

HEALTH AND SAFETY POLICY
Updated 29TH August 2016
(Name change updated Dec 12th 2016)

L I Z
R O C H E
C O M P A N Y

STATEMENT

Rex Levitates Dance Co CLG trading as LIZ ROCHE COMPANY's vision is to celebrate, value and strengthen dance in contemporary culture. In creating and presenting unique and distinctive dance performances and programmes that stimulate, challenge and enrich people's lives. LIZ ROCHE COMPANY is committed to practice that protects staff, artists & practitioners, technical staff, volunteers, and members of the public from harm and creating an environment that is stimulating for arts activities to take place.

AIMS

The aim of LIZ ROCHE COMPANY's Health and Safety Policy is to:

- Ensure appropriate procedures are in place to safeguard the well-being of staff, artists, technical staff, facilitators, volunteers and members of the public
- Support the work of LIZ ROCHE COMPANY in the delivery of it's creative programme

This policy is in line with:

Safety, Health and Welfare at Work Acts 2005 and 2010

Safety, Health and Welfare at Work Regulations 2007

GENERAL RESPONSIBILITIES

LIZ ROCHE COMPANY's policies are approved and overseen by the Board of Directors, which delegates responsibility for implementation to senior management staff who are responsible for its communication to artists, facilitators, technical staff and volunteers. No policy operates in isolation and as such other policies (child and vulnerable adult protection, equality, etc) will influence and inform procedures addressed through this policy. LIZ ROCHE COMPANY's staff, artists, facilitators, technical staff and volunteers understand, accept and recognise their responsibilities in relation to the implementation of this policy.

LIZ ROCHE COMPANY will endeavour, as far as is practicable, to carry out its responsibilities by:

- Planning, monitoring and reviewing the organisation's role in promoting, implementing and monitoring the effectiveness of this policy, and promoting a culture of safe working and best practice.
- Regular assessment and maintenance of office environment, furniture, equipment and practice.
- Identifying and assessing potential risks and hazards arising from activities and putting in place adequate controls.
- Ensuring staff have competent skills to carry out required tasks.
- Providing relevant and adequate information on matters relating to Health and Safety.
- Providing training and Personal Protective Equipment (PPE) as required
- Consulting with staff on matters affecting their Health & Safety

The Board of Directors is committed to the regular review of its policy and procedures. (see Section 4).

HEALTH AND SAFETY PROCEDURES

Liz Roche Company has agreed procedures for the implementation of all its policies. It also has established roles and responsibilities to ensure the policy is implemented and upheld.

