhibition Site) and therefore is subject to all health and safety provisions currently in operation within the building's premises and set out in the relevant health and safety procedures pertaining to the functioning of the building. Where these have had to be altered for the purpose of the exhibition the modified provisions are detailed below.

The provisions in this policy apply to the Exhibition Spaces constructed and maintained by Big Wide Talk within the Exhibition Site (see Definitions below).

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

Before entering the Exhibition, visitors to some sessions will be met and briefed in buildings that are not part of the Exhibition Site. Where this is the case, activities within the Meeting Spaces will be subject to the health and safety provisions currently in operation within these buildings' premises and similarly fire safety procedures will fall within the general provisions for these buildings and are translated into the fire procedures set out below.

This policy applies throughout the set-up, running, and take-down of the exhibition.

3.0 Definitions

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

- **Exhibition site** - the location at which the exhibition is being held. For the Tiverton Cloth Place Exhibition this will be the New Hall.
- **Exhibition space** - any specifically defined area within the Exhibition Site that is to be used as part of the Big Wide Talk Exhibition. For the Tiverton Cloth Place Exhibition the spaces will be as follows:
 - The Cloth Café, Kitchen and Laundry
 - The Cloth Farmyard
 - The Cloth Shops, Beauty Parlour and Crypt
 - The Edit Suite and Parent Hides
- **Meeting Space** - an area that is not a part of the main Exhibition Site where children and their associated adults will be met and given a health and safety briefing before approaching the Exhibition Site. For the Tiverton Cloth Place these spaces will be:
 - The Castle Primary School (19th May - 23rd May)
 - Tiverton Constitutional Club (19th May - 6th June, PM sessions)
- **Employee /BWT Staff** - any person directly employed by the Big Wide Talk Children's Project, including members of the National Team and Local Animateurs.
- **Contractor** - any person conducting work for Big Wide Talk on a sessional basis.
- **Volunteer** - any person conducting voluntary work on behalf of Big Wide Talk.
- **Visitor** - any person (including children) attending the Big Wide Talk exhibition or using the Exhibition 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 take-down of the exhibition. The Chief Executive Officer will be responsible for the implementation of the health and safety policy during the set-up and take-down of the exhibition.

The Operations Manager, Tina Harris (Animateur, Plymouth), will be responsible for the implementation of the Health and Safety Policy during this exhibition.

For the week of 19th - 23rd May and the week of 2nd - 6th June Anna O'Mahony (Documentation Co-ordinator) and Andy Smart (IT Development Co-ordinator) will be responsible as her deputies.

The Operations Manager will be responsible for conducting a risk assessment in the Exhibition Spaces, which is included below.

Responsibility for the safe construction of the shops, the hanging of the lights and the hanging of the theatrical drapings is with the contractors as listed

within the provisions of their respective method statements and insurance cover. Method statements of the contractors for the Tiverton Cloth Place exhibition will be included as Appendix 3.

The manager of the New Hall, Alan Watts, is responsible for the permanent features of the Exhibition Site and for advising Big Wide Talk on their use of the building as defined in the terms of the agreement with Tiverton Town Council and Tiverton Learning Community, which is included as Appendix 4.

All employees, contractors and volunteers have the responsibility to co-operate with the Operations Manager and his/her deputy, 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 Operations Manager or to her Deputy.

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 contractors will be briefed in the operations of this health and safety policy before beginning work on any element of the exhibition.
- During the exhibition all employees and volunteers will be required to attend daily briefing and de-briefing sessions with the Operations Manager.
- All employees and volunteers will also be advised of the Big Wide Talk Child Protection Policy. Employees, contractors and camera crew volunteers all hold enhanced Criminal Records Bureau checks.

5.2 Using the Exhibition Spaces

- The exhibition is organised around a three session per day timetable. Three 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) 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 one Big Wide Talk employee or volunteer as a guide. The guide will manage the flow of their group around the exhibition spaces.
- Each Exhibition Space will be staffed by at least one Big Wide Talk employee, under the general direction of the Operations Manager.

Volunteers will be allocated between the Exhibition Spaces, under the supervision of Big Wide Talk employees. This will allow for all exits from the Exhibition Site to be supervised.

- Each exhibition 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 Big Wide Talk will respond to any first aid needs of the BWT staff and volunteers. First aid equipment is provided for this purpose by BWT.

