

THICK & TIGHT'S HEALTH & SAFETY POLICY

We will do everything we reasonably can to ensure your safety while working for us. As a freelancer, you are also responsible for your own and others' safety while working. If you are involved in an accident while working for Thick & Tight, you must tell us and we will make a note of it. It is your responsibility to have your own public liability insurance.

Thick & Tight will

- provide adequate control of the health and safety risks arising from our work activities
- provide information, instruction and supervision for freelancers
- ensure all freelancers are competent to do their tasks, and to give them adequate training or support
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

Responsibilities

The Co-Directors (Daniel Hay-Gordon and Eleanor Perry) have overall and final responsibility for health and safety at Thick & Tight. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Co-Directors unless:

- they are not present, for example if a rehearsal director is working with a group after a work has been set
- they have clearly appointed another member of the company as responsible for Health & Safety such as a Stage Manager

The Co-Directors will try to make it as clear as possible who is responsible for the everyone's health & safety when entering different environments.

All freelancers must:

- co-operate with the Co-Directors or anyone they have appointed as interim managers on health and safety matters, including anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- take out their own Public Liability Insurance
- report all health and safety concerns to the Co-Directors or, depending on the situation, the appointed health & safety officer such as Stage Manager

Thick & Tight Insurance:

Thick & Tight have Public Liability and Employer's Liability insurance with Hencilla Showtime. Please get in touch with us if you'd like to know more about this.

Thick & Tight Risk Assessments:

Risk assessments are undertaken for Thick & Tight's regular activities, in liaison with the venues concerned. Any action required to remove/control risks is monitored by the Co-Directors or Stage Manager. Risk assessments for individual activities/projects are regularly reviewed.

Reporting accidents and illness

All accidents and cases of work-related ill health are to be reported to the Co-Directors who will record them in Thick & Tight's digital accident book.

Sickness absences

The Co-Directors are responsible for investigating work-related causes of sickness absences.

First Aid

Thick & Tight do not currently have an appointed First Aider but are seeking to be trained soon. We're also seeking training in Mental Health First Aid.

Fire safety and procedures

The Co-Directors, unless otherwise stated in certain situations i.e. in a theatre with specific health and safety officers, are responsible for ensuring that a fire risk assessment is undertaken and implemented.

This includes making sure that:

- freelancers are familiar with fire escape routes
- somebody present knows where fire extinguishers are located and how to use them

Date of last policy review	29 th November 2021
Date of next review	Autumn 2022
Signed	Daniel Hay-Gordon
Position	Co-Director