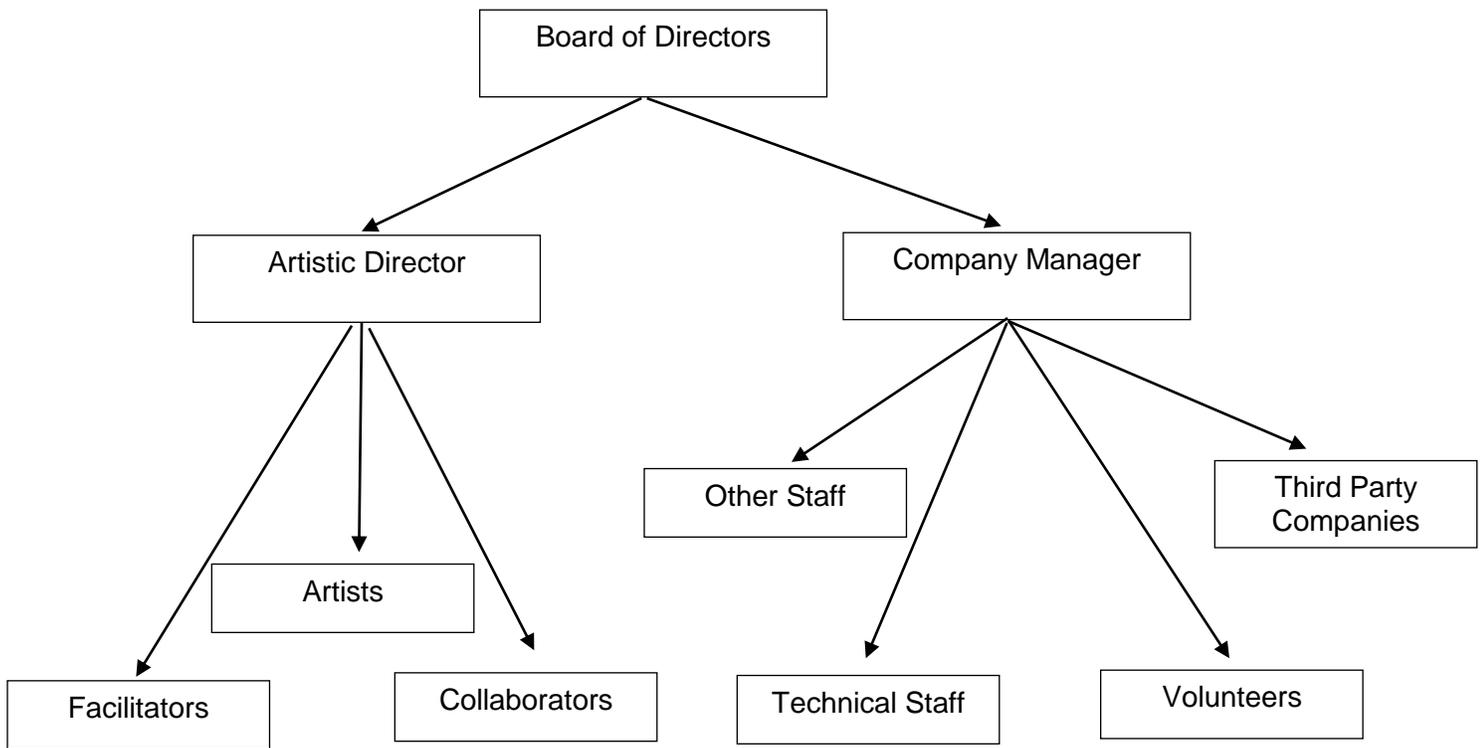
The procedures are detailed in the following sections:

1. Responsibilities
2. Procedures
3. Communication of Policy
4. Management, Monitoring, Review and Reporting

1. RESPONSIBILITIES

The final responsibility rests with the Board of Directors, which delegates authority to implement policy to senior management as follows:

Day-to-day responsibility for ensuring this policy is implemented is delegated to the Company Manager.



1.1. Organisation

LIZ ROCHE COMPANY will agree to:

- Provide adequate and relevant information, induction, training, PPE and supervision for all staff, artists, facilitators, technical staff and volunteers regarding Health and Safety and best practice
- Ensure adequate risk assessments are carried out, controls set in place, implemented and reviewed.
- Consult will staff, artists, facilitators, technical staff and volunteers on matters affecting their Health & Safety.
- Assess furniture and equipment and maintain as required.
- Liaise with premises owners/agents on all matters affecting Health & Safety
- Provide and maintain adequate first aid, evacuation and fire fighting equipment as required.

1.2 Staff, Artists, Facilitators, Technical Staff and Volunteers

All staff, artists, facilitators, technical staff and volunteers will agree to:

- Ensure they read & understand LIZ ROCHE COMPANY's Health and Safety Policy
- Co-operate with senior management on implementation of procedures and best practice
- Not tamper with, interfere or move without instruction with any equipment provided to safeguard their Health & Safety
- Take reasonable care of their own Health & Safety and ensure that no action or omission of theirs compromises the well-being of themselves or that of others
- Report all Health & Safety Concerns to senior management

2. PROCEDURES

2.1 Information

- A poster with information regarding Health & Safety Law is displayed at all times in the Liz Roche Company office
- General Health & Safety advice is available from the Company Manager
- Detailed Health & Safety advice is available from www.citizensinformation.ie

2.2 Induction & Training

- All staff, artists, facilitators, technical staff and volunteers will receive an induction and training all necessary to complete their required tasks.