5.4 Fire Safety

- Each attending group will supply two copies of an exact attendance list. One is kept by the BWT guide and the visiting group leader keeps the remaining one.
 - When using Castle Primary School as a Meeting Place, the BWT guide will hand the attendance list to Reception on arrival and collect it on departure.

5.4.1 Meeting Spaces

- In the event of a fire in the Castle Primary School, the procedures of the school will be followed. These are included as Appendix 5.
- In the event of a fire in the Tiverton Constitutional Club, the procedure is for BWT Staff to evacuate all visitors to the designated Assembly Point: the forecourt of the Constitutional Club.

5.4.2 Exhibition Site

- In the event of a fire the procedures of the New Hall will be followed. Fire exits are clearly marked.
- The specific procedure for the exhibition 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 through the nearest Fire Exit to the designated assembly area: the forecourt of the Constitutional Club. 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

6.1 Approaching the site

All visiting groups have made their own transport arrangements. Buses will need to drop off and collect visitors on the opposite side of Barrington Street to the New Hall.

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Traffic on Barrington Street	Vehicle collision with pedestrian leading to 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 will responsibly oversee their safety A member of BWT Staff will escort each group as they cross the road. 	L

6.2 Meeting Spaces

The Meeting Spaces being used for this exhibition are the Castle Primary School and the Tiverton Constitutional Club. After being given a briefing at either of these venues, there is a short walk to the New Hall, during which the visiting group will be accompanied by a member of BWT Staff

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Traffic near Voyager and on Barrington Street (Castle Primary).	Vehicle collision with pedestrian leading to 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 will responsibly oversee their safety A member of BWT Staff will escort each group as they 	L

			cross the road.	
Stairs (Constitutional Club)	Trip, fall, injury	M	<ul style="list-style-type: none"> All visiting children will be closely supervised by their accompanying adults Very young children and parents with buggies will be briefed separately, in the New Hall foyer 	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.	M L	<ul style="list-style-type: none"> All accessible entrances to the New Hall will be supervised by BWT Staff during the exhibition 	L
Unsupervised exits	Children leaving the building unsupervised	H	<ul style="list-style-type: none"> All exits from the New Hall will be supervised by BWT Staff during the exhibition. All visiting children will be closely supervised by their attending adults 	L

New Hall Foyer

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Stacked chairs	Collision,	H	<ul style="list-style-type: none"> Cloakroom will be 	L

and tables stored in cloakroom.	leading to injury. Fall of stack objects leading to injury		inaccessible to children. <ul style="list-style-type: none"> Chairs and tables will be stacked safely and out of the way of any adult activity. 	
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The Cloth Café/Kitchen/Laundry

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Collapsible picnic tables and chairs	Collision, resulting in injury	M	<ul style="list-style-type: none"> Tables will be positioned to maximize available space for access. Management of flow of children in the café area to avoid overcrowding Close adult supervision of children whilst participating 	L
Gas supply	Explosion, burn Asphyxiation	H	<ul style="list-style-type: none"> Gas supply will be turned off for the duration of the exhibition. This will be checked daily. 	None
Water from taps	Spill leading to slip, trip, injury Drowning	H L	<ul style="list-style-type: none"> Water supply will be turned off for duration of exhibition. This will be checked daily. 	None None
Electrical sockets	Electrocution	M	<ul style="list-style-type: none"> All electrical sockets will be covered with appropriate devices. Any electrical 	L

			sockets in use will be taped over.	
Electrical appliances:	Electrocution	M	<ul style="list-style-type: none"> All electrical appliances will be switched off, unplugged and the plugs hidden from sight, except for the fridge in the laundry area, which will be taped shut. Any wall switches for electrical equipment will be covered. 	L
Dishwasher	Water spillage leading to slip, injury	H		L
Fridge Boiler Grill	Burn	H		L
Trolley	Collision, resulting in injury	H	<ul style="list-style-type: none"> All children will be closely supervised when using the trolley Removable parts of the trolley will be taped down to the frame 	L
	Injury from removable parts	H		L
Cupboard and cooker doors	Trapped finger, injury	H	<ul style="list-style-type: none"> All children will be closely supervised by their attending adults Any sharp edges will be covered with gaffer tape 	L
Metal kitchen table	Collision, leading to injury on sharp corners	M	<ul style="list-style-type: none"> All children will be closely supervised by their attending adults All sharp corners will be covered in gaffer tape. 	L
Grill above child head height	Injury from falling grill	H	<ul style="list-style-type: none"> All heavy grill pans removed 	L

