



## HEALTH AND SAFETY POLICY

### Part 1: General Statement

Under the Health & Safety at Work Act 1974, and associated Health and Safety (“H&S”) legislation, M R Production World Tour Limited (the “Company”) has a legal duty to take reasonable and practical steps to ensure the health, safety and welfare of its employees and others (including contractors and subcontractors) affected by its work activities.

The Company is committed to providing a safe and healthy workplace for all employees, subcontractors and on-site suppliers (“production personnel”) working on Moulin Rouge! The Musical, World Tour (“production”), and requires all production personnel to safeguard their own safety and that of their colleagues in the workplace.

As the Company’s representative, the General Managers of the production, Nick Grace Management Ltd (“GM”) have been delegated the day-to-day responsibility for H&S compliance in accordance with Health and Safety regulations and the Company’s policies and procedures.

The Company will take reasonable and practical steps to eliminate or mitigate risks associated with identified hazards in the workplace. In the unfortunate event of a H&S incident, the Company (and its delegated representatives, the GM) will investigate the incident to identify its cause and (if applicable) will put controls in place to prevent a re-occurrence.

The Company will allocate the necessary resources to ensure H&S compliance on the production and is responsible for the implementation of this health & safety policy. The Company requires all production personnel to share the responsibility for the operation of this policy by reporting any hazards, incidents or near misses that they become aware of.

The GM has the day-to-day responsibility for applying H&S arrangements and rules, and for ensuring that adequate resources are allocated to provide information, instruction and supervision to production personnel, as required.

Production supervisors, including Heads of Department (“HODs”), are also responsible for applying H&S safety arrangements and rules, and for ensuring compliance with them by all production personnel. In addition, HODs are responsible for providing production personnel with clear and correct instructions, and for training direct reports in the production safety policy arrangements and rules.

All production personnel, regardless of their position on the production, have specific legal duties under the Health & Safety at Work Act 1974. These duties include:

1. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.
2. To co-operate with the Company (and its representatives, the GM) in the measures taken to safeguard health and safety at work.
3. To report to a person in authority any hazards, defects or incidents which adversely, or may adversely affect health and safety at work.
4. To be aware of the Company’s safety policy and arrangements and of relevant statutory legislation and safety rules relating to their work activities.

The aims & objectives of this policy are:

1. To promote the health, safety & welfare standards at Moulin Rouge! The Musical, in compliance with statutory provisions.
2. To create and maintain safe and healthy places of work for all employees, and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activities.
3. To ensure that all production personnel are provided with adequate information, instruction, training and supervision.
4. To develop safety awareness and to confirm safety responsibilities at all levels of the organisation to create a healthy & inclusive working environment.
5. To ensure a two-way consultation approach between the Company (and its representatives) and Production personnel in relation to all safety matters.
6. To provide a framework within which production safety performance may be monitored.
7. To ensure that all subcontractors and suppliers recognise their responsibilities under the Health & Safety at Work Act 1974 and other legislation, and to adopt the production Health & Safety Policy arrangements, where appropriate.

Where an employee persistently or deliberately disregards the requirements of this policy, production safety rules or statutory H&S regulations, disciplinary action may be taken against them.

