

# **KIT Theatre**

## **Health & Safety Policy**

### **Updated 2022**

#### **1. General Statement**

KIT Theatre (hereafter known as KIT) is fully committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an employer and as a company.

To achieve those objectives it has appointed designated members of staff to be responsible for Company Health and Safety, to keep workplace health, safety and welfare under constant review, to liaise with the enforcing authorities whenever necessary, and to keep the company and the board of directors up to date with new legislation, regulations and British Standards in order to ensure compliance with the law.

The main responsibility for Health and Safety is shared between the Board and the Chief Executive. People are the core asset of KIT's undertaking. KIT aims to foster a culture supportive of Health and Safety by providing visible and active leadership that implements clear management systems through which hazards are identified and risks are controlled.

KIT will, so far as is reasonably practicable;

- Provide and maintain systems of work that are safe and without risks to health - that is a safe place of work, and a safe system of work.
- Identify Hazards to employees and third parties affected by the work and to control those risks adequately.
- Ensure the safety and absence of risk to health in connection with the use, handling, storage or transportation of articles and substances.
- To continue improving through auditing and review.
- Provide such information, instruction and training and supervision as may be necessary to ensure the Health and Safety at work of its employees.
- Make regular risk assessments available to its employees. Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary. Health & Safety Policy 2018 Pg 4 Regularly consult with its employees on matters concerning health and safety.

The shared nature of theatre work means that KIT will:

- Take all reasonable steps to inform the other employers and partners concerned of risks to their employees' health and safety caused by NTW undertaking.

#### **2. Organisation & Responsibilities**

Safety is the concern of everyone, management and employees at all levels.

The Director of the company is responsible for the overall Health and Safety policy, its implementation and monitoring. To achieve this tasks are delegated but responsibility remains with the Director.

#### **3. Covid-19 Health and Safety Guidelines & Agreement**

KIT Theatre want to help prevent the spread of COVID-19 and create and maintain a safe and secure environment for everyone.

KIT is asking freelancers to acknowledge and agree to the Health and Safety guidelines below to prevent spread and to maintain a safe working environment. These guidelines apply to rehearsals and delivery.

KIT have developed Risk Assessments for rehearsals and delivery scenarios.

Symptoms of Covid-19 can be one of the following three:

- Temperature about 37.5 C
- Loss or change to your taste of smell

- A new a continuous cough

KIT freelance staff are free to continue wearing facemasks if preferred.

Before entering a school or venue, KIT asks that all freelance staff agree to:

- take a Covid-19 lateral flow test the evening before or morning of both an in person rehearsal or in person delivery;
- agree that they are not displaying any coronavirus symptoms
- agree that they haven't displayed any coronavirus symptoms in the previous seven days;
- confirm that they haven't been in contact with anyone with coronavirus symptoms in the previous fourteen days;
- notify KIT immediately if they do become aware that they have been in contact with anyone with coronavirus symptoms in the previous fourteen days;
- they are not contravening Government law, guidance and recommendations (as updated and amended from time to time) by entering the school/venue;

Whilst in the school/venue:

- notify KIT immediately if they display any coronavirus symptoms whilst at the school/venue;
- wear a mask when asked;
- I agree to following school/venue guidelines regarding social distancing;
- bring own snacks/lunch to avoid leaving and returning to the school/venue;
- bring my own mug/crockery/cutlery to avoid using equipment belonging to the school/venue.