

DAVID LEAN CINEMA HEALTH AND SAFETY POLICY

OVERVIEW

This is the statement of general policy and arrangements regarding H&S for the Save the David Lean Cinema CIC (“the Company”).

Overall and final responsibility for health and safety is vested in the Directors of the Company.

Day-to-day responsibility for ensuring this policy is adhered to is delegated to the Save the David Lean Cinema Committee Chairman, the Cinema Operations Manager and the Cinema Volunteer Coordinator.

The Company is committed to protecting the safety, security and wellbeing of all its employees, volunteers, patrons, users and visitors to the venue in conjunction with Croydon Council, the venue owners.

The Health and Safety Policy draws together the Company’s intentions and responsibilities. It works alongside risk assessments that are created for each activity, and in conjunction with the Company’s staff and volunteer training materials that encompass first aid provision and lone-working.

Health & Safety is an agenda item at all Committee meetings.

This policy has been developed using guidance provided by the Health and Safety Executive (www.hse.gov.uk). As part of this policy the Company is committed to:

- Providing adequate control of health and safety risks arising from our activities;
- Consulting with our employees, volunteers and patrons on matters affecting their health and safety;
- Providing and maintaining safe equipment, machinery and facilities (with the premises owners, Croydon Council where required);
- Providing information, instruction and supervision for employees, volunteers, partners and users;
- Preventing accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions;
- Encouraging staff and volunteers to lead a positive, productive and healthy work-life balance; and
- Reviewing and revising this policy periodically when there is a significant change in activity or risk.

The Company’s employees and volunteers are required to work within the Health and Safety Policy at all times and to not undertake any activities that could be a risk to any user of the building or participant in the Cinema/Company’s activities.

All employees and volunteers have a duty to be alert to health and safety risks and to report them immediately to the SDLCC Committee Chairman, Operations Manager or Volunteer Coordinator. Employees and volunteers in breach of the Health and Safety Policy and associated Risk Assessments, will be subject to disciplinary procedure or appropriate action. Significant violations of the organisation’s policy and procedure will be classified as gross misconduct.

Everyone in the workplace has a responsibility to promote and maintain an open, inclusive and collaborative working environment. Managers and the SDLCC Committee have a special responsibility to drive this policy and to actively contribute to the wellbeing of all.

The Company is a user of Croydon Council facilities and works with them to ensure roles and accountabilities for effective health, safety and security provisions are clear and unambiguous.

The David Lean Cinema holds Public Liability and Employers Liability Insurance to a value of £2m & £5m respectively

NB All references to the Company refer to the David Lean Cinema trading as the Save The David Lean Cinema Community Interest Company.

Policy Commitment	Responsibility	Action/Arrangements
Providing adequate control of health and safety risks arising from our activities	Committee Chairman / Operations Manager / Volunteer Coordinator	<ul style="list-style-type: none"> - Risk Assessments are created for all types of events and the actions arising from the assessments are actioned - Risk Assessments for general and ongoing activities are reviewed annually
Consulting with our employees and volunteers on matters affecting their health, security and safety	Operations Manager / Volunteer Coordinator	<ul style="list-style-type: none"> - Health and Safety matters discussed at staff meetings where necessary - The Committee members are always available to discuss health, safety and security matters - An open inclusive and collaborative work environment is promoted - There is well-communicated and easy access for staff and volunteers to increase knowledge of key health and wellbeing measures - Health and safety procedures and unusual risks are discussed at committee meetings
Providing and maintaining safe equipment, machinery, facilities and working conditions	Committee Chairman / Operations Manager / Volunteer Coordinator / Croydon Council	<ul style="list-style-type: none"> - Annual PAT testing of equipment that is under ownership of the SDLCC (SDLCC) - Annual PAT testing of equipment that is under ownership of the Council (Croydon Council) - Regular building walk around checking facilities are safe - Fire evacuation documents updated regularly - Escape routes kept clear and well signposted at all times - Evacuation plans are tested annually with the Volunteer Coordinator and volunteers - Weekly fire alarm tests are carried out by Croydon Council - Fire equipment checked daily and serviced yearly by Croydon Council - Emergency lighting checked weekly and serviced yearly by Croydon Council - COSHH records kept up to date

Providing information, instruction and supervision for employees, volunteers, partners and users	Committee Chairman / Operations Manager / Volunteer Coordinator	<ul style="list-style-type: none"> - Health and Safety training provided for all staff and volunteers where appropriate - Training and instruction provided for the use of any technical equipment where required - Lone-working policy protects lone workers - Induction for new employees and volunteers - Appropriate training required for individual roles, including fire evacuation training for all staff and volunteers
Preventing accidents and cases of work-related ill health	Committee Chairman / Operations Manager / Volunteer Coordinator	<ul style="list-style-type: none"> - Health, Safety and Security matters discussed at Committee meetings - Employees responsible for maintaining awareness of colleagues and reporting concerns around occupational health - Flexible attitude to working hours and staff cover for medical appointments - Staff stress levels monitored by the line managers with procedures put in place to make adjustments and manage where possible
To maintain safe and healthy working conditions	Operations Manager / Croydon Council	<ul style="list-style-type: none"> - Toilets, washing facilities and drinking water provided by Croydon Council - Operations Manager will hold regular consultation with the SDLCC Committee

Health and Safety posters are displayed at the Box Office and other parts of the Town Hall / Clocktower complex. The Accident Book is located with Security who should be the first point of contact (after 999 requests if necessary) regarding any serious incident. The nearest First Aid Kit is located at Town Hall Reception. COSHH records are located in the Projection Booth.