Signed

Carmen Pavlovic  
M R Production World Tour Limited

March 2025

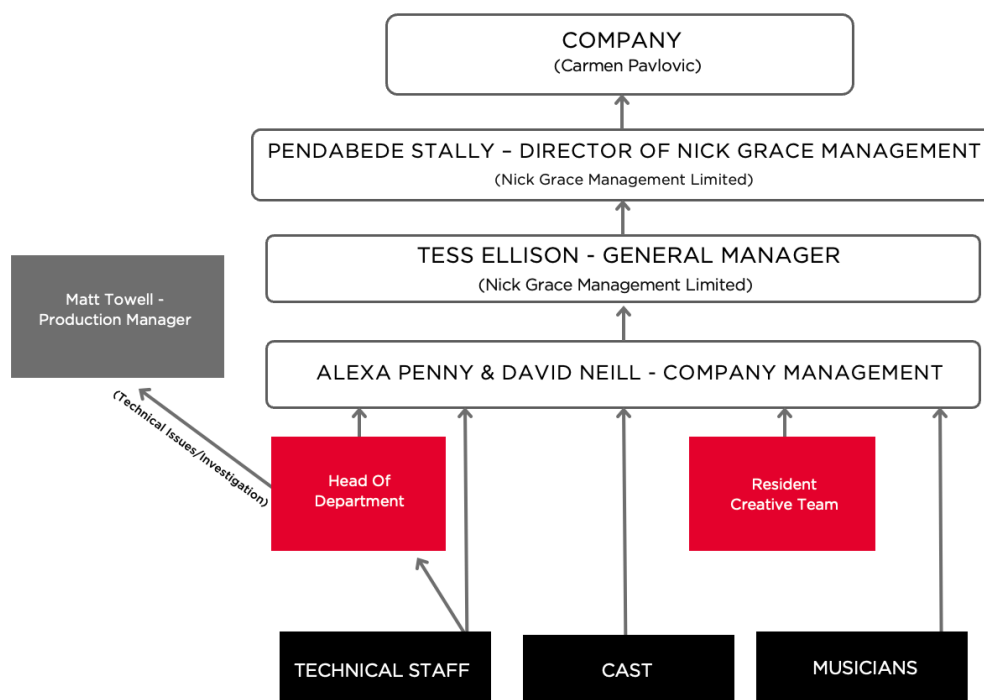
## Part 2: Organisation / responsibilities for Health & Safety

### H&S Management Structure and Responsibilities

The H&S management structure and specific responsibilities listed within this policy include the day to day responsibility for safety management and safe working practices, along with the escalation process for all safety incident, accident and near miss reporting.

All production personnel should be aware of their obligations under the Health & Safety at Work Act and health and safety regulations. In circumstances where an individual is unsure of their obligations and responsibilities, they should ask their supervisor/line manager for guidance. If required, supervisors and line managers are encouraged to seek clarification from the GM team. The following chart outlines the production H&S management structure and should be read in conjunction with the specific responsibilities listed below.

## H&S ESCALATION PROCESS



### Overall H&S Responsibility

#### M R Production World Tour Limited ("Company")

##### Senior officer - Carmen Pavlovic

The Company is responsible for ensuring that a safe and healthy working environment is maintained by providing a H&S management system that includes the assessment of work-related risks; the provision of appropriate information, training, instruction, and supervision; the development of processes for reporting incidents or hazards; and responding to those reports in a timely manner. The Company provides human, financial and other resources to maintain compliant safety management including the engagement of external competent advisors on matters affecting workplace health & safety, as required.

While the Company remains responsible for ensuring the H&S Management system is effectively implemented, the Company has delegated the day-to-day operational responsibility for H&S to the GM. The GM are responsible for supervision and implementation of H&S compliance (and training) in accordance with the relevant Health and Safety regulations and the Company's policies and procedures.

The Company makes recommendations to the GM in relation to the maintenance of safety records for production personnel; induction and training arrangements for employees; and the maintenance and distribution of safety documents such as risk assessments and policy documents to relevant personnel.

The Company H&S policy will be provided to all production personnel, and all personnel are encouraged to engage in transparent communication with the GM in order to maintain and improve on safe and effective working practices.

### **Production Specific Personnel**

#### **General Management – Nick Grace Management Ltd (GM)**

##### **Senior officer – PendaBede Stally**

The General Managers of the production, co-ordinate safety arrangements for the production in consultation with the Producer, Production Manager, venue/theatre management and production personnel. The GM team liaises closely with the Producer and the Company's delegates on safety matters, and with Company & Stage Management for day-to-day safety management. The GM has direct lines of communication to all production staff via the Company Management and Heads of Department.

The General Manager is responsible for ensuring compliant and effective safety arrangements are in place, and for ensuring that safe working practices communicated to, and understood by, production staff through inductions, training (such as aerialist training) and specific instructions for any high risk activities on the production.

The GM will ensure that reporting of, or investigation of, any serious incidents are reported to the Company in a timely fashion.

The GM will ensure that suitable resources are allocated in an incident investigation and post incident phases following an incident. The GM and its delegates (including Company Management) are also responsible for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting duties (while in the UK) and the maintenance of the workplace accident book.

##### **Production Manager – Matt Towell**

The Production Manager is responsible for helping co-ordinate safety arrangements in consultation with the Company, General Manager, theatre/venue management, contractors and production personnel. Since the April 2015 application of the Construction & Design Management Regulations 2015 (CDM) to the entertainment industry, the Production Manager is now responsible for assisting the Company with CDM planning which may include his written engagement as the Principal Designer and/or Principal Contractor for any construction activity, as defined in the regulations.

