

# HEALTH & SAFETY POLICY

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# HEALTH & SAFETY POLICY

## **PART ONE. STATEMENT SECTION 01 - HEALTH & SAFETY POLICY STATEMENT**

We (the Lowry) are committed to ensuring the Health, Safety and Welfare of our Employees, Volunteers, Contractors, Visitors, Members of the Public and anyone else who may be affected by our activities.

We will strive to reach the highest practicably achievable standards of occupational health, safety and welfare and recognise that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks.

**WE BELIEVE THAT THE EFFECTIVE MANAGEMENT OF HEALTH & SAFETY:**

- Is of equal status to the venue's overall business objectives.
- Is essential to the overall efficiency and success of the venue.
- Is the responsibility of everyone working in the venue.

**OUR AIMS ARE TO:**

- Prevent injuries in the venue.
- Provide and maintain a safe venue.

**OUR OBJECTIVES ARE TO:**

- Establish and maintain effective systems for the identification of risks and procedures for managing the health, safety and welfare of those involved in our operations.
- Ensure that all those involved in the running of the venue are competent and able to perform their tasks safely and are consulted on issues that affect their health and safety.
- Promote awareness of responsibilities for health and safety to all employees and volunteers.
- Protect the safety and well being of our audience.

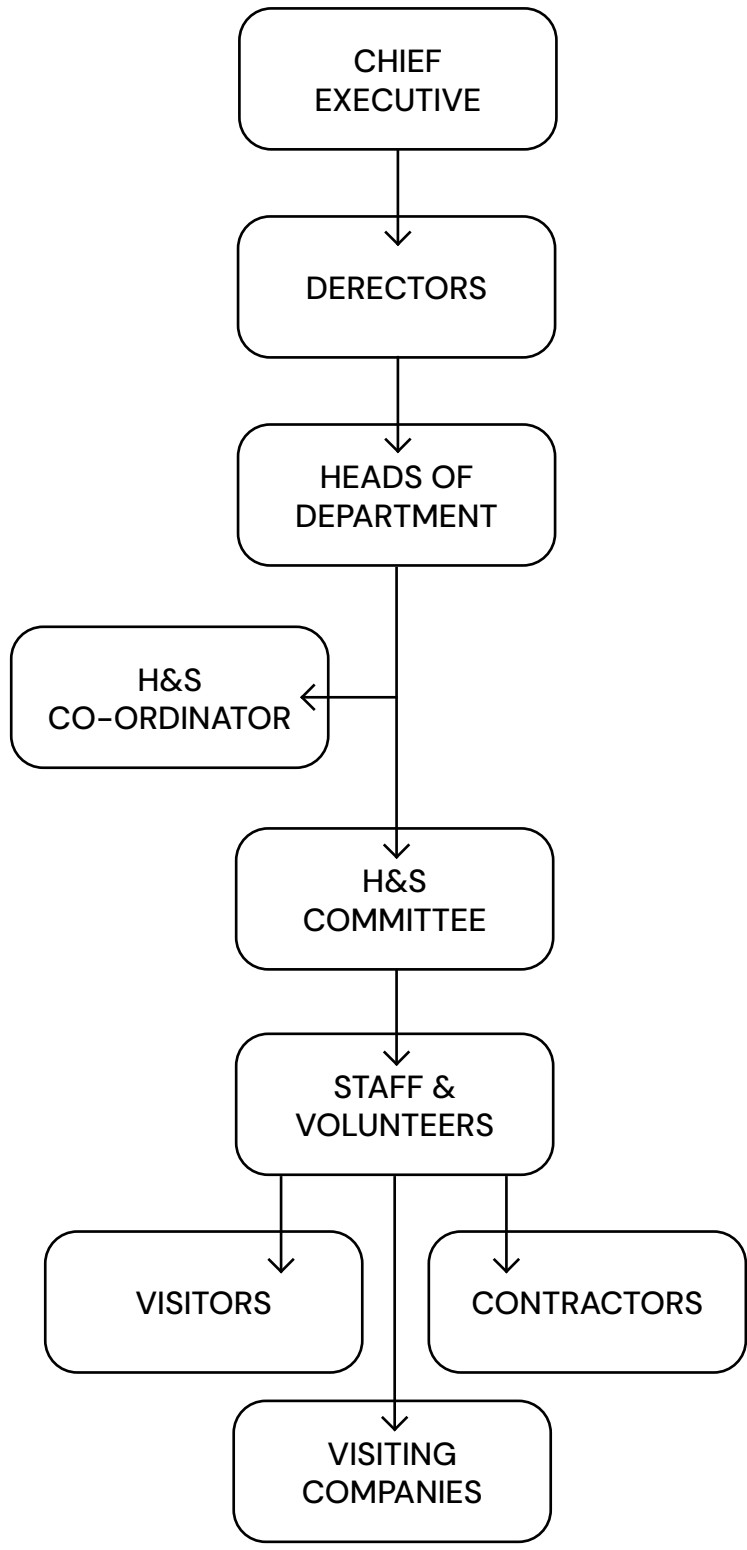
**TO ACHIEVE THE ABOVE WE WILL ENSURE THAT THERE IS:**

- Provision of adequate resource for health and safety matters.
- Compliance with all relevant legislation and codes of practice.
- Provision of adequate information, instruction, training and supervision to employees and volunteers to enable them to carry out their work safely.
- A system for consultation and communication of health and safety matters.
- Provision of regularly reviewed safe systems of work.
- Provision of equipment that is safe to use and well maintained.
- Provision of a safe working environment and a safe workplace.

**LOWRY EMPLOYEES MUST ENSURE THAT:**

- Reasonable care is taken to ensure their own health and safety and that of any person who may be affected by their work.
- They support the Lowry in achieving and implementing the objectives outlined above together with following identified control measures and safe systems of work.

