

Health, Safety, and Welfare Policy

Last Review Date: 19/02/19

Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations. A copy of this policy should be displayed in the main office.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Charity. Copies and subsequent amendments will be made available to all employees and volunteers.

The success of this Policy depends on the active support of all employees and volunteers to achieve its objectives.

Immediate Theatre recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, volunteers, young people and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

Policy Statement

Immediate Theatre will provide a safe and healthy environment for staff, volunteers, young people, and visitors; this will be achieved by implementing the health and safety objectives detailed in this Policy.

Immediate Theatre will provide for its employees and volunteers whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with Immediate Theatre, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

2 Organisation and Responsibilities

Health and Safety within Immediate Theatre is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.10.

General Manager

The Artistic Director is responsible for the following:

- Producing the Charity's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Implementing and monitoring the Health & Safety Policy.
- Establishing and maintaining systems within the Charity to ensure that health & safety is effectively managed;
- Allocating sufficient resources to enable health and safety to be successfully managed;
- This Policy is brought to the attention of all staff and volunteers;
- Making arrangements for informing staff, volunteers and young people of relevant safety procedures.
- Accidents are investigated and reported using the established procedures;
- Consult with staff on health, safety and welfare issues;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Fire precautions and procedures are implemented (including fire drills);
- New employees and volunteers receive appropriate health, safety and welfare information, instructions and training, including details of this Policy, fire and other safety procedures;
- Regular health and safety inspections of the premises are carried out.

Fire Wardens (or fire stewards)

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm, they are responsible for:
 - Ensuring the safe evacuation of everyone in their area(s) of responsibility
 - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
 - Where possible, closing windows and doors as each room is checked;
 - Reporting to the Incident Manager to inform them that everyone has safely evacuated the building, or to report any problems;
 - Ensuring that nobody re-enters the building until the Incident Manager has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

All Employees and Volunteers

Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their manager of any work situations that represent a serious and immediate danger to health, safety and welfare.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

(Note: Where there are other staff groups with health and safety responsibilities, these should be included.)

General Arrangements for Implementing the Health, Safety and Welfare Policy

Accident/Incident Management, Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

In the event of a young person or adult having an accident it is important for the first member of staff at the scene to assess the situation before moving the injured party.

The qualified first aider should be informed immediately. He/she will assess what needs to be done.

The First aider will instruct a colleague to get the first aid box and to telephone a parent if running a crèche and an ambulance if required.

First aid will be administered where necessary (see first aid procedure). The injured party will be monitored until there are no further concerns.

If the accident/incident is of serious nature and an ambulance is required the person with the facts should inform the paramedic of the situation. If the accident involves a young person they should be accompanied to hospital by a suitable adult.

All accidents should be recorded in the accident book/accident form as soon as possible.

All accidents should be investigated and action taken to prevent a re-occurrence where possible.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 e.g. major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc will be reported to the Health and Safety Executive by the Health and Safety Function.

For more information about RIDDOR refer to the HSE document [Reporting Accidents and Incidents at Work: a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

Immediate Theatre will consult with staff in the following ways:

- During initial induction
- Updated during annual reviews

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| <ul style="list-style-type: none">- On change of circumstances e.g. if an employee has been injured, if an employee becomes pregnant etc. |
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Control of Contractors

Immediate Theatre recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

Immediate Theatre will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present.

Contractors in turn should notify Immediate Theatre of any hazards arising from their activities, which may affect the occupants of the building.

Display Screen Equipment

The [Display Screen Equipment \(DSE\) Regulations 1992](#) require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, are employees who use DSE for a significant part of their normal work (daily, for continuous periods of more than an hour).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Completed User forms and DSE assessment checklists are located in Arcola Theatre Main Office.

Electricity at Work

The [Electricity at Work Regulations 1989](#) set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

The repair of most portable electrical equipment requires specialist knowledge and expertise if the faulty or damaged equipment is to be restored to the necessary safe condition. London Youth staff may undertake minor repairs (e.g. replacement of a flexible cable) where they are competent to do so.

All portable electrical equipment such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person at least every 12 months. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing will be carried out by Arcola Theatre technical staff and the records are maintained by the General Manager / Administrator and held on the server

Fixed electrical installations should be inspected by a competent person at least every five years. New electrical installations and modifications to existing installations must be carried out by a competent person (with competency being determined by experience, knowledge and training).