The Production Manager is responsible for managing and monitoring on-site safety arrangements during production construction phases ('get in' and 'get out') and for ensuring that risk assessments and safe working practices are developed and maintained during construction activity, and later for show running and maintenance activities.

The Production Manager is responsible for assisting with the investigation of safety incidents or near misses, as directed by the General Manager, and the identification and implementation of modifications or control measures to mitigate any potential risk to the production personnel.

The Production Manager liaises closely with all 'show running' departments and GM team post opening to ensure that any safety related concerns, incidents, or required maintenance/repair related to the production's technical equipment or operations are actioned.

### **Company Manager – Alexa Penny**

The Company Manager works closely with the GM team to ensure a safe and healthy working environment. The Company Manager is responsible for the onsite supervision and administration of safety arrangements for the production.

The Company Manager liaises with venue management about related safety issues relating to the venue, especially emergency arrangements and performance related issues; and ensures the communication of safety information to all production personnel by conducting onsite inductions and coordinating the response to any safety related incident in the theatre.

The Company Manager prepares and maintains safety records including incident and sickness reporting and advises the Company and GM of statutory reportable incidents or absences under RIDDOR.

### **Stage Manager - Alexander Tweddell**

The Stage Manager is responsible for overseeing the maintenance of safety arrangements for show running and rehearsal activities for the production. The Stage Manager works closely with Company Manager, Production Manager and all technical departments to ensure safe and consistent operation of show running activities, including the supervision of stage technical cues and performers' activities.

The Stage Manager is also responsible for reporting safety concerns, performance related incidents to GM team, Company Manager and the Company, via show reports and the completion of incident reports as required; and assists with the investigation of accidents or near misses in liaison with the Company Manager, Production Manager, Heads of Department (HODs) and/or GM Team, as required.

### **Heads of Department**

HODs are responsible for helping with the writing and maintenance of risk assessments and safe working methods/practices for departmental activities; supervising departmental staff and providing safety information and guidance, as required.

HODs report incidents which require further investigation and/ or statutory reporting to the Company Manager, Production Manager and General Manager. HODs also assist with the investigation of incidents of near misses, and involve departmental staff where appropriate, to prevent any re-occurrence.

HODs must work with Tour venue staff to ensure that all external contractors who enter the venue are given site specific briefings and are instructed to check the Asbestos Register (should the Touring venue be required to keep one) prior to undertaking any work which may affect the fabric of the building

HODs are encouraged to request specific safety advice from the Company Manager, Production Manager and/or General Manager, as required, for the departmental activities.

## **Resident Creative Team**

The Resident Creative team are responsible for training and rehearsing and observing performers for specific show running activities, particularly higher risk activities such as choreography, acrobatics, and aerial movements to ensure rehearsal and performance activities remain consistent and as set during the production period.

The Resident Creative team liaise closely with Company and Stage Management to ensure clear communication of any changes or plot cuts for individual performances and ensure that sufficient rehearsals are scheduled for covers or understudies (including last minute changes, if required) and specifically following any incident or near miss to prevent recurrence or potential injury.

## **External Creative Consultants / Contractors**

Due to nature of some performance activities, external consultants/ contractors are engaged to ensure the safe and consistent operation of higher risk activities including the use of performer flying equipment. Duties include the completion of risk assessments for the activity, training of performers, regular show watches and co-ordination with the resident creative team to ensure safe performances by existing or new performers.

## **Production personnel – Company Management, Performers, Orchestra, Technical Departments**

All production personnel have legal obligations under the Health & Safety at Work Act and other H&S legislation. Specifically, employees must co-operate with the employer on all safety matters and must use work equipment or follow procedures in a way they have been trained or instructed, to prevent harm to themselves or others. Production personnel must also report any hazard, defect or dangerous situation to the GM, at the earliest opportunity, and generally through their immediate supervisor, to prevent an accident occurring.

## **External Duty Holders & Influences (as appropriate):**

### **Touring Venue Management**

GM, Company Management and the Production Manager will ensure Touring Venue Management provides the production company with details of site-specific safety information, including specific hazards and safety arrangements, and fire safety information (including fire risk assessments and emergency procedures) for each Tour Venue building. This information is made available to the production company so that all personnel can be advised about specific hazards which may be present when they work in buildings on the Tour.

