

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 17 Fitzroy Street, Cambridge, CB1 1ER from 15th June to 3rd July.

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 17 Fitzroy Street (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 the Grafton Centre.

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 Grafton Centre 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 Cambridge Cloth Place this will be 17 Fitzroy Street Cambridge CB1 1ER
- **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 Cambridge Cloth Place Theatre of Learning, the spaces will be as follows:

- Ground Floor: the Farmyard
- First Floor: the Café, Kitchen and Shops
- Second Floor: the Documentation Centre comprising the film editing suite and seminar space.
- **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 the contractor as listed within the provisions of their method statements and insurance cover. The Method Statement of the contractor for the Cambridge Cloth Place 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 three or four session per day timetable. Two visiting groups to a maximum of 30 children with at least ten accompanying adults 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 their group around the Theatre of Learning spaces and ensure that there are no more than 30 children in the Farmyard and the Café, Kitchen and Shops at any one time. The Documentation Centre 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 at least two Big Wide Talk employees, 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 The Grafton Centre.

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.
- In the event of a fire the procedures of the Grafton Centre 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 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 and all visitors must use the public car parking facilities for the Grafton Centre. The Grafton Centre has adequate public transport systems that are available to all visitors.

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"> Will be positioned so as not to impede exit routes All cabling is suspended overhead. Restriction of numbers of children in the area to avoid overcrowding. No more than 30 after reception. Close adult supervision of children whilst participating 	L
Collision	Injury: bruising	M	<ul style="list-style-type: none"> Close adult supervision of children whilst participating 	L
Electrical cabling	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

Stairs to first floor	Trip, fall Injury	M	<ul style="list-style-type: none"> • These stairs will be supervised at all times to allow adult entry only 	L
Unused electrical sockets	Electrocution	M	<ul style="list-style-type: none"> • All sockets not in use will be blocked off 	L

The Café, Kitchen and Shops

Hazards	Result of hazard	Level of risk H/M/L	Managing and reducing risk	Remaining risk
Access to lift	Unsupervised child	M	<ul style="list-style-type: none"> • Lift to be disabled 	L
Bannister around central well	Injury through falling	M	<ul style="list-style-type: none"> • Close adult supervision 	L
Collision	Injury: bruising	L	<ul style="list-style-type: none"> • Close adult supervision of children whilst participating • Restriction of numbers no more than 30 children at one time. 	L
Electrical cabling	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
Stairs to second floor and ground floor	Trip, fall Injury	M	<ul style="list-style-type: none"> • These stairs will be supervised at all times to allow adult entry only 	L
Unused electrical sockets	Electrocution	M	<ul style="list-style-type: none"> • All sockets not in use will be blocked off 	L

Documentation Centre

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

Accident and Emergency or dial 999

Addenbrooks Hospital

Hills Road

Cambridge

CB2 0QQ

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

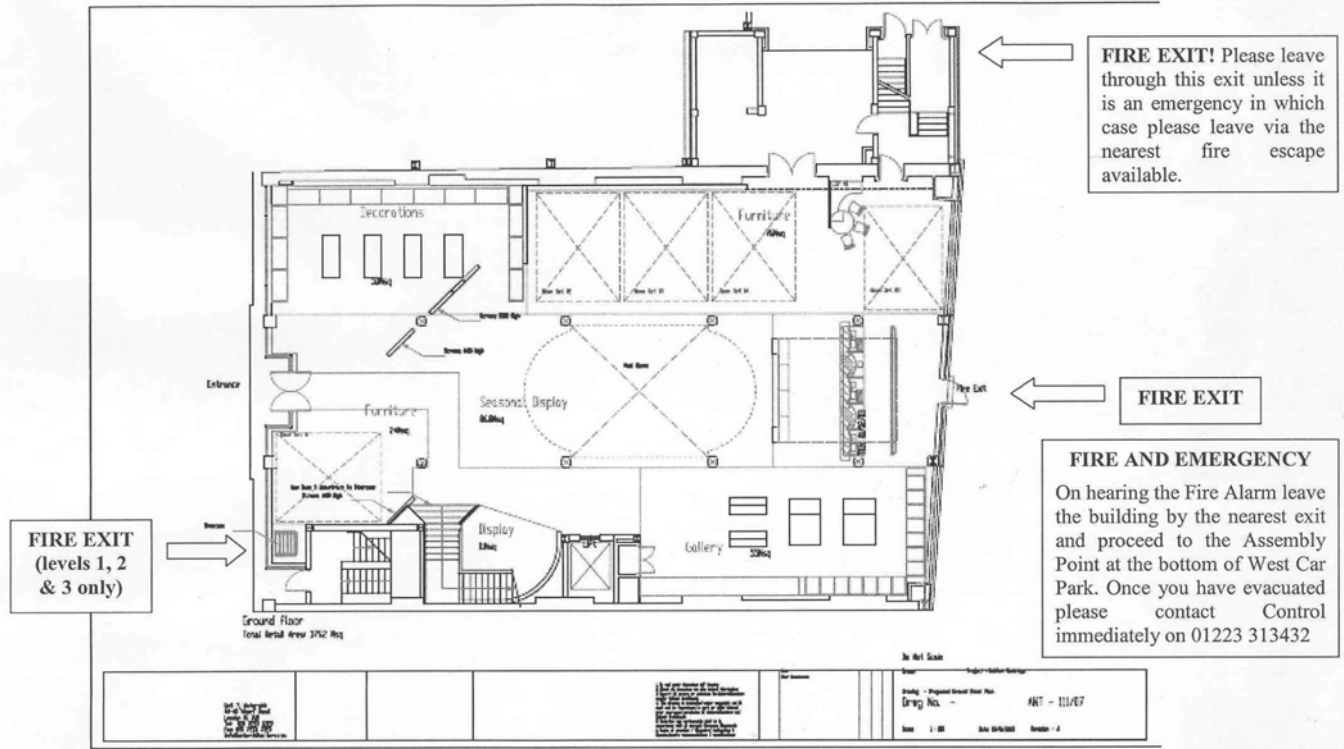
Parkside

CB1 1JG

0845 456 4564

Appendix 2

Ground Floor Layout – 17 Fitzroy Street





Burleigh Street & Fitzroy Street tenants

Fire and Evacuation Guidance

In the event of discovering a fire in your unit:

1. The person discovering the fire should call out for assistance.
2. Operate the nearest Fire Alarm break glass call point.
3. Inform the Fire and Rescue Service via 999.
4. Inform the Centre Management at Cambridge (01223 313432)
5. Direct members of the public at your unit to leave the building by the nearest available exit, or the nearest fire exit.
6. **Do not use lifts or escalators during evacuation.**
7. All staff should then leave by the same means.
8. Assemble at your assembly point.
9. Staff must immediately inform the senior Fire Marshall you have allocated.

Staff should direct members of the public to leave the building by the nearest exit. Under no circumstances should anyone attempt to use any of the lifts or escalators. Staff must immediately inform the Senior Fire Officer of any person not accounted for.

The Grafton Management would like to remind all PruPIM tenants that they are on hand to assist and advise should the need arise.

Print Name.....

Signed.....

Date.....

Company Name.....

Appendix 3

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 flame-proofed 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.

P.M. Bond

Director

PMB Theatre and Exhibition Services Ltd. 15.06.09