Further guidance can be found in the HSE guidance document ([HSG107 Maintaining portable electrical equipment](#)).

Fire Safety

The [Regulatory Reform \(Fire Safety\) Order 2005](#) places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each Immediate Theatre location should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or visitors with impaired mobility.

The Responsible Person is Charmain Humphrey or Lead Facilitator of each session.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of Charmain Humphrey
- Liaising with the fire brigade is the responsibility of Charmain Humphrey
- Collecting the visitors book is the responsibility of Charmain Humphrey
- Fire wardens are Charmain Humphrey (Immediate Theatre) and Charlotte Croft (Arcola Theatre)
- Organising fire drills is the responsibility of Charmain Humphrey and Charlotte Croft
- Organising fire safety training is the responsibility of Sharon Mitcheson (General Manager)
- Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by Flame Guard

- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by Charlotte Croft (Arcola)
- Annual inspection of the fire extinguisher and fire fighting equipment is carried out by Flame Guard
- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied is the responsibility of Norna Yau (Arcola)

Fire Drills are conducted on regular basis and a record of the time taken to evacuate the premises and any comments are noted.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire fighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to Insert name.

First Aid

The [Health and Safety \(First-Aid\) Regulations 1981](#) set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The First-Aid Regulations do not oblige employers to provide first aid for members of the public. However, Immediate Theatre, should include the public, children, young people and others on their premises when making their assessment of first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc

Staff nominated to administer first aid will attend first aid at work or emergency first aid training (Whichever is deemed most appropriate).

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be reported using the Accident form/Accident book.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, etc

Staff nominated to administer first aid will attend a First Aid course to be renewed once every three years.

The nominated persons with first aid responsibilities are:

Name	Qualification e.g. FA, EFA, PFA	Phone Number
Charmain Humphrey	Emergency First Aid	07525892953
Nadya Bettioui	Emergency First Aid	07904261162

The First Aid Boxes are located in the office at Arcola Theatre and Facilitators should bring a First Aid Kit along to sessions outside the office. The lead Facilitator of each drama session is responsible for maintaining the First Aid box.

Health & Wellbeing

The [Health and Safety at Work Act 1974](#), establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health,

but also their mental health and wellbeing. The [Management of Health and Safety at Work Regulations 1999](#) require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as “the adverse effect people have to excessive pressure or other types of demand placed on them”.

Immediate Theatre recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Immediate Theatre will complete a risk assessment to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

Refer to the [HSE Management standards](#) for work related stress.

Information, Instruction, and Training

The [Health and Safety at Work Act 1974](#), establishes the duty of the employer to supply employees with such information, instruction, training, and supervision as necessary to ensure their health and safety at work.

Immediate Theatre is committed to providing all staff with the appropriate information, instruction, training, and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the General Manager or Administrator on file in the office.

Lone Working

The [Health and Safety at Work Act 1974](#) places a duty on employers to ensure the health, safety and welfare of employees. The [Management of Health and Safety at Work Regulations 1999](#) require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Immediate Theatre will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

It is the responsibility of the General Manager or Administrator to identify all lone working activities and ensure that a suitable risk assessment is undertaken for each.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of the General Manager or Administrator to ensure lone workers have

received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance information is available in the HSE document [Working alone in Safety \(INDG73\)](#).

Manual Handling

The [Manual Handling Operations Regulations 1992](#) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to

Avoid the need for manual handling, so far as is reasonably practicable

Assess the risk of injury from any hazardous manual handling that can't be avoided

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Charmain Humphrey will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

Employees are required to

- ✓ Follow appropriate systems of work laid down for their safety
- ✓ Make proper use of equipment provided for their safety
- ✓ Co-operate with their employer on health and safety matters
- ✓ Inform the employer if they identify hazardous handling activities
- ✓ Take care to ensure that their activities do not put others at risk
- ✓ Make their manager aware of any medical/physical condition which could be made worse by manual handling

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

Training records will be maintained by Sharon Mitcheson and held in the Immediate Theatre Office.