Company Management must liaise and coordinate with Tour Venue Management to ensure that all new company members receive a site-specific safety induction for each Tour venue covering emergency arrangements, welfare facilities, first aid locations and arrangements.

In Touring venues, Touring Venue Management are responsible for the safety of dressing rooms, corridors & front of house areas, while senior Production Managers (including CM, SM and HODs) will assume responsibility for the control of the stage area. Touring Venue Management are responsible for the safety of the public (audience members) in the building during performances and liaise with Company and Stage Management during a performance.

Touring Venue technical staff (“local staff”) undertake and assist with tasks related to production activities, including show running cues or responsibilities and maintenance. The GM, Company Management & Stage Management will liaise with Touring Venue Management regarding the co-ordination of these activities.

### **Health & Safety Practitioner - Chris Luscombe for Production Safety Ltd**

The Company has engaged the services of the Health & Safety Practitioner to provide to undertake the duties of competent person for health and safety advice as required by regulation 7 of the Management of Health & Safety at Work Regulations 1999. The Health & Safety Practitioner provides risk assessment and H&S advisory services, including the development of the production risk assessment, risk assessments for individual performers, safety advice and safety information, such as information relating to this policy, Safe System/s of Work (SSOW) and other documents.

### **Insurance Inspectors/Assessors – Markel**

May offer advice and recommendations for further action on safety matters to the production company or may insist on further actions in order to retain insurance cover.

The Company, GM or insurer may engage independent examination inspectors and engineers to inspect workplace machinery, (such as automated scenery systems) to prepare statutory inspections required by legislation such as the Lifting Operations and Lifting Equipment Regulations (LOLER) or Provision & Use of Work Equipment Regulations (PUWER).

### **Enforcing Authorities - Local Councils**

Local Council enforcement officials have the power to enter premises at will. Under normal circumstances, appointments will be made in consultation with the production company and venue management. Officers may provide informal advice on safety issues or may issue formal verbal or written instructions to make alterations to procedures or equipment. Officers also have the power to issue enforcement notices to the Company to improve or prohibit certain activities where they believe there may be a breach of statutory legislation. Enforcement officials have the power to instigate criminal prosecutions where statutory legislation is breached.

### Part 3: Arrangements for Health & Safety

The following section outlines the arrangements in place to ensure the safety of our workplace. Where appropriate, reference is made to statutory legislation, approved codes of practice and guidance notes. Details of established Safe Systems of Work, along with other safety information, are available on the Company's online 'Health & Safety' folder in Dropbox.

These documents will be periodically reviewed to ensure that they are current.

#### **Induction & Training**

All new production personnel will be given a site-specific safety induction to the workplace at the point which they join the Tour, provided by Company Management in collaboration with Tour or Rehearsal Venue staff, and will be given relevant information and training related to their work activities.

Company Management will liaise with Tour venues to ensure that all new company members receive a site-specific safety induction covering emergency procedures, welfare facilities, first aid locations and arrangements.

Company Management are responsible for ensuring that production personnel have read and understood this H&S policy and production incident reporting arrangements.

HODs are responsible for ensuring that new production personnel have sufficient safety information (including and training) and supervision to undertake their roles safely. Where relevant, for specific high-risk activities, production personnel may be required to sign that they have completed training and been assessed as competent to complete a track or activity.

#### **Emergency Procedures**

The Company will ensure that all persons under their control are provided with the necessary information to ensure that they are aware of emergency procedures in operation at any site. This will include receiving relevant information from venue managements and ensuring that information is passed on to all personnel.

Company Management will liaise with Tour Venue Management ensure that fire drills and evacuation procedures are practiced to ensure that emergency procedures are efficient and understood by all production personnel.

#### **First Aid Arrangements**

Company Management, in consultation with the GM team, are responsible for ensuring suitable first aid arrangements are in place at any venue where a production activity is held, including show running and maintenance activity at the theatre, and for external events and activities.

In line with current legal requirements, an assessment has been completed to ensure adequate first aid arrangements are in place, and qualified first aiders are on duty during production work activities, in liaison with Tour Venue Management. Records of first aid training certification (and arrangements for refresher training) are maintained by Company & General Management in the H&S folder of the production Dropbox.

The names of current First Aid trained staff members and the location of First Aid Kits are available on the company notice board and from Company Management.

#### **Incident (including accidents and near misses) Reporting (including RIDDOR)**

The production promotes an open and positive safety culture and seeks to engage with all workers to improve and maintain a safe working environment and safe activities.