## PART TWO. RESPONSIBILITIES SECTION 01 - ORGANISATION OVERVIEW



# HEALTH & SAFETY POLICY

## SECTION 02 - VENUE KEY PERSONNEL

CHIEF EXECUTIVE – Julia Fawcett

COMMERCIAL DIRECTOR – Tony Smith

FINANCE DIRECTOR – Michelle Pendergast

DIRECTOR OF VISUAL ARTS AND ENGAGEMENT – Michael Simpson

DIRECTOR OF AUDIENCES, SALES AND MARKETING – Rachel Miller

DIRECTOR OF LEARNING & ENGAGEMENT – Jenny Riding

DEVELOPMENT DIRECTOR – Gwen Oakden

HOUSE MANAGER – Kate Rice

HEAD OF FACILITIES MANAGEMENT – Andrew Logie

HEAD OF COMMERCIAL OPERATIONS – Lyndsey Tickle

HEAD OF IT – Darren Mullin

HEAD OF HR – Rachel Woods

HEAD OF TECHNICAL THEATRE – Phil Maxim

HEAD OF THEATRES PROGRAMMING – Steve Cowton

HEAD OF TICKETING SERVICES – Keith Kelly

HEAD OF MARKETING & COMMUNICATIONS – Tim Manley

HEALTH & SAFETY COORDINATOR – Andrew Logie

## SECTION 03 - GENERAL RESPONSIBILITIES

### CHIEF EXECUTIVE OFFICER (CEO)

The Chief Executive Officer will be responsible for:

- Promoting and leading the implementation of the Lowry Health & Safety Policy.
- Encouraging a positive health and safety culture throughout the venue.
- Resourcing adequate funds to meet the venue's health and safety requirements.
- Promoting compliance with safety legislation.
- Monitoring and reviewing the effectiveness of the Lowry's Health & Safety management system.
- Leading by example.

### THE DIRECTORS

The Lowry Directors will be responsible for:

- Promoting and leading the implementation of the Lowry Health & Safety Policy within their departments.
- Encouraging a positive health and safety culture throughout their departments.
- Liaising with the CEO to obtain resources for the effective management of health and safety within their departments.
- Consulting with Heads of Departments to identify their employee's training requirements to assist them with their duties as laid down in the policy.

# HEALTH & SAFETY POLICY

- Allocating responsibility for the day to day running of departments under their control to the appropriate Heads of Department.
- Supporting Heads of Departments in the implementation of the Lowry Health & Safety Policy.
- Monitoring and reviewing the effectiveness of the Lowry's Health & Safety management system within their departments.
- Leading by example.

## HEALTH & SAFETY COORDINATOR

- The Lowry has a Health and Safety Coordinator who will be responsible for
- Advising and providing a resource to the organisation on health and safety.
- Assisting departments in compliance with the Lowry Health & Safety Policy.
- Communicating health and safety matters to Management.
- Carrying out inspection/audits of departments.
- Assisting Heads of Departments with reviewing safety procedures and safe working practices.
- Completing and submitting RIDDOR reports where appropriate.
- Assisting Heads of Departments in accident/incident follow-ups.
- Chairing Health & Safety Committee meetings.
- Co-ordinating central Health & Safety budget.
- Leading by example.

## HUMAN RESOURCE DEPARTMENT

The Lowry's Human Resource Department will be responsible for

- Provide access to Occupational Health & Safety provision via Salford City Council.

## HEADS OF DEPARTMENT

Heads of Department will be responsible for the day to day management of health and safety within their departmental areas of control and have specific responsibility for:

- Promoting and leading the implementation of the Lowry Health & Safety Policy within throughout the organisation.
- Arrange the investigation of accidents and near misses and follow-up actions where appropriate.
- Carrying out a safety induction for all departmental staff.
- Delivering task or activity based instruction/training where appropriate.
- Leading by example.
- Encouraging a positive health and safety culture throughout their departments.
- Identifying hazards, writing and reviewing risk assessments.
- Monitoring, implementing and enforcing the use of risk assessment control measures.
- Issuing Personal Protective Equipment (PPE) and recording its issue and training in its use.

# HEALTH & SAFETY POLICY

## EMPLOYEE SAFETY REPRESENTATIVE(S)

- The employee Health & Safety Rep(s) will be a point of contact between members of staff and management.
- They will attend Health & Safety Committee meetings.
- They will communicate health and safety issues and concerns to management.
- They will be one of the links between management and employees with regard to consultation on health and safety matters.
- They will encourage co-operation between management and employees in promoting a positive safety culture.
- They will undertake training as required to perform their duties.
- Lead by example.

## EMPLOYEES AND VOLUNTEERS

- Must take reasonable care to ensure their own health and safety and that of all other persons who could be affected by their actions at work.
- Are expected to co-operate with the venue to ensure compliance with statutory duties and the implementation of the Lowry Health & Safety Policy.
- Must report all accidents, incidents and near misses whether persons are injured or not.
- Must report any hazards encountered or observed during their work routine, accepting their own responsibility for acting to remove any such hazard where it is safe and reasonable to do so.
- Must wear the appropriate Personal Protective Equipment (PPE) where it is provided and there is a requirement to do so.
- Must look after any PPE that is provided to them.
- Must not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

# HEALTH & SAFETY POLICY

## **PART THREE. ARRANGEMENTS**

### **SECTION 01 - ACCIDENT AND NEAR MISS REPORTING**

#### **INTRODUCTION**

The Lowry recognises that the reporting of accidents and near misses can play an important role in reducing the frequency of accidents throughout the venue and that an effective reporting system will allow accurate tracking and analysis of how and why those accidents have occurred. All accidents and near misses must be recorded and an appropriate follow-up action indicated.