Further information can be found in the HSE publication [Getting to grips with Manual Handling](#)

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

New & Expectant Mothers

The [Management of Health & Safety at Work Regulations 1999](#) place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers, new and expectant mothers and young persons, for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies London Youth in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work. This risk assessment must be reviewed at least every three months.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological, and chemical.

Further advice can be found on the [HSE website](#) and in the HSE publication [A Guide for New and Expectant Mothers who Work](#)

Offsite Visits

At Immediate Theatre, young people, children and adults will be provided with the opportunity to participate in high quality, well organised offsite visits which will enable them to achieve more.

Immediate Theatre will ensure that visits are meticulously planned and organised. A thorough risk assessment will be undertaken of every activity to identify potential risks hazards and dangers. And this will be recorded on the risk assessment form. The risk assessment will be shared with adults and staff supervising the trip.

Parents and adults supervising the visit must have the appropriate vetting and checks.

Permission consent must be obtained for all children taking part in any offsite activity without their carer.

Methods of transport must be appropriate for the distance being covered and coaches or vehicles which are hired will be safe, road worthy and meet current legal requirements for carrying children and passengers.

Staff, parents, and participants in the offsite activity will be made aware of the key times and meeting points and procedures to follow if they cannot make a designated meeting point.

The Leader will have emergency contact details for all activity participants and First Aiders will accompany every offsite activity with first aid equipment.

Charmain Humphrey will authorize the site visits and provide carers with detailed information about any offsite visit.

Carers will receive information on suitable clothing, lunch requirements and how they can prepare their young person/child/adult for the visit.

Risk Assessment

The [Management of Health and Safety at Work Regulations 1999](#) require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking. Risk assessments must be communicated to all relevant parties and those at risk must understand

the risks and control measures.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Lead Facilitator of each session will be responsible for ensuring that risk assessments are undertaken, recorded, and reviewed. These will then be stored in the corresponding project folders.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for [New and Expectant Mothers](#), [Young Persons](#) (under 18 years of age). Statutory risk assessments are also required for [COSHH](#), [DSE](#), [Personal Protective Equipment](#) & [Manual Handling](#).

Smoking

The [Smoke-free \(Premises and Enforcement\) Regulations 2006](#) were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result Immediate Theatre is strictly no smoking.

The Regulations require the displaying of no-smoking signs in all smokefree premises and vehicles.

Further information can be found on the [Smokefree England](#) website.

Slips and Trips

The [Health and Safety at Work Act 1974](#) requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

Immediate Theatre recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly all staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken (e.g. using warning signs, barriers, etc.) and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

All staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Violence/Personal Safety of Staff

The [Health and Safety at Work Act 1974](#) places a legal duty on employers to ensure the health, safety and welfare of employees at work and the [Management of Health and Safety at Work](#)

[Regulations 1999](#) places a duty on the employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of Immediate Theatre employees will not be tolerated and a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Employees will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported to employee's line managers.

Immediate Theatre will support any employee who is assaulted or threatened in the course of their duties.

Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. [Management of Health and Safety at Work Regulations 1999](#) require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

Immediate Theatre will ensure that the parents/guardians of children, i.e. those under minimum school leaving age, are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

More information can be found in the HSE document Young People and [Work Experience: A Brief Guide to Health and Safety for Employers](#)

Workplace (Health, Safety & Welfare)

Employers have a general duty under the [Health and Safety at Work Act 1974](#) to ensure the health, safety, and welfare of their employees at work, and others who are not employees but use their premises.

The [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) expand on these duties and are

intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following

- ✓ Maintenance of a safe workplace, equipment, and systems of work
- ✓ Suitable and sufficient ventilation, lighting, and indoor temperature
- ✓ A clean workplace and furnishings with easy to clean surfaces
- ✓ Sufficient work space with suitable work stations and seating
- ✓ Floors and traffic routes of suitable condition and free from damage or hazards
- ✓ The prevention of people falling from height, or being struck by falling objects
- ✓ Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health and safety, and are able to be cleaned safely
- ✓ Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner
- ✓ Suitable and sufficient toilets and washing facilities
- ✓ An adequate supply of drinking water
- ✓ Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary
- ✓ Facilities for rest and to eat meals

Immediate Theatre will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable.

Access to Policy Statement

A copy of this statement is to be made available to all employees and is available to download on the Immediate Theatre website.