The Company encourages production personnel to report any safety concern (confidentially, if required), including near misses, to their immediate supervisor so that the concern or near miss can be investigated to prevent any incident which may cause harm. Statistics prove that there is a correlation between near miss incidents and accidents, resulting in harm or damage. All workers are encouraged to act and report if they see anything that may cause a safety incident rather than 'assume' it has already been spotted or reported. Managers with H&S responsibilities can only take action to improve conditions where they are made aware of a problem. No one will be disadvantaged by raising a safety concern in the workplace.

### **Process**

Production personnel must report incidents, accidents to their line manager and the Company Manager and complete an Incident form with the following details:

- The circumstances of the accident including photographs or diagrams wherever possible
- The nature and severity of any injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

Any eyewitnesses' accounts will be collected by the Company Manager or GM as near to the time of the incident as is reasonably practicable.

The incidents, accidents, near misses or safety concerns reporting system is managed onsite by Company Management. The Company Manager will be responsible for maintaining these records, and for keeping the GM and Company informed of any safety incidents or issues on the production. Copies of completed Incident Reports will be securely held by Company Management, in accordance with data protection requirements.

The General Manager, with the assistance of the Company will be responsible for informing the relevant authorities of 'reportable incidents' under RIDDOR. Tour Venue (or any external venue) Management may also have duties to report incidents under RIDDOR, involving production personnel while on the premises. Any production personnel required to give an official statement to enforcement agency officials has the right to have a legal advisor or trade union representative present at the production's expense.

In the case of serious incidents, the GM will oversee an Incident investigation to establish the cause of the incident; and to ensure controls are put in place to prevent future incidents. The GM will report its findings and recommendations to the Company. The GM, in consultation with the Production Management and/or HODs will examine the effectiveness of any new measures adopted; and will advise the risk assessor of any updates required to the production risk assessment.

### **Hazardous Substances- Control of Substances Hazardous to Health (COSHH)**

The GM, in consultation with HODs, will ensure that any work involving the use of hazardous substances, as identified by European classification, is suitably assessed to ensure there is no risk of harm to personnel using the substances in their work, so far as reasonably practicable. Where practical hazardous substances will be eliminated from the workplace, or substitution for a non-hazardous or less hazardous substance will take place.

HODs are responsible for collating and maintaining records (including Material Safety Data Sheets) of any hazardous substances required for production work activities, and for ensuring that suitable arrangements are in place for safe handling and storage of the products. HOD are also responsible

for training and supervising technical staff in the safe use of hazardous products, and the action to take in the event of emergency incident or exposure. Material Safety Data Sheets must be made available to first aid officers or emergency services in the event of an incident or exposure.

COSHH registers should be regularly revised and updated, as required, and stored in the Production Dropbox.

### **Risk Assessments – General & Specific**

The Company is responsible for ensuring that risk assessments are conducted for all work activities under its control. These assessments shall be conducted by competent persons with adequate knowledge of the work activity, equipment and personnel involved. Additional advice may be sought from external sources during the assessment process.

All personnel are entitled to review the production risk assessment in the Company Management office.

The control measures stipulated in the production risk assessments will be communicated to affected personnel during training and are captured in safe systems of work. The Company Manager and HODs are responsible for ensuring that all relevant safety information including risk assessments and procedural documents are available to all production personnel. The GM, in consultation with the Company, will ensure that periodic reviews of the production risk assessment and safety documentation to ensure that control measures are effective and being implemented.

The GM, in consultation with the Company, engages external consultants and contractors with specific expertise to prepare specific risk assessments for high-risk show running activities such as aerial work. These external consultants are also engaged to train and rehearse performers and crew in aerial sequences to ensure they are accredited to complete these activities. Accreditation records are stored by Company management in the H&S folder on Dropbox.

External consultants are also responsible for the regular inspection of, and maintenance of, safety critical machinery; and periodic review of associated risk assessments. HODs and individual production personnel should be familiar with specific assessments for their work activities and are encouraged to raise any questions or concerns with their direct manager or Company Manager.

The Production risk assessment and external contractors/ consultant risk assessments will also be reviewed annually, or as required.

### **Fire Risk Assessments & Fire Safety Arrangements**

Company Management will liaise with Tour Venue Management to ensure that any relevant information regarding fire safety, such as specific fire risks arising from venue operations and the production are shared, and that production personnel receive an induction relating to on-site arrangements including fire alarm warning and evacuation procedures.