- Regular training audits will be carried out to identify training needs
- All records of training received will be kept in the Liz Roche Company office

2.3 Emergency Evacuation Procedures

- All staff, artists, facilitators, technical staff and volunteers will be made aware emergency evacuation procedures for any venue they are working in
- Emergency evacuation and fire fighting equipment will be regularly maintained

2.4 First Aid

- All staff, artists, facilitators, technical staff and volunteers will be made aware of who is the nominated first aider (normally the Stage Manager) in any venue they are working in.
- A first aid box is situated in the Liz Roche Company office, and another is available to tour with artists. Supplies are regularly checked and are to be replenished immediately after use

2.5 Reporting

- All accidents, incidents and near misses are to be reported to the Company Manager
- All accidents are to be recorded in the accident report book
- The accident report book is kept in the Liz Roche Company Office and another is available to tour with artists. In external venues accidents should be recorded in the venue's accident report book, a copy taken and passed to the Company Manager
- The Company Manager will ensure all significant accidents, incidents or near misses will be reported to the Board of Directors
- The Company Manager is responsible for reporting accident to the HSE.

2.6 Risk Assessment

Liz Roche Company recognises that despite all due care hazards and risks can arise.

Hazard: Anything that can cause harm

Risk: Likelihood that someone will be harmed by the hazard

In assessing risk and hazards Liz Roche Company will follow 5 key steps:

1. Identifying hazards and the potential to cause injury or ill health
2. Decide who might be at risk

3. Evaluate risk and decide on precautions/controls
4. Record and implement findings
5. Regularly review assessment and update if necessary

Risk Assessments will be carried out by the Company Manager or other competent person, e.g. tour Production Manager, etc.

Risk assessments will record:

- Hazard & potential to harm
- Who may be harmed
- Level of risk: low, medium or high
- Controls required to eliminate or reduce risk
- Who is responsible for implementing controls
- Timescale for implementation & review date

3. COMMUNICATING POLICY

- All staff, artists, facilitators, technical staff and volunteers will be aware of who is responsible for the organisation's Health & Safety Policy and Procedures, and of their own responsibilities
- Liz Roche Company will ensure that all staff, artists, facilitators, technical staff and volunteers agree to read & understand Liz Roche Company's Health and Safety Policy
- Liz Roche Company will ensure that risk assessments are available for reference upon request.
- The Company will ensure that significant accident/incidents are reported to the proper authorities (see section 2.5)
- All changes in Health & Safety Policy and Procedures will also be reported to external stakeholders as required
- Liz Roche Company will endeavour to ensure the organisation promotes a culture of best practice

4. MANAGEMENT, MONITORING AND REVIEW

Liz Roche Company is committed to effectively managing the implementation of this Policy and its procedures, and ensuring that it is regularly reviewed. The Board of Directors undertake this to ensure that good practice on Health & Safety is embedded within all areas of the organisation.

- Final responsibility for Health & Safety will rest with the Board of Directors

- Daily and ongoing management of the policy will be undertaken by senior management of the organisation
- All staff, artists, facilitators, technical staff and volunteers, regardless of length of contract, will have a responsibility to adhere to the organisation's Health & Safety Policy and with following all procedures
- The Company Manager will ensure that accurate records are kept of all accidents, incidents and near misses, with confidentiality as a primary concern.
- The Health & Safety Policy will be regularly reviewed. Staff, artists, facilitators, technical staff and volunteers will be consulted for suggestions of improvements. Review dates will be stated on the cover sheets of all policies. The Policy will also be reviewed and updated between review dates as necessary with reference to changes in practice and legislation.
- Any amendments will be approved at a Board Meeting.

If you require further information about Liz Roche Company's Health & Safety Policy and Procedures, or if you have a concern to report, please contact the Company Manager at the Liz Roche Company Office admin@lizrochecompany.com or 01 8044736