



HEALTH & SAFETY POLICY - SAFE METHOD OF WORKING STATEMENT

OF

HIGHLANDS & ISLANDS THEATRE NETWORK LIMITED (HITN)

1 HITN RESPONSIBILITIES

- 1.1 The HITN Board has overall responsibility for health and safety in the workplace on behalf of the Company. The HITN Board, contracted staff and member companies engaged in HITN business have a legal responsibility to take care of the health and safety of themselves and others and to co-operate on all health and safety issues.
- 1.2 HITN is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health through the control of health and safety risks arising from work activities, providing and maintaining safe plant and equipment and ensuring the safe handling and use of any substances.
- 1.3 HITN will consult with its contracted staff and member companies (where applicable) on matters affecting their health and safety, provide appropriate information and guidance for them and ensure all those engaged in HITN business are competent to do their tasks and given the opportunity for adequate training. The HSE "Health and Safety Law: what you should know" leaflet will be made available to all those engaged in the work of HITN.
- 1.4 HITN will consult with Third Party representatives (where applicable) on matters affecting the safe conduct of any work carried out on Third Party premises by HITN or its representatives. HITN will carry out a Health & Safety checklist audit (see 3 below) of Third Party premises prior to starting any work on these premises.
- 1.5 HITN will also assess the risks to the health and safety of anyone who may be affected by work activities on Third Party premises to ensure that HITN complies with the law as set out in the Health and Safety at Work etc Act 1974 and/or the Control of Substances Hazardous to Health Regulations 2002 ("COSHH").
- 1.6 This policy will be reviewed and revised by the Board every year.

2 THIRD PARTY RESPONSIBILITIES

- 2.1 Third Parties have a legal responsibility to take care of the health and safety of themselves and others and to co-operate with HITN or its representatives on health and safety issues.



3 HEALTH & SAFETY CHECKLIST

PREMISES CHECKLIST ITEM	COMMENT
Premises:	
Name of responsible contact:	
Contact details:	
Date of Check:	
Nature of work to be carried out:	
Duration of work to be carried out:	
Emergency exits identified and checked:	
Emergency equipment located:	
Fire alarm test check:	
First Aid equipment / First Aider located / identified:	
Environmental risk assessment carried out:	
Improvement actions noted and implemented prior to work commencing:	
Post-contact review:	

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