Company Management will liaise with Tour Venue Management to ensure that all personnel are given adequate information regarding how to raise the alarm in the event of fire, locations of firefighting equipment, fire exit routes from the workplace and assembly points.

### **Consultation with Workforce**

The Company builds and maintains a safe and healthy working environment encouraging communication and co-operation between production personnel at all levels on the production.

The GM and HODs will communicate safety information to production personnel verbally, in the form of inductions, training and directions given; and in writing, via policy, directives and notice boards.

Union appointed safety representatives, or employee elected safety representatives, may request access to safety information relating to safety matters from the GM, in consultation with the Company.

### **Health & Safety at HOD Meetings**

The GM, in consultation with the Company, will ensure that HOD meetings include a standing agenda item regarding Health & Safety, where representatives from each department can discuss any specific safety matters or other Health & Safety topics arising from the production.

The purpose of this will be to promote a transparent dialogue between the GM (as representative of the Company) and production personnel; and to promote a positive safety culture by encouraging the engagement of production personnel with safety matters and introducing new or revised H&S procedures and systems of work, as required.

### **Manual Handling**

Manual Handling operations are required during the process of staging a production. The Company will take all reasonably practicable steps to avoid manual handling operations or to reduce the risks from those activities, such as providing mechanical assistance or specific instruction/training.

Production activities involving manual handling operations should be regularly reviewed, including the observation and supervision onstage plots by the resident creative team and technical HODs to ensure they remain consistent, and as rehearsed/plotted.

Where required, additional external support/training will be provided by the production.

### **Work At Height**

The Company recognises that hazardous activities including work at height can form an essential part of production activity. Wherever possible, efforts will be made to eliminate the need for working at height by scheduling of work activities to co-ordinate operations by provision of adequate resources to allow equipment to be lowered to stage or accessible level for future maintenance activities.

Where work at height is unavoidable, the Production Manager, in consultation with HODs will ensure that all work is properly assessed, in line with the requirements of the Work at Height regulations and that only trained, competent personnel carry out the activity, using an appropriate safe system of work.

Only suitable work platforms and access equipment will be used for work at height. HODs are responsible for creating and implementing effective rescue plans for any activity involving working at a height.

Care must be taken by all workers during 'fit up,' 'get out' or maintenance activities, due to the changing work environment. In particular HODs, in consultation with the Production Manager must ensure that exclusion zones should be used as required to prevent access during hazardous work activities. Any unguarded edges, such as the forestage and stage lifts / platforms, should be clearly indicated to any new personnel working in production areas, including performers and performance staff. Appropriate induction training including instruction and supervision through direction, choreography and observation by stage management will be provided and recorded to control the risks.

## **Personal Protective Equipment – PPE**

Company Management, in consultation with the Production Manager will prioritise control of workplace hazards by technical and procedural methods in preference to use of PPE, as a collective protection will always be preferable to individual protection.

Where risk assessments show that the best way to control any remaining risk is by using appropriate PPE, the production will select and provide suitable equipment for use by production personnel.

Selection of suitable PPE will be conducted in consultation with personnel involved, to ensure that it offers suitable protection, can be fitted correctly and does not introduce further risks by reducing visibility or dexterity for instance. Training will be provided for the correct use of any PPE along with suitable storage and maintenance of equipment (and associated record keeping).

Personnel who are required to use PPE must take care to use it as trained and instructed, keep it in good condition and immediately report any damage or malfunction of PPE to their line manager.

## **Noise at Work**

Under the Control of Noise at Work Regulations 2005, the music and entertainment industry must operate within the same workplace noise exposure limits as all other industries.

Noise levels assessments will be undertaken for the production and the GM, in consultation with the Company, will take appropriate measures in response to the assessed noise exposure by providing suitable hearing protection to workers in high noise areas, such as orchestra areas and other areas where required.

## **Machinery Safety & Work Equipment**

the Company, in consultation with the Production Manager and GM will ensure that equipment or machinery used for the production is suitable for the activity and is safe for its intended use. All equipment conforms to the Provision and Use of Work Equipment Regulations (PUWER) and, where appropriate, other legislation including LOLER and the Supply of Machinery (Safety) Regulations.

