



CACKLE MGMT Policy on HEALTH AND SAFETY AT WORK

Cackle Mgmt has a legal obligation to implement safeguards in relation to Health and Safety at Work: we also have a desire to create a work environment that is safe and conducive to healthy and contented work practices for all.

This document is intended for Cackle Mgmt personnel and has the health and safety of all incoming freelance staff in mind. The success of this policy will depend on your co-operation. It is therefore important that you read this statement carefully to understand your own role and the overall arrangements for Health and Safety at Cackle Mgmt. You are encouraged at any time to put forward suggestions for improvement.

All personnel should indicate that they have read and accepted this document by signing their name at the end.

Fire Procedure

The safety officers will advise you of the Fire procedures.

Some general rules apply:

- If you discover a Fire, raise the alarm.
- Unless previously informed that a test is taking place, upon the alarm sounding the building/ site must be evacuated. There is no reason at all for not evacuating.
- If the fire is of a minor nature (e.g. burning rubbish bin) those trained in fire procedures may attempt to extinguish using the nearest suitable fire appliance.
- Do not hesitate to leave if you are unable to immediately extinguish the fire.
- Shut down any equipment you are using if it is safe to do so.
- If possible, close doors to restrict the spread of smoke and heat.
- Do not attempt to go back for personal belongings.
- Walk quietly and avoid any action that might create panic or delay in the exit of others.
- Ensure the evacuation of any visitors who are with you.
- If the area is filled with smoke, go down on hands and knees with your head as close as possible to the floor, then crawl to the nearest exit.
- Go to the Assembly Point, which will be advised in advance by the safety officer.
- On receiving the "all clear" from the Fire Safety Officer in charge, the Safety Officer will allow you back into the building/on site. You should return only when you are permitted to do so by the Safety Office

Manual Handling

Some general rules for safety in this area apply:

- make sure lighting provision is adequate
- remove any obstacles from your path in advance
- ensure that there are no spillages or other means by which floors would become slippery
- do not attempt to lift an unmanageable load alone
- lift loads properly to avoid muscle strain
- do not try to move a heavy load in a hurry

Operating Equipment

As part of the get-in, performance or get-out, you may be required to operate Cackle Mgmt or our partners' equipment. You should only operate any equipment once its operation has been clearly explained and you have had enough training or practice to use it confidently, safely, and correctly. Do not attempt to operate any equipment unless you have been instructed to do so.

Fire Exits

Please note on arrival the Emergency Exits in the building/on site. Fire exits must be always kept clear. Do not leave costumes, props, furniture, instruments, or equipment in a fire exit.

Non-Smoking Areas

There may be smoking areas on site or outside the production building. If so these will be clearly designated. Please respect this – all other areas are non-smoking.

Cigarettes / Alcohol / Drugs

Alcohol and non-prescription drugs are prohibited in the workplace.

Electricity

Electricity is very dangerous. Take care when using plugs and sockets.

- Switch it off at the socket before moving the plug.
- Make sure there is no likelihood of water getting into the plug or socket.
- Do not use broken plugs or frayed cables.
- Make sure that you are not stretching any cables or are leaving them where they can cause damage or injury.
- Do not use electrical equipment in any wet areas.
- Electrical equipment and installations should conform to the Local Authority regulations.

Firearms

Great care should be taken when using firearms.

- Do not fire a weapon until you have been instructed in its use.
- Do not remove the firearm from the secure lock up or props table until you need to use it and replace it immediately after use.
- Make sure you know where the vent hole is and keep this directed away from your face.
- Make sure that the venting cordite will not injure others.
- Do not fire the weapon close to your ear without some form of ear protection, making sure that the venting cordite does not ignite any hair or clothing.
- Do not remove any firearm from the site location.
- Firearms should be stored safely when not in use.

Other Weapons

Great care should be taken when using any weapon.

- Do not use a weapon until you have been instructed in its use.
- If its use is in a fight, the instruction should come from a recognised Fight Instructor not a colleague.
- Before use, check that the blades on swords and knives are smooth & blunt. Check that the handles are not loose. Do NOT use if the blade is serrated, clipped or bent.
- Make sure that gloves are worn during sword fights.
- Do not use glass bottles.

Set

Please ensure that incoming set is user friendly. Each piece should be easily portable by two people. Any jutting out pieces of hardware such as nails, screws or staples will cause an injury. Very heavy pieces should be put out on casters or made easily movable. Stairs should have a railing wherever possible. The set should be properly fire proofed. Should you see any issues with incoming set please report immediately to the Site Manager.

Lighting

Please ensure that there is adequate light on site to perform all aspects of the get-in, show, and get-out safely. All cables should be safely taped down, and should be the correct rating for the job, with the correct and properly connected fittings. Should you see any issues with incoming set please report immediately to the Site Manager.

Sound / Other Effects

Please ensure that all sound levels will not damage hearing either through volume or frequency. There are sometimes local strict sound restrictions. Please be aware of these and stay within this range.

- Please do not place speakers directly next to the audience.
- Please notify the Production Manager in advance if Strobes are being used.

House Keeping

- Cleanliness – All areas are to be kept clean, tidy, and free from excess rubbish at all times. Fire escape doors and routes must never be obstructed in any way.
- Safe stacking and storage – At no times are articles to be stacked in an unsafe manner likely to fall and cause injury.
- Special care should be taken in the backstage area.

Hazardous Substances – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

All hazardous substances brought into the building/on site must be recorded and their use strictly controlled and monitored. The Production Manager is responsible for all such substances used in the Production.

Incident Book

It is extremely important to record all incidents that occur such as

- the application of First Aid
- accidents
- any violent occurrences

Incidents should be recorded immediately after they happen and certainly no more than 24 hours later. The incident book resides with the Production Coordinator. The Production Manager should also be advised of any occurrences.

Reporting Hazards

If you notice any safety hazards in the building /on site, or with equipment, please inform the Production Manager and/or Production Coordinator immediately. Do not leave anything – however briefly – on the stairs or in the hallways as this constitutes a fire hazard.

Security

Security is not just locks on doors and burglar alarms, it is an attitude of mind, a basic awareness of what is happening and a desire to protect your livelihood. Please ensure that your personal property is not left unattended, that all equipment you have been using is properly secured and that all appliances are turned off at the end of the working day.

Bomb Threat Action

If you have received a threat that there is a bomb in the building/ on site, inform the Safety Officer. The building should be quickly searched and then evacuated if appropriate. If you notice any suspicious object (parcel, package, vehicle) inform the Safety Officer. Under no circumstances should you touch the suspicious package.

If you receive a Bomb Threat call

Try to remember as many of the given details as possible so that the local law enforcement agency can assess whether the call is serious. For example if the caller made any reference to:

- representing an organisation
- the time at which the bomb is due to go off
- given a code word of any kind
- given any reason for planting the bomb

First Aid Box

You can locate the First Aid Kit in the Production Office.

Cackle Mgmt Health & Safety At Work Policy Document
I confirm that I have read this policy document

Name:

Role:

Signed:

Date: