

## Oxen Park Cinema Club

# Health and Safety Policy

The Health and Safety at Work Act (1974) places responsibility for health & safety on all people **at work** – employers, employees, manufacturers, suppliers, designers and people in control of premises.

## Policy Statement

It is the policy of the Oxen Park Cinema Club to provide a healthy and safe environment and equipment for all persons affected by its' activities and services. (film goers, members and volunteers.)

OPCC will as far as reasonably practicable:

- Provide training and information to volunteers as necessary
- Consult with members on matters affecting health and safety
- Provide and maintain equipment
- Provide information, instruction and supervision where appropriate
- Ensure that all volunteers are competent to do any task asked of them.
- Maintain a safe and healthy film watching environment.
- Review and revise this policy as necessary at regular intervals

## General Principles

All committee members of OPCC share the responsibility for the Health and Safety Policy.

## Duty Of Care

A Duty of care is a legal obligation to be concerned for another person. Common Law imposes on all persons a general duty of care towards all others. The 1974 Act adds to this a duty of care by individuals and organisations to avoid carelessly causing personal harm to themselves, to employees and other persons who might be affected by their actions at work.

The OPCC committee have a duty of care to all its members, people who come to film shows and events and to those who set up film shows and events.

## Risk Assessment

OPCC will make an assessment of risks to the health and safety of others arising from the organisation's activities.

The risk assessment will:

- Identify existing precautionary measures and the extent to which they are actually being used and are effective.

- Pay particular attention to those who may be especially at risk, for example members new to setting up equipment, older audience members, people with disabilities.
- Identify significant hazards
- Identify people who are at risk

OPCC will endeavour to:

- Avoid risk altogether if possible
- Take every effort to reduce any potential risks by employing technological or practical measures or written warnings
- Promote an environment that is health and safety aware

### **Delegation to Management**

The committee of OPCC (or nominee) will work in conjunction with the management committees (or their nominee) of all the premises used to put on film shows or related events.. Eg village halls.

Note will be taken of:

#### **Fire precautions**

Including initial risk assessment, positioning of equipment, fire notices, emergency evacuation procedures.

#### **First Aid**

Position of first aid box in each premises. The provision of First Aid where otherwise not available. The presence of a qualified first-aider whenever possible.

#### **Recording and reporting**

Any incident or injury will be reported in a book provided. (eg back of the blue book)

#### **Electrical testing**

Any portable electrical equipment will be tested at regular intervals (?? Once a year)

#### **Heating and Ventilation**

Village halls should provide a comfortable (healthy and safe) environment for watching films.

## **OPCC Health & Safety Policy Detailed application of general principles**

### **1. Responsibilities**

1.1 Overall and final responsibility for health and safety is that of the OPCC committee (?)

1.2 Responsibility for implementation of this policy is delegated to .....??.....

1. 3 To ensure health and safety standards are maintained/improved the following people have responsibility in the following areas.

| <i>Name</i> | <i>Responsibility</i>                       |
|-------------|---|
|             | First Aid/maintenance of first aid box      |
| All         | Purchasing equipment                        |
|             | Setting up of equipment                     |
|             | Setting up of each premises                 |
|             | Review of risks and issues                  |
|             | Training of Health and Safety issues        |
| All         | Ensuring own safety at all events           |
|             | Coordinator of Fire safety risk assessments |

1. 4 All members should:

- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person

## **2. Health and Safety Risks arising from our activities**

2.1 Risk assessments will be undertaken by .....??

2.2 The findings will be reported to the OPCC committee

2.3 The committee member responsible for the area of concern will check that the implemented actions have removed/reduced the risk.

## **3. Safe equipment**

3.1 The staff member responsible will be responsible for identifying all equipment needing maintenance and checking that new equipment meets health and safety standards before it is purchased.

3.2 The committee will approve any financial outlay needed to maintain equipment.

3.3 All problems found with equipment should be reported to the 'equipment officer' (??)

## **4. Setting up of equipment and premises**

4.1 The setting up team for each show or event takes responsibility for checking all health and safety hazards for that event.

4.2 Attention will be especially given to cables and equipment on tables

4.3 Fire hazards and evacuation procedures will be checked by the team leader.

4.4 Instruction and supervision will be given to anyone new to setting up.

4.5 Any equipment related failure or accident must be reported in the blue book Failure – on the event page. Accident – on the back pages.

## **5. Information, Instruction and supervision**

5.1 The OPCC Health and Safety policy will be available for anyone to read.

5.2 Every audience will be informed of any relevant instructions related to health and safety. Deemed relevant by the event setting up team. Eg escape routes.

5.3 Anyone volunteering to help with equipment will be given appropriate instruction, training and supervision.

## **6. Accidents and First Aid**

6.1 The OPCC first aid box will be kept with the cables box (?) with the other equipment.

6.2 The members appointed to give first aid are:

6.3 All accidents must be recorded in the blue book (back)

## **7. Monitoring**

7.1 To check good practice the secretary will ensure health and safety will be included on the committee meeting agenda at regular intervals. (at least 3 times a year)

### **Things to check:**

Compliance with fire safety regulations

Rules to comply to related to display screen equipment

Assess any manual handling operations using *the Manual handling.Guidance on regulations!!*

Any under 18 specific rules and hazards.

List of village halls and specific hazards eg freezing conditions at Rusland! Or lack of outside safety lighting at Bouth.

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