The regulations require all work equipment to be properly maintained to prevent danger and that hazards from machinery shall be properly guarded or controlled. the Company, in consultation with the Production Manager and HODs will take practical steps to control risks arising from the use of stage machinery, tools and equipment. A schedule of planned, preventative maintenance is in place for all work equipment and machinery used on the production.

The Production Manager, in consultation with the GM and the Company, ensures statutory inspections of work equipment, including lifting equipment and stage machinery, in association with production's insurers, using independent engineering inspectors. Records of inspections are kept on file in the production Dropbox.

Any production personnel who are required to operate machinery or use work equipment will be provided with adequate instruction, information, training and supervision to allow them to perform the task in a safe manner.

All show running machinery movements and activity are risk assessed and fully rehearsed. New production personnel will receive suitable induction training, rehearsal and supervision of their tracks. Resident creative teams, Stage Management and HODs are responsible for the continual assessment and review of show plots to ensure that they remain safe and consistent as directed. Additional training or rehearsal will be provided if in the event of a safety concern, near miss or incident.

## **Electrical Safety**

Under the Electricity at Work regulations it is the Company's responsibility to ensure that all electrical equipment supplied to the production is suitable and safe for its intended use. The production uses reputable suppliers to provide specialised lighting, sound, video & rigging equipment and HODs are responsible for overseeing suitable equipment maintenance arrangements, either performed internally by production personnel or by external hire companies. The Production Manager, in consultation with the HODs, have a planned, preventative maintenance regime to ensure production equipment remains safe for use.

Production personnel who perform maintenance activities on electrical equipment must be suitably competent to do so and will be given any necessary additional training or instruction by the HOD, as required. All users of electrical equipment must take care when using it and immediately report any defect or damage and remove the equipment from use until repaired or replaced.

### **Display Screen Equipment**

The GM, in consultation with the Production Manager, will assess and provide comfortable and suitable workstation layouts for any employees who may use display screen equipment as a significant part of their work activities, in line with the requirements of the Health & Safety (Display Screen Equipment) regulations. Any employee who is designated as an operator or user under the regulations will be provided with all necessary assistance including training.

### **Working Hours**

The GM, in consultation with HODs will endeavour to work within the spirit of the working time directive whether the regulations apply or not. Production personnel will not be placed at risk by excessive working hours, and the Company, in consultation with the Production Manager, will take appropriate steps to prepare a schedule of works that is reasonable and will not adversely affect workplace safety. Any concerns relating to this schedule should be raised with an HOD or the GM team to resolve the matter.

### **SARS-Cov19 - Coronavirus**

The Company, in consultation with the GM, will ensure that robust and effective measures are in place to control risks associated with respiratory diseases such as SARS-Cov-19, in line with the national response, legislative and workplace guidance in place. Currently there are no COVID restrictions or additional requirements in the UK, although the GM will remain informed about any new threat.

### **Alcohol & Drugs Policy**

All production personnel must abide by the company's Alcohol & Drugs Policy, as detailed in their contract and found in the Production Policy Pack. All production personnel must abide by any rules on smoking set by each Rehearsal or Tour Venue.. Any workplace impairment caused by alcohol or drugs is a serious safety matter and may be dealt with under the production disciplinary arrangements.

### **Environmental Arrangements**

The GM, in consultation with Company Management accepts its responsibility to protect the environment wherever possible, and will use reasonable endeavours to make suitable arrangements for recycling and shall make sure of the proper storage and the disposal of waste from its workplaces. Production personnel are asked to behave in an environmentally conscious manner and will seek to prevent any contamination or pollution resulting from its operations.

### **Monitoring & Review**

This policy document, and all other safety measures and procedures shall be regularly updated and reviewed to reflect best practice, changes to H&S legislation or regulations and any technological advances.

the Company encourages a positive safety culture where all employees prioritise safety and are free to discuss and resolve safety matters as they arise.

Examples of proactive arrangements to monitor the production's safety performance include:

- Scheduled production meetings include discussion of H&S topics
- Workplace Inspections
- Employee consultation and involvement to promote a positive safety culture
- Regular review of production risk assessments and other safety documents
- Provision of additional training to increase safety awareness and competency of workforce

Examples of reactive arrangements to monitor the production's safety performance include:

- Accident / Sickness records
- Incident / near miss reports and investigations
- Insurance reports
- Enforcement Authority requirements

#### **Policy review**

The next scheduled review of this policy will be February 2027, or at the Company's discretion.