	pens			
Glass wine bottles	Breakage leading to cuts, glass splinters	M	<ul style="list-style-type: none"> All glass bottles covered in tape to avoid shattering if dropped and allow for easy disposal 	L
Kitchen and café objects	Cuts from cracked plastic glasses	M	<ul style="list-style-type: none"> All children will be closely supervised while in the kitchen and café area BWT staff and volunteers will be briefed to watch for trip hazards The spaces will be reset at the end of every session. Any damaged items will be replaced at the end of every session 	L
	Trip, fall, injury if objects left on floor	H		L
Decommissioned washing machines, in use by children	Finger trap in door, injury	M	<ul style="list-style-type: none"> All sharp edges of washing machines will be taped over. Movable parts of washing machines have been removed or hidden from sight Children will be supervised when using the washing machines 	L
	Collision, injury	M		L
Iron	Falling, injury	M	<ul style="list-style-type: none"> Fuse removed from iron Iron will be used by 	L
	Burn	H		None

			children only on a low surface <ul style="list-style-type: none"> Children will be supervised when using the iron 	
Electric bar screen	Trap, injury	L	<ul style="list-style-type: none"> Bar screen will be raised and the switch will be covered 	L

The Cloth Farm

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Large immovable objects, including tree ferns, shed, willow den, benches	Collision, resulting in injury	M	<ul style="list-style-type: none"> Objects will be positioned to maximize available space for access. Management of flow of children in the farm area to avoid overcrowding Close adult supervision of children whilst participating 	L
Tree ferns	Fall of tree fern onto visitor/staff leading to injury	M	<ul style="list-style-type: none"> Tree ferns will be heavily weighted at the base and potted deeply. 	L
Electrical sockets	Electrocution	M	<ul style="list-style-type: none"> All electrical sockets will be covered with black drapes or appropriate covers 	L
Theatrical drapes fixed to walls	Trip hazard leading to injury Falling drapes or fixings,	M M	<ul style="list-style-type: none"> Theatrical drapes will be hung by a certificated production team - see method statement in 	L L

	<p>leading to injury</p> <p>Fire</p>	M	<p>Appendix 3.</p> <ul style="list-style-type: none"> All drapes will be kept clear of the floor Drapes that cover fire exits will be left free hanging. Drapes are fire retardant 	L
Lights and projector hung from ceiling bar	Falling light or projector, leading to injury	M	<ul style="list-style-type: none"> All hanging equipment will be securely fixed, with additional safety chains Hanging and movement of lights and projector will be carried out by a certificated production team or theatre staff 	L
Shed	<p>Trapped finger, injury</p> <p>Splinters</p> <p>Collapse, leading to injury</p> <p>Distress from being trapped inside shed</p>	<p>H</p> <p>H</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> All children will be closely supervised by their attending adults when using the shed Any sharp edges will be covered with gaffer tape Shed will be checked for damage at the end of every session and replaced if necessary Cord fitted to the shed door to allow children inside control when necessary 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Willow Den	Poorly fixed twigs whipping or prodding	H	<ul style="list-style-type: none"> All children will be closely supervised by their attending 	M

- protruding twigs	Scratches	H	<p>adults</p> <ul style="list-style-type: none"> All sharp twigs will be covered in gaffer tape or filed Flow of children through the den will be managed 	M
Chicken coop	<p>Trapped fingers in hinges</p> <p>Collision, trip, injury</p> <p>Protuding wire leading to scratches</p> <p>Splinters</p>	<p>M</p> <p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> Children will be supervised at all times The chicken coop will be reset at the end of every session The chicken coop will be checked for damage at the end of every session and removed if necessary Wire ends will be folded down and taped 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Straw	Allergies, eg. hayfever	M	<ul style="list-style-type: none"> Attending adults will be briefed in advance about the presence of straw Straw will be kept in one Exhibition Space and reset at the end of every session Straw will be refreshed every 3 days Children will be supervised when using the straw with BWT staff and volunteers asked to give special attention to children who may be allergic 	L

Farm objects	Trip, fall, injury if objects left on floor	M	<ul style="list-style-type: none"> All children will be closely supervised while in the farm area BWT staff and volunteers will be briefed to watch for trip hazards The spaces will be reset at the end of every session. Any damaged items will be replaced at the end of every session 	L
	Cut from cracked flowerpots or gardening implements	H		L
	Fall from giraffe, injury			
Wheelbarrow and Rhino Rumba	Collision, injury	H	<ul style="list-style-type: none"> Children will be supervised when using the wheelbarrow Log rolls will be used to mark paths and large items to break up the space 	L