#### **RESPONSIBILITIES**

##### **DIRECTORS**

- Will promote the reporting of accidents and near misses throughout their department and ensure that Heads of Department are completing the appropriate follow-ups.
- Will periodically review accidents & near misses within their department.

##### **HEALTH & SAFETY COORDINATOR**

- Will receive copies of all accident & near miss reports and advise the relevant Head of Department on the action to take.
- Will collate accident and near miss statistics.
- Will assist Heads of Department in accident & near miss follow-ups if necessary.
- Will prepare an accident & near miss report for inclusion in the Health & Safety Committee meetings and the monthly Management Report.
- Will submit RIDDOR reports.

##### **HEADS OF DEPARTMENT**

- Will encourage and promote the reporting of all accidents and near misses throughout their department.
- Will arrange completion of accident and near miss investigation reports within their department.
- Will liaise with the Health & Safety Coordinator regarding the completion of RIDDOR reports.
- Will complete remedial actions where appropriate.

##### **EMPLOYEES AND VOLUNTEERS**

- Will ensure that all accidents are entered into the Accident Book.
- Will report all accidents and near misses to their Head of Department.
- Will implement any remedial actions as directed by their Head of Department.

# HEALTH & SAFETY POLICY

## RECORD KEEPING

- The initial recording of an accident will be in the Accident Book.
- The First Aider will provide copies of the Accident Book report to the Health & Safety Coordinator.
- The Head of Department will complete accident investigation reports for all accidents and near misses and submit this report to the Health & Safety Coordinator.
- The Health & Safety Coordinator will retain accident reports, near miss reports and RIDDOR reports and all follow-ups.
- The Health & Safety Coordinator will supply the appropriate Director with copies of RIDDOR reports that have occurred within their area of control.
- The minutes of Health & Safety Committee meetings will record comments and remedial actions on all significant accidents and near misses.

## SECTION 02 - COMMUNICATION OF HEALTH & SAFETY INFORMATION

### INTRODUCTION

The Lowry is aware of the value of clear communication and consultation between employees and management regarding health and safety matters and supports a formalised meeting structure for achieving this. The Lowry also recognise that systems for reviewing working practices involving employees in the Health & Safety management process and tracking the progress of remedial actions will assist us in maintaining a safe environment for all affected by our business activities.

### RESPONSIBILITIES

#### CHIEF EXECUTIVE AND DIRECTORS

- Will ensure that health and safety is included on the agenda of Directors meetings.
- Will review the venue's Health & Safety performance at these meetings.
- Will develop and review the venue's Health & Safety strategy at these meetings.

#### COMMERCIAL DIRECTOR

- Will attend the Health & Safety Committee meetings.
- Will communicate significant matters arising from these meetings to the Directors meetings.

#### HEAD OF MEDIA RELATIONS

- Will liaise with Health & Safety Coordinator following any major accident or incident.
- Will coordinate any press and media statement if necessary.

#### HEALTH & SAFETY COORDINATOR

- Will chair the Health & Safety Committee meetings.
- Will ensure that the fixed agenda is followed and that minutes are taken.
- Will prepare a report on accidents and near misses from the previous period.



# HEALTH & SAFETY POLICY

- Will bring to the attention of the meeting issues encountered whilst carrying out his Health & Safety Co-ordinator duties.
- Will ensure that minutes of the Health & Safety Committee meeting are available to all employees.
- Will include health and safety related issues in monthly Management Reports.
- Will liaise with the Head of Marketing & Communications following any major accident or incident.

## NOMINATED HEADS OF DEPARTMENT

- Will attend the Health & Safety Committee meetings.
- Will bring to the attention of the meeting relevant health and safety issues relating to their department.
- Will act on matters arising from the Health & Safety Committee meeting.

## EMPLOYEE SAFETY REPRESENTATIVES

- Will attend the Health & Safety Committee meetings.
- Will bring to the attention of the meeting health and safety issues raised by the workforce.

## EMPLOYEES & VOLUNTEERS

- Will bring to the attention of their Health & Safety Representative or Head of Department any health and safety concerns that they have regarding their workplace or work activity.

## RECORD KEEPING

- Minutes of the Health & Safety Committee meeting will be retained by the Health & Safety Coordinator, copies circulated to Directors, Heads of Department and Health & Safety Committee Members.
- Copies of the minutes will also be retained on the Lowry's SharePoint.
- Health & Safety Committee meeting minutes will be displayed on staff notice boards.

## SECTION 03 - CONTRACTORS

### INTRODUCTION

The Lowry acknowledges that it has a responsibility for any activity that is carried out within the venue and to this end will take all reasonably practicable measures to ensure that all contractors engaged to work in the building are competent to do so, have adequate resources to carry out that work and complete the work safely without risk to Lowry employees or any other person who could be affected by their actions.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that those responsible for engaging contractors are exchanging the appropriate information prior to the commencement of the work.
- Will ensure that the activities of contractors on site are monitored by those responsible for commissioning the work.

# HEALTH & SAFETY POLICY

## HEALTH & SAFETY COORDINATOR

- Will assist with the pre-qualification process where required.

## HEADS OF DEPARTMENTS

- Will ensure that those responsible for engaging contractors within their areas of control are checking the competence of those contractors.
- Will confirm the competence of their contractors.
- Will receive the appropriate health and safety information from contractors
- Will provide the appropriate venue safety information to contractors.
- Will retain a Health & Safety file for all of their contractors.
- Will monitor the activities of the contractor when on site.

## EMPLOYEES AND VOLUNTEERS

- Will monitor the performance of contractors working within their department and report any concerns to their Head of Department.

## CONTRACTORS

- Will supply the appropriate safety information to the Lowry.
- Will adhere to the Lowry's Rules for Contractors document.
- Will cooperate with the Lowry in their commitment to run a safe place of work.

