

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 Morecambe Bay Theatre of Learning taking place at Morecambe Winter Gardens Theatre, Marine Road, Morecambe from 16th November – 4th December 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 Morecambe Bay Theatre of Learning is taking place within the Morecambe Winter Gardens Theatre (the theatre of learning site) and therefore is subject to all health and safety provisions currently in operation within the Theatre premises and set out in the relevant health and safety procedures pertaining to the functioning of the Theatre. 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 Theatre 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 Morecambe Bay Theatre of Learning this will be the Morecambe Winter Gardens Theatre.
- 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 Morecambe Theatre of Learning the spaces will be as follows:

- The Shoebox, Bafflebox and Lightboxes Room (within the Auditorium)
- The Spotlight Room (on the stage)
- The Climbing Wall (in the auditorium)
- The Glitter and Glue Room (in the old bar)
- The Edit Suite (on the first floor terrace)
- 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 climbing wall, the shoebox and the bafflebox, the erection of the theatrical drapings and installation of the three lightboxes, and the installation of the electricity supply to the spaces from the Winter Gardens main supply is with the contractor as listed within the provisions of their method statements and insurance cover. The Method statement of the contractor for the Theatre of Learning is included in Appendix 3. The inspection report for the electricity installation is also included in Appendix 3.

Once erected, the Climbing Wall has been inspected for safety by an MIA qualified climber. The inspection report is included in Appendix 3.

All climbing equipment has been inspected for safety by an SPA qualified climber. The inspection reports are included in Appendix 3.

Climbing and belaying on the climbing wall will be supervised at all times by an SPA qualified climber. Belaying training and re-familiarisation will be conducted by the same climber. Responsibility for all activity on the wall is with the climber as listed within the provisions of their method statement and insurance cover. The method statement of the climber is listed in 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, which is included as Appendix 4. Employees 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, with the sessions staggered to enable spaces to be reset. Two visiting groups to a maximum of thirty children each with at least ten accompanying adults will attend each session.
- The adults (parents and staff from their respective establishments or parents attending as 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 one Big Wide Talk employee as a guide. The guide 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 one Big Wide Talk employee, 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 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 following procedures will be followed:
 - In the event of a fire a Big Wide Talk employee will raise the alarm verbally and all children and adults will be evacuated immediately from the building.
 - A Big Wide Talk employee will contact the fire brigade.
 - Each visiting group leader will call their group together and lead them out of the building through the marked fire exits at the front and the rear to the designated assembly area in the car park to the rear of the building. The BWT guide will then check the area to ensure that all visitors have left the area.
 - The BWT guide will 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

Entrance Foyer

Hazard	Risk	Level of Risk	Action	Risk Remaining
Uneven floor	Trip, fall, injury	L	Visitors will be warned verbally of the need to take care before entering the building. Stable platforms have been installed to cover the entrance space between the foyer and the auditorium.	L
Staircase leading to	Trip, fall, injury.	M	Visiting children will not be permitted to enter the upper	L

upper levels of the building			levels of the building. Visiting adults will only be permitted to use the edit suite on the first floor and will be accompanied by a Big Wide Talk guide at all times.	
Gas heaters	Burns	M	Gas heaters will be turned off when visitors are present in the building.	L
	Fire, explosion	L	Gas taps will be checked before any use. Gas canisters will be kept at the recommended distance from the heaters. Fire extinguishers will be kept on hand at all times.	L

Auditorium

Hazard	Risk	Level of Risk	Action	Risk Remaining
Trip hazards as part of installation: Drapes, Floor lying cables, crumble mat around climbing wall	Trip, fall injury	M	All cables will be tied up above the floor, or covered with cable cover. Drapes will be hung at a suitable height so as to create no excess. Crumble mat around the climbing wall will be marked with hazard tape. Children will be supervised closely at all times and restrictions will apply as to numbers allowed in the space.	L
Uneven floor surface and rubble surrounding the auditorium space	Trip, fall, injury	M	Black drapes will be erected around the central space to mark out the extent of the Theatre of Learning. Children will be closely	L

			supervised at all times to ensure they do not go outside of this space. Within the Theatre of Learning space, hazard tape will be used to mark uneven areas.	
Climbing	Fall, injury	M	A qualified climber will supervise all activity on the climbing wall. Any person using the wall for climbing will be required to wear a helmet, harness and rope, and will be belayed by a suitably trained person on the ground.	L
Climbing wall	Injury from falling shoes etc.	L	An area will be marked around the climbing wall inside of helmets must be worn, and movement must be kept to a minimum. Children will be supervised closely at all times.	L
	Disruption to people belaying. Collision with wall, injury Structural weakness leading to accident and injury	L	The climbing wall has been designed and built to the required safety standards. The structural engineers calculations are included as Appendix 3. Once built, the climbing wall has been inspected and tested by a qualified professional. See Appendix 3 for the inspection report	L
Wear on ropes/helmets/harnesses/other equipment from	Equipment failure leading to injury	M	All equipment has been inspected by a qualified professional and new equipment has been	L

use or in storage			purchased and tested where necessary. See Appendix 3 for the inspection reports.	
Children moving around the auditorium and within the colourbox spaces	Collision, Injury	M	Numbers of children in each space will be restricted and the movement of children between spaces will be closely supervised. Children will be closely supervised at all times when using the spaces. A space around the climbing wall will be clearly marked with hazard tape, and children will be asked to sit still within this space unless they are climbing.	L
Heat from ray boxes, overhead projectors and lights.	Burn Fire	M M	All rayboxes used within the colourbox run cool. Overhead projectors will be enclosed within boxes. The walls and ceiling of the colourbox installations are fireproofed. All other lights will be fixed securely above the auditorium space, with safety strings fitted.	L L
Electrical cabling to ray boxes, light boxes and OHPs	Electrocution Fire	M	All electrical equipment will be PAT tested before use, will be well within the electrical loading of the mains circuit and will be installed by a qualified electrician. See Appendix 3 for the electrician's inspection report.	L

Stage

Hazard	Risk	Level of Risk	Action	Risk Remaining
Follow-spots	Minor burns	M	Children will only be allowed to move the follow-spots with adult supervision, and will be required to wear oven gloves when doing so.	L
Access to stage past corridors leading to other areas of the theatre.	Trip, fall, injury	M	All equipment belonging to the theatre will be cleared from the main access corridor. Corridors and staircases leading to other areas of the building will be blocked with a physical or visual barrier. All children accessing the stage must be accompanied by an adult.	L
	Lost children	H		L
Children moving within the space of the spotlight room	Collision, injury	M	No more than 15 children will be allowed access to the spotlight room at any one time. Children will be closely supervised by adults when using the spotlight room.	
End of stage	Fall, injury	M	The stage safety curtain will be lowered.	L

Edit Suite

Hazard	Risk	Level of Risk	Action	Risk Remaining
Floor lying cable	Trip, fall, injury	M	All cables will be secured to the floor with cable guard or tape, or run along the walls where possible.	

			Minimal cable distance across the floor will be ensured.	
Electrical sockets	Electrocution Fire	M	All electrical equipment will be PAT tested before use, will be well within the electrical loading of the mains circuit and will be installed by a qualified electrician. See Appendix 3 for the electrician's inspection report.	L