



visible fictions

**Health & Safety Policy**

**Visible Fictions is committed to protecting the Health and Safety of its employees, freelancers, volunteers and all others with whom our work brings us into contact with. The Company's policy is to provide and maintain safe and healthy working conditions, equipment and systems for all those working for the Company and to provide staff with such information, training and supervising as they need for this purpose.**

The Company recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by the adoption of this purpose.

Whilst the final responsibility for the safety and well-being of the staff rests with the Board of Directors, the day to day management of the policy is delegated as appropriate. All staff members are made aware of their own responsibilities and given a copy of this Health & Safety policy as part of their induction. The maintenance of a healthy safe environment is a task requiring mutual co-operation, and with this in mind employees should observe all rules of Health and Safety for their own benefit and that of others who could suffer owing to thoughtlessness or malpractice.

All employees have a statutory duty to comply with Health and Safety legislation.

The policy will be reviewed annually or more frequently if work practices change.



## Responsibilities of all staff members

1. To take reasonable care for the Health and Safety of him/herself and others who may be affected by his/her actions.
2. To co-operate with other staff members and the Company in the operation of the Health and Safety Policy.  
Not to interfere with or misuse anything provided in the interests of Health and Safety.
3. To report any danger, defect, accident, or near miss to the General Manager, or Stage Manger while on tour, or, in their absence, the appointed person.
4. To follow fire procedures for fire, first aid, hazardous substances, security and the use of equipment.  
To use protective clothing provided and follow safety instructions.
5. To make him/herself aware of the fire procedures in each working space, and check with the General Manager or Stage Manager if these are not clear.
6. To attend to any other relevant Health and Safety matters as appropriate.
7. To discuss any health and safety problems with your Line Manager.
8. To complete the accident book if an accident occurs. There is first aid kit and accident book in the office and in the touring van when the Company is on tour. The location of both will be drawn to each Company member's attention.  
Instructions for completing the accident books are located inside each book.

A copy of the fire regulations and drill are displayed prominently in the office premises at Suite 325/327, 11 Bothwell Street, Glasgow. They will be drawn to each new Company Member's attention when they are in the office. The designated fire officer is the General Manager. The fire officer will ensure the fire brigade has been called, ensure the office is evacuated and will secure the premises as necessary. If you have any queries regarding this please direct them to the fire officer.

## Visible Fictions will

- Be responsible for providing all protective clothing and equipment as required.
- Effect and maintain Employer's Liability Insurance for all Company Members during working time.
- Ensure a risk assessment is carried out for each production by the relevant Stage Manager.

## IN CASE OF AN EMERGENCY

Copies of emergency contacts forms are held by the office and, while out on tour, the Stage Manager. In the event of an emergency, please

- Take the appropriate action of calling the necessary emergency services.
- Make contact with the designated person on the emergency contact form.
- Inform the office.

Updated March 2017



**Visible Fictions**  
**Suite 325-327**  
**4th Floor**  
**11 Bothwell Street**  
**Glasgow, G2 6LY**

**0141 221 8727**

**office@visiblefictions.co.uk**



Visible Fictions Theatre Company is a Scottish Charity (SCO21724) and a Company Ltd by Guarantee (Scotland 144133).