## RECORD KEEPING

- Each contractor will have a file in which will be retained all appropriate paperwork relating to the contract. This will include but is not limited to; risk assessments, method statements, site inductions, insurance details, confirmation of issue of Rules for Contractor document.
- These records will be stored by each department where they will be accessible for internal or external inspection as required.

## SECTION 04 - DISPLAY SCREEN EQUIPMENT

### INTRODUCTION

The Lowry is aware that health and safety hazards may arise from the use of Display Screen Equipment (DSE) and it is our intention to ensure that any risks are reduced to a minimum. Although it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some employees may have genuine concerns about its use. The Lowry will undertake to provide information, instruction and training to promote good working practice in the use of this equipment.

# HEALTH & SAFETY POLICY

## RESPONSIBILITIES

### DIRECTORS

- Will ensure that all display screen equipment users within their departments are subject to a display screen equipment assessment.
- Will ensure that remedial actions from the DSE assessment are implemented.

### DISPLAY SCREEN EQUIPMENT ASSESSOR(S)

- Will carry out display screen equipment assessments where required.
- Will attend display screen equipment assessor training if required.

### HEADS OF DEPARTMENT

- Will identify DSE users within their department.
- Will liaise with the Head of Facilities Management and/or HR to obtain the necessary resources for identified remedial actions.
- Will ensure that all employees receive information and instruction in the use of DSE.
- Will ensure that all new staff undergo a DSE assessment.
- Will maintain DSE assessment records within their department.
- Will record remedial actions that have been implemented as a result of the DSE assessment.

### EMPLOYEES

- Will follow the guidelines established during the DSE assessment.
- Will advise their Head of Department of defective equipment.
- Will advise their Head of Department of any discomfort or health condition they suspect may be the result of using DSE equipment.

## RECORD KEEPING

- Display screen equipment assessments will be retained within the users department Health & Safety Log Book where it will be accessible for review and amendment as required.
- All remedial action arising from the risk assessment or as a result of discussion between Head of Department and employee will be recorded on the DSE assessment.

## SECTION 05 - ELECTRICAL SAFETY

### INTRODUCTION

The Lowry acknowledges that work on electrical equipment and poorly maintained electrical equipment can present significant hazards and will take all reasonable steps to secure the health and safety of all who use, operate or maintain electrical equipment within the venue.

# HEALTH & SAFETY POLICY

## RESPONSIBILITIES

### HEAD OF FACILITIES MANAGEMENT

- Will ensure that all electrical equipment is maintained in a safe condition and subject to a service/maintenance regime, either through in-house Portable Appliance Testing (PAT) or external maintenance through an approved contractor.
- Will ensure that records for all electrical maintenance, both internal and external, are retained in an accessible location.
- Will ensure that any staff under his / her control required to carry out electrical work are competent to do so.

### HEADS OF DEPARTMENT

- Will ensure that any employee required to carry out electrical work within their department are competent to do so.
- Will ensure that all electrical maintenance, installation and certification records are maintained and accessible.
- Will ensure the prompt reporting of electrical faults or damaged electrical equipment within their department.
- Will ensure that all staff are aware of the importance of carrying out a visual inspection of electrical equipment prior to use.

### EMPLOYEES AND VOLUNTEERS

- Will report electrical faults or damaged electrical equipment to their Head of Department.
- Will visually inspect electrical equipment for defects prior to use.
- Will not attempt electrical repairs unless they are qualified to do so.

## RECORD KEEPING

- Records will be kept of Portable Appliance Testing, installation & inspection certificates, circuit diagrams, maintenance regimes and electrical training.
- These will be retained by the Head of Facilities Management in a centralised location where they can be accessed by internal or external inspection bodies with the exception of electrical training records that will be maintained by HR.

## SECTION 06 - FIRE

### INTRODUCTION

The Lowry recognises the importance of protecting employees, volunteers and others from fire-related risks associated with its operations and activities and will take all reasonable steps to prevent fire from occurring and will provide information, instruction and training to all employees to cover the extent of their duties.

# HEALTH & SAFETY POLICY

## RESPONSIBILITIES

### DIRECTORS

- Will ensure that adequate resources are available to maintain fire defence systems and fire fighting equipment.
- Will promote a culture of good housekeeping throughout their departments.
- Will ensure that Heads of Department are inducting and instructing their staff in all appropriate aspects of fire safety.

### HEAD OF FACILITIES MANAGEMENT

- Will ensure that all fire defence systems and fire fighting equipment is maintained in fully operational condition.
- Will retain records for all fire related equipment maintenance/service and repairs.
- Will oversee the fire defence systems in-house testing regime.
- Will ensure that records are kept of all in-house testing schedules.
- Will deliver annual fire training to Directors and Heads of Departments.

### HEADS OF DEPARTMENT

- Will ensure the prompt reporting of damage to fire fighting equipment to the Head of Facilities Management.
- Will deliver or arrange delivery of annual fire training to all staff.
- Will deliver or arrange delivery of fire training to all new starters on commencement of employment.
- Will maintain records of fire safety induction & training within their Health & Safety Log Books.
- Will maintain good standards of housekeeping throughout their department.
- Will ensure that fire exit routes and access to fire fighting equipment remains unobstructed within their department.

### EMPLOYEES AND VOLUNTEERS

- Will report damage to fire fighting equipment to their Head of Department or Manager.
- Will help maintain the standard of housekeeping in their department.
- Will keep fire exit routes and access to fire fighting equipment clear of obstruction.
- Will adhere to the Lowry's fire safety procedures.