The Cloth Shops/Beauty Parlour/Crypt

Hazards?	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Large, immovable objects: stalls, sink units, table	Collision, resulting in injury	M	<ul style="list-style-type: none"> Tables will be positioned to maximize available space for access. Management of flow of children in the shops/beauty parlour area to avoid overcrowding Close adult supervision of 	L

			children whilst participating	
Water from taps	Spill leading to slip, trip, injury	H	<ul style="list-style-type: none"> Water supply will be turned off for duration of exhibition. This will be checked daily. 	None
	Drowning	L		None
Lights hung from ceiling and stall rooves	Falling light leading to injury	M	<ul style="list-style-type: none"> All hanging equipment will be securely fixed, with additional safety chains where necessary Hanging and movement of lights will be carried out by a certificated production team or theatre staff 	L
Electrical sockets	Electrocution	M	<ul style="list-style-type: none"> All electrical sockets will be covered with appropriate devices. Any electrical sockets in use will be taped over. 	L
Electrical appliances:			<ul style="list-style-type: none"> Hair curlers will have fuse removed Till plug will be taped over All children will be closely supervised Any wall switches for electrical equipment will be covered. All trailing wires will be taped down 	
Till	Electrocution	L		L
	Trip from trailing wire	M		L
Hair curlers	Burn	H		L
Push along	Collision,	H	<ul style="list-style-type: none"> All children will 	L

trolleys	resulting in injury Injury from removable parts	H	be closely supervised when using the trollies	L
Till drawer	Trapped finger, injury	H	<ul style="list-style-type: none"> All children will be closely supervised by their attending adults Any sharp edges will be covered with gaffer tape 	L
Glass bottles	Breakage leading to cuts, glass splinters	M	<ul style="list-style-type: none"> Any glass bottles used in the shop will be thick and not likely to shatter Glass bottles will be checked for chips at the end of each session 	L
Shop/beauty parlour/crypt objects	Cuts from cracked plastic Trip, fall, injury if objects left on floor	M H	<ul style="list-style-type: none"> All children will be closely supervised while in the shop/beauty parlour/crypt area BWT staff and volunteers will be briefed to watch for trip hazards The spaces will be reset at the end of every session. Any damaged items will be replaced at the end of every session 	L L
			<ul style="list-style-type: none"> 	

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The 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
Electrical equipment	Electrocution	L	<ul style="list-style-type: none"> All equipment to be checked and supervised by BWT staff at all times Children will not be allowed access to this space unless accompanied by an adult No drinks or other liquids will be allowed in this area 	L
Internet	<p>Harmful content</p> <p>Unsupervised contact with dangerous adult</p>	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> Children will not be allowed access to this space unless accompanied by an adult All internet connections will be supervised by BWT staff at all times 	None
Theatrical equipment	Trip leading to injury	M	<ul style="list-style-type: none"> This area will be supervised by BWT staff at 	L

	Collision leading to injury	M	<ul style="list-style-type: none"> all times All theatrical equipment will be kept away from walkways All theatrical equipment is maintained by New Hall venue manager 	L
	Falling equipment leading to injury	M		L
Stage	Fall leading to injury	M	<ul style="list-style-type: none"> House tabs will be closed to mark the end of the edit suite area Signage to warn of danger in place 	L
Parent hides accessed by stairs	Trip leading to injury	M	<ul style="list-style-type: none"> Any parent accessing the hides will be advised of trip hazard Steps will be marked with white/fluorescent tape for visibility 	L
Display screen equipment	Eye strain	L	<ul style="list-style-type: none"> Neither staff nor visitors will use equipment for extended periods of time without a break Additional lighting will be used if it proves necessary 	L
	Back strain	L		L
	RSI	L		L

Appendix 1 Emergency Service Contacts

In an emergency call 999.

Vehicle access to New Hall by Barrington Street entrance.

Accident and Emergency or dial 999

RD&E Hospital
Barrack Road
Exeter
EX2 5DW
Tel: 01392 411611

Fire & Rescue Service or dial 999

Devon & Somerset Fire and Rescue Service
Service Headquarters
The Knowle
Clyst St George
Exeter
EX3 0NW

01392 872 200 (24 hours)

Devon and Cornwall Constabulary HQ or local police station dial 999
(24 Hours) - 08452 777444 *