



Face Front Inclusive Theatre

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Health and Safety Policy

It is the responsibility of all staff of Face Front Inclusive (FFIT/ Face Front) to make themselves aware of our Health and Safety Policy. All staff have a duty of care in respect of the health and safety of not only themselves, but of other employees, and members of the public.

For the purposes of this policy the word 'staff' is defined as and includes employees, freelancers, Trustees and volunteers.

You must adhere to the general health and safety rules and procedures.

All accidents/incidents, no matter how minor, are to be reported without delay and the Accident Report Book must be filled in. The Accident Report Book is kept in the studio above the cupboard over the sink and a second accident report book is taken on tour. Staff are required to fully co-operate with all subsequent enquiries, as to the cause, consequences and future prevention of accidents. Each venue we work in has their own Accident Report book and staff leading sessions in these venues should be aware of where it is stored.

Smoking is not permitted anywhere in the office. Alcohol for personal consumption is not allowed on the organisation's premises and you should refrain from consuming alcohol during working hours, this includes during lunch breaks, etc. unless at an authorised FFIT event. Under no circumstances should you present yourself for work whilst under the influence of alcohol, intoxicants, drugs or other substances. Any attempt to work whilst in such a condition will be regarded as a serious breach of the rules.

FIRST AID

The First Aid box together with Accident Report Book is kept in the cupboard above the sink unit in the Kitchen area. The contents are inspected at regular intervals to ensure items are well within their 'use by' date and for re-stocking purposes.

There will always be at least one trained First Aider on each tour or production.

Lone Working

It is FF policy that all requirements for Lone Working are regularly assessed to minimise the risk of harm to the staff member.

Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge
Aditya Chakrabortty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.
Registered in England and Wales No.05154096. Registered Charity No.1116506.

Definition of Lone Working

'Lone Working' in the context of this arrangement means any staff member required to work alone in the following circumstances:

- During visits to non-employees at their homes
- Working alone in office etc. or other buildings in any circumstances

Specific Requirements.

All Staff

In respect of personal safety when lone working all staff must:

- Take all reasonable precautions to protect their own safety
- Ensure that they adhere to Face Front procedures designed to protect staff.
- Alert their manager to any change of contact details (home/mobile)
- Follow recommendations of any risk assessments undertaken to protect their safety. Report any incidents and near misses that they experience in a lone worker setting.

Line Managers must ensure that:

- Wherever possible lone working is avoided.
- Where lone working is unavoidable the activity will be subject to an appropriate risk assessment.
- Where the risk to the individual staff member is significant then lone working is not undertaken unless precautions are implemented to adequately control the risk.
- Suitable and sufficient procedures are in place to protect any staff member required to undertake lone working irrespective of the risk.
- The front door automatically locks and when there is a lone worker in the office it is bolted from the inside and worker will use viewing flap to identify any visitor before opening the door.

Risk Assessments

- Where the risk associated with working with any non-staff member is judged to be 'significant' then lone working will **not** be undertaken.
- The experience of the staff member to detect an emerging problem should be taken into account when planning Lone Working together with any pre-existing medical conditions which could affect their ability to handle such a problem.
- Where the risk assessment identifies the need for a second person to be in attendance or available, that person must be suitably trained and experienced to respond to the relevant emergency situations.
- When working on the premises of third parties (conferences, exhibitions, meetings) the staff members