## RECORD KEEPING

- Records will be kept of Fire training & instruction, fire defence systems maintenance, service and repairs, in-house testing schedules.
- Fire training and instruction records will be retained departmentally in the department Health & Safety Log Book and all firefighting equipment and testing records will be retained by the Head of Facilities Management in a centralised location where they can be accessed by internal or external inspection bodies.

# HEALTH & SAFETY POLICY

## SECTION 07 - FIRST AID

### INTRODUCTION

The Lowry realises that the provision of First Aid treatment in the event of an accident can be an important factor in the treatment of an injured person and is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work and will provide information, instruction and training to employees dependent on their allocated first aid duties.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that there is adequate provision of qualified personnel throughout the building.
- Will obtain adequate resources to provide for initial First Aid at Work training and re-training.

#### HEAD OF FACILITIES MANAGEMENT

- Will receive copies of all Accident Book entries.
- Will be responsible for ordering First Aid supplies.
- Will update the qualified First Aider list as required.
- Will arrange periodic check of the contents of First Aid stations throughout the building and record this check.

#### HUMAN RESOURCES

- Will keep records of all First Aid trained staff and inform the appropriate Head of Department when training certificates are due to expire.

#### HEADS OF DEPARTMENT

- Will ensure that there are an adequate number of first aid stations throughout their departments.
- Will liaise with the Head of Facilities Management regarding additional provision of First Aid stations.
- Will ensure that the Accident Book is completed for all accidents.

#### FIRST AIDERS

- Will treat staff, volunteers, visitors, public and contractors in line with their training.
- Will ensure the entry of accidents in the Accident Book.
- Will send all Accident Book entries to the Head of Facilities Management.

#### EMPLOYEES AND VOLUNTEERS

- Will inform their Head of Department if they use any items from the First Aid station.

### RECORD KEEPING

- Records of First Aid station checks will be retained centrally by the Head of Facilities Management.
- The Head of Facilities Management will retain Accident Book reports.
- HR will retain First Aid training records.

# HEALTH & SAFETY POLICY

## SECTION 08 - GENERAL SAFETY OF THE VENUE

### INTRODUCTION

The Lowry acknowledges that we have a duty to provide a safe venue for all who visit or occupy the premises and will take reasonable steps to ensure the safety of all affected parties. The Lowry regularly check the integrity of the fabric of the building along with its fixtures and fittings and encourage a positive culture of hazard reporting amongst all employees along with ensuring that housekeeping is maintained to a high standard at all times.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that regular inspections of areas within their department are undertaken.
- Will promote the importance of high standards of housekeeping.
- Lead by example.

#### HEADS OF DEPARTMENT

- Will regularly inspect their department.
- Will ensure that identified defects are rectified and if this is not possible, the area isolated until the necessary remedial actions have been implemented.
- Will monitor the housekeeping in their department.
- Will keep records of formalised check schedules.
- Will communicate to the Head of Facilities Management recurring problems or the need for additional resources to address building issues.

#### EMPLOYEES AND VOLUNTEERS

- Will bring to the attention of the Maintenance Department, via the maintenance request system, any building, equipment or plant defects encountered during their activities and operations.
- Will maintain high standards of housekeeping at all times.

### RECORD KEEPING

- Records of venue checks will be retained within the appropriate department Health & Safety Log Book.
- A record of major remedial actions will be minuted in the Health & Safety Committee meetings.
- A record of the progress of remedial actions will be minuted in the Health & Safety Committee meetings.

# HEALTH & SAFETY POLICY

## SECTION 09 - HAZARDOUS AREAS

### INTRODUCTION

The Lowry acknowledges that there are operational areas within the venue that are potentially hazardous to employees, volunteers, contractors and in particular, members of the public. Accordingly The Lowry will ensure that access to hazardous areas is restricted and employees, volunteers and contractors who may work or occupy those areas will be fully inducted and instructed in the appropriate safe systems of work prior to entry or occupation.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that any hazardous areas within their operational control are identified.
- Will ensure that hazardous areas are secure and restricted to authorised personnel.
- Will ensure that risk assessments and safe systems of work have been implemented for hazardous areas.

#### HEADS OF DEPARTMENT

- Will identify all hazardous areas within their department.
- Will ensure that all identified areas under their control are secured against unauthorised access.
- Will ensure that all employees, volunteers & contractors who have to access hazardous areas under their control are fully inducted and informed of the appropriate safe systems of work prior to entering the area.
- Will carry out periodic inspections of those hazardous areas to ensure that there are no physical defects to the safe systems fixtures and fittings.

#### EMPLOYEES AND VOLUNTEERS

- Will follow the safe system of work for all hazardous areas that they have to enter or work in.
- Will report any defects in hazardous areas to their Head of Department.
- Will secure hazardous areas when they have left the area.

### RECORD KEEPING

- Heads of Department will retain records of hazardous area inductions and instruction in the departmental Health & Safety Log Book.
- Risk assessments will be retained for all hazardous areas and communicated to all appropriate persons.



## SECTION 10 - HAZARDOUS SUBSTANCES

### INTRODUCTION

The Lowry recognises that employees might be exposed on a short-term basis to some substances that could be hazardous to health and will ensure that all staff who could be affected by the use of any potentially hazardous substance are made aware of these hazards and informed of the precautions and Personal Protective Equipment required to minimise the risks to their health.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that potentially hazardous substances in use in their operations are identified.
- Will ensure that Heads of Department within their department retain COSHH and safety data records.

#### HEADS OF DEPARTMENT

- Will identify potentially harmful substances within their control areas.
- Will ensure that Material Safety Data Sheets (MSDS) are available for all hazardous substances.
- Will ensure that all staff within their departments who could come into contact with potentially hazardous substances read and comply with material safety data sheet precautions.

#### EMPLOYEES & VOLUNTEERS

- Will follow the safe system of work for all hazardous substances they use.
- Will read the appropriate MSDS for any hazardous substances they use.
- Will implement any precautions identified by the MSDS.

### RECORD KEEPING

- Heads of Department will retain records of COSHH and material safety data sheets in the departmental Health & Safety Log Book.

# HEALTH & SAFETY POLICY

## SECTION 11 - INFORMATION, INSTRUCTION & TRAINING

### INTRODUCTION

The Lowry realises that there is a need to provide all employees with information, instruction and training appropriate to their duties and responsibilities and will take reasonable steps to ensure that all employees undergo a safety induction on commencement of employment.

### RESPONSIBILITIES

#### DIRECTORS

- Will liaise with Heads of Department to identify additional training requirements to enable employees to carry out their work safely or fulfil their health and safety responsibilities.
- Will ensure that there is adequate provision of resources for additional training if appropriate.

#### HEADS OF DEPARTMENT

- Will ensure that all employees within their department undergo a safety induction prior to starting work.
- Will record the safety induction and be responsible for retaining induction records.
- Will deliver Toolbox Talks to staff and provide task specific instruction if appropriate.
- Will discuss with staff additional requirements for training.
- Will liaise with HR department to obtain the necessary resources for additional training.
- Will record all additional instruction/training that is provided to staff and maintain up to date records.

#### EMPLOYEES AND VOLUNTEERS

- Will attend the basic safety induction.
- Will follow the safety advice contained in the safety induction.
- Will discuss with their Head of Department if they feel that they need additional training.
- Will attend Toolbox Talks, task specific instruction sessions and training courses as required.

### RECORD KEEPING

- Records will be retained of all safety inductions and additional instruction and training. These records will be held within the appropriate department Health & Safety Log Book and the Head of Department will be responsible for keeping them up to date.

# HEALTH & SAFETY POLICY

## SECTION 12 - MACHINERY, EQUIPMENT & TOOLS

### INTRODUCTION

The Lowry understands that machinery, equipment and tools need to be maintained in efficient working order and in good repair. The Lowry acknowledge that employees using machinery, equipment and tools at work need to be competent in the operation and use of them and to this end we will provide information, instruction and training regarding machinery, equipment and tools where appropriate.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that all machinery, equipment and tools within their area of control are subject to a maintenance, service and inspection schedule as appropriate.
- Will ensure that Heads of Department maintain accessible maintenance, service and inspection records of machinery, equipment and tools.
- Will seek resources for additional training requirements regarding the operation of machinery or plant.
- Will ensure that wherever hazards arising from the use of machinery, equipment and tools cannot be eliminated adequate resources are available for the supply of Personal Protective Equipment.

#### HEADS OF DEPARTMENT

- Will ensure that all machinery, equipment and tools within their department are maintained in good repair.
- Will ensure that records are maintained of all maintenance, service and inspection schedules.
- Will report any deficiencies that they cannot resolve to their Director.
- Will liaise with HR regarding any additional training required for their staff to operate machinery, equipment and tools.
- Will provide induction and instruction to employees within their department as required.
- Will ensure that PPE is worn if appropriate and that it is used correctly.

#### EMPLOYEES

- Must not override or remove any safety devices used in machinery, equipment and tools.
- Will immediately report identified defects to their Head of Department.
- Will discuss with their Head of Department if they feel that they need additional training.
- Will attend Toolbox Talks, task specific instruction sessions and training courses as required.
- Will wear and take care of any PPE that is issued to them.

### RECORD KEEPING

- Records of all maintenance, service and inspection regimes will be retained within the appropriate department where they can be accessed by internal or external inspection bodies.
- Records of issued PPE will be retained in the departmental Health & Safety Log Book.

# HEALTH & SAFETY POLICY

## SECTION 13 - MANUAL HANDLING

### INTRODUCTION

The Lowry recognises that manual handling is one of the most common causes of absence through injury in the workplace and where manual handling activities cannot be eliminated will provide mechanical aids where practicable and information, instruction and training to employees to a level required by their duties.

### RESPONSIBILITIES

#### DIRECTORS

- Will promote the identification of manual handling activities within their areas of control to allow Heads of Department to develop manual handling risk assessments.
- Will seek resources for additional training requirements regarding manual handling if required.
- Will seek resources for the provision of manual handling aids if reasonably practicable.

#### HEADS OF DEPARTMENT

- Will identify and record manual handling risk assessments within their department.
- Will liaise with HR regarding any additional training required for their staff with regard to manual handling operations.
- Will provide induction and instruction to personnel within their department as required.

#### EMPLOYEES AND VOLUNTEERS

- Will inform their Head of Department if any manual handling activities are beyond their capability.
- Will use any manual handling aids that the Lowry has provided.
- Will adhere to the advice and guidelines contained in induction, instruction and Toolbox Talks.
- Will attend training if required.

### RECORD KEEPING

- Records of all manual handling risk assessments will be retained within the appropriate department Health & Safety Log Book.
- Records of all manual handling induction, instruction and training will be retained within the appropriate department Health & Safety Log Book.

# HEALTH & SAFETY POLICY

## SECTION 14 - NOISE

### INTRODUCTION

The Lowry understand that that hearing loss caused by exposure to noise at work can be a significant work-related occupational illness and are committed to the responsible management of noise at the venue to protect employees, volunteers, contractors and visitors from the effects of noise induced hearing loss. The Lowry realise that noise levels below those which cause hearing damage can still disturb, interfere and lead to stress amongst employees or volunteers and will take reasonable steps to reduce noise levels as far as possible.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that there are adequate resources for the provision of hearing protection equipment where excess noise cannot be eliminated.

#### HEADS OF DEPARTMENT

- Will ensure that all employees within their area of operation are aware of the potential harmful effects of noise exposure.
- Will monitor the wearing of hearing protection equipment within their department if risk assessment has identified a task or activity where it's use is mandatory.
- Will take reasonable steps to reduce the time that employees are exposed to high levels of noise through job rotation and scheduling of duties.

#### EMPLOYEES AND VOLUNTEERS

- Will wear hearing protection if they are working in a mandatory hearing protection zone.

### RECORD KEEPING

- Records of all noise risk assessments will be retained within the appropriate department Health & Safety Log Book.
- Records of all noise induction, instruction and training will be retained within the appropriate department Health & Safety Log Book.
- Records of all hearing protection equipment that has been issued will be kept in the appropriate department Health & Safety Log Book.

# HEALTH & SAFETY POLICY

## SECTION 15 - PRODUCTIONS, EVENTS AND EXHIBITIONS

### INTRODUCTION

The Lowry acknowledges that it has a responsibility for any activity that is carried out within the venue and this includes productions, exhibitions and any other performance related activity that takes place either inside the venue or external to the premises. Accordingly, the Lowry will engage in an exchange of safety information with all parties to ensure communication and cooperation and will take all reasonable steps to monitor activities with the aim of ensuring a safe environment for all who could be affected.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that there is an exchange of safety information between the venue and productions, exhibitions and performances when it falls within their department.
- Will ensure that incidences of non-compliance with the Lowry procedures is communicated and followed-up with the production, exhibition or performance.
- Will ensure that the activities of these parties are monitored and shortcomings addressed.

#### HEADS OF DEPARTMENT

- Will engage in an exchange of safety information with productions, exhibitions and performances.
- Will monitor the activity of these parties whilst on site.
- Will provide feedback on safety performance and if necessary liaise with the appropriate Director in cases of unresolved non-compliance.
- Will compile and retain all production, exhibition and performance related paperwork as appropriate.

#### EMPLOYEES & VOLUNTEERS

- Must bring to the attention of their Head of Department any safety concern relating to the production, exhibition or performance.

### RECORD KEEPING

- Records of all performance, event and exhibition related paperwork will be retained within the appropriate department.
- This can include but is not limited to risk assessments, method statements, confirmation of receipt of The Lowry safety information, emails addressing concerns, incident reports.

## SECTION 16 - RISK ASSESSMENT

### INTRODUCTION

The Lowry recognises that the building block of any safety management system is risk assessment and that risk assessment is essential in identifying hazards and implementing their subsequent control measures. The Lowry accept that some operations may, unless adequately controlled, create risks to employees, volunteers and others and we will take all practical measures to reduce these risks to an acceptable level through the use of risk assessment.

### RESPONSIBILITIES

#### DIRECTORS

- Will promote and drive the development of risk assessments across all departments within their control.
- Will ensure that risk assessments are communicated to employees, volunteers and any other appropriate parties.
- Will ensure that risk assessments are reviewed on an annual basis.

#### HEADS OF DEPARTMENT

- Will identify activities and tasks within their department that warrant a risk assessment.
- Will write risk assessments for identified subjects.
- Will communicate risk assessments to all relevant members of staff.
- Will ensure all relevant members of staff fully understand the risk assessment and obtain their signature on the risk assessment acknowledgement register.
- Will monitor the implementation of control measures identified by risk assessment.
- Will review departmental risk assessments on an annual basis.
- Will encourage and promote hazard identification amongst their departmental members.
- Will liaise with the Health & Safety Coordinator where risk assessment advice is required.
- Will provide a copy of all risk assessments to the Head of Facilities Management.

#### EMPLOYEES AND VOLUNTEERS

- Will bring to the attention of their Head of Department any hazards encountered during their activities and operations.
- Will read and adhere to risk assessment identified control measures.

### RECORD KEEPING

- Risk assessments and the risk assessment acknowledgement register will be retained within the department in the Health & Safety Log Book where all employees can read them.
- A record of risk assessment review will be retained in each department Health & Safety Log Book.
- The Head of Facilities Management will retain centralised copies of all risk assessments.

# HEALTH & SAFETY POLICY

## SECTION 17 - SMOKING IN THE WORKPLACE

### INTRODUCTION

The Lowry is aware that exposure to second hand smoke increases the risk of lung cancer, heart disease and other illnesses and will in turn enforce a dedicated no smoking policy in line with the Health Act 2006 and Smoke-free (Premises & Enforcement) Regulations 2006, namely that smoking will not be permitted in any enclosed or substantially enclosed part of the venue. In addition we will display no smoking signs at all entry doors.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that all areas under their control comply with the requirements of the Health Act 2006.

#### HEADS OF DEPARTMENT

- Will enforce the venue's no smoking policy.

#### EMPLOYEES & VOLUNTEERS

- Must adhere to the venue's no smoking policy.

### RECORD KEEPING

- Although there is no legal record keeping requirement, significant ejections from the building as a result of non-compliance with the Lowry no smoking policy will be recorded as part of the Lowry Incident Report Form.



## SECTION 18 - SPECIAL EFFECTS

### INTRODUCTION

The Lowry recognises that theatrical special effects are potentially dangerous to employees, volunteers, visiting crew/performers and audiences if used in an uncontrolled and unplanned manner and will take all reasonable steps to ensure that anyone who could be affected by their use is protected against harm. The Lowry will not let special effects be used without suitable and sufficient risk assessment and if we are not satisfied with the competency of the operator, the control measures or any other factor that could affect the safety of all concerned the effect will be prohibited.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that any special effects that are intended for use within their area of operation are adequately risk assessed, operated by competent persons and will not compromise the safety of anyone who might be affected by their use.
- Will, in consultation with the Head of Department, prohibit the use of the special effect if the arrangements for its safe use are unsatisfactory.

#### HEADS OF DEPARTMENT

- Will obtain risk assessments for all special effects intended for use within their department's area of operation.
- Will monitor that the production, event or exhibition are implementing the control measures identified in the risk assessment.
- Will enforce additional control measures if they feel they are required.
- Will liaise with the appropriate Director if arrangements for the special effect's safe use are unsatisfactory.
- Will ensure that the storage of flammable special effects is adequate to prevent them combusting in the event of a fire.
- Will retain records of all associated paperwork in the relevant production, event or exhibition file.

#### EMPLOYEES AND VOLUNTEERS

- Will report to their Head of Department any concerns they have regarding the use of special effects in their work area.

### RECORD KEEPING

- Risk assessments, portable appliance test records and any other related paperwork will be retained in the appropriate production, event or exhibition file.

# HEALTH & SAFETY POLICY

## SECTION 19 - VIOLENCE AT WORK

### INTRODUCTION

The Lowry acknowledges that the term 'violence at work' can apply to any incident in which employees, volunteers and others are abused, threatened or assaulted in circumstances arising out of, or in the course of carrying out their work duties. We also acknowledge that this expression of violence can take a variety of forms, ranging from physical assault and verbal abuse to intimidation and low level threatening behaviour and can include various forms of harassment. We will internally report all incidences of violence and provide support to any employee affected by violence at work issues.

A more detailed EDI Policy is held by HR.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that all incidences of violence at work are reported and that appropriate remedial actions are implemented.
- Will offer support to any departmental employee/volunteer who is exposed to violence at work.
- Will seek additional support if they are unable to resolve the effects of violence at work incident to an employee/volunteer.

#### HEADS OF DEPARTMENT

- Will report all incidences of violence at work to employees/volunteers within their department to their Director and HR.
- Will liaise with the relevant Director and HR to support an employee/volunteer affected by violence at work incident.

#### EMPLOYEES & VOLUNTEERS

- Must report to their Head of Department any violence at work incidents that affect them or their work colleagues.

### RECORD KEEPING

- Violence at work incident reports will be forwarded to HR and the relevant Director for review and the appropriate follow-up action.

## SECTION 20 - WORKING AT HEIGHT

### INTRODUCTION

The Lowry recognises that Working At Height activities pose additional risks to persons carrying out those activities and that a fall from height will, in most cases result in serious injury. With this in mind, work at height will be avoided where possible although we acknowledge that due to our operations this will not always be achievable. Where work at height cannot be avoided the Lowry will implement reasonable measures and safeguards to ensure the safety of employees and anyone who could be affected by working at height.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that working at height within their area of control is avoided where possible.
- Will ensure that where working at height activities cannot be avoided suitable safeguards and control measures will be put in place.
- Will ensure that Heads of Department carry out risk assessments for working at height activities.
- Will ensure that adequate resources are available for Personal Protective Equipment and training for those employees required to work at height.

#### HEADS OF DEPARTMENT

- Will carry out risk assessments for working at height activities.
- Will enforce the identified control measures arising from the risk assessments.
- Will ensure that only competent, experienced employees carry out work at height activities.
- Will maintain service/maintenance records for all access equipment within their department.
- Will maintain training records for all employees undergoing WAH training.
- Will maintain PPE issue records for all employees within their department.
- Will identify any specific WAH training requirements and liaise with the HR Manager.

#### EMPLOYEES & VOLUNTEERS

- Will not access any working at height area unless authorised and competent to do so.
- Will report to their Head of Department any safety concerns regarding working at height activities.
- Will use and take care of any personal protective equipment that is issued to them.

### RECORD KEEPING

- Risk assessments for working at height activities will be retained within the relevant department Health & Safety Log Book.
- Working at height training records will be retained within the relevant department Health & Safety Log Book.
- PPE issue records will be retained within the relevant department Health & Safety Log Book.

## SECTION 21 - LONE WORKING

### INTRODUCTION

The Lowry recognises that Lone Working activities can pose additional risks to persons carrying out those activities and in the event of an injury they may not be able to alert other staff / volunteers. With this in mind, lone work will be avoided where possible although we acknowledge that due to our operations this will not always be achievable. Where lone working cannot be avoided the Lowry will implement reasonable measures and safeguards to ensure the safety of employees and volunteers.

### RESPONSIBILITIES

#### DIRECTORS

- Will ensure that lone working within their area of control is avoided where possible.
- Will ensure that where lone working activities cannot be avoided suitable safeguards and control measures will be put in place.
- Will ensure that Heads of Department carry out risk assessments for lone worker activities.
- Will ensure that adequate resources are available for Personal Protective Equipment and training for those employees required to work alone.

#### HEADS OF DEPARTMENT

- Will carry out risk assessments for lone working activities.
- Will enforce the identified control measures arising from the risk assessments.
- Will complete safe systems of work for lone working activities.
- Will ensure the correct level of supervision is in place or where not available a suitable check system is in use.
- Will ensure that only competent, experienced employees / volunteers carry out any activities whilst working alone.
- Will ensure that any lone workers have no declared medical conditions that seek them unsuitable for lone working.
- Will maintain training records for all employees / volunteers instructed in any special requirements whilst working alone.
- Will maintain PPE issue records for all employees within their department.
- Will identify any specific lone working training requirements and liaise with the HR Manager.

#### EMPLOYEES & VOLUNTEERS

- Will declare any medical conditions that may make them unsuitable for working alone.
- Will report to their Head of Department any safety concerns regarding working alone.
- Will use and take care of any personal protective equipment that is issued to them.

# HEALTH & SAFETY POLICY

## RECORD KEEPING

- Risk assessments for lone working will be retained within the relevant department Health & Safety Log Book.
- Lone working training records will be retained within the relevant department Health & Safety Log Book.
- PPE issue records will be retained within the relevant department Health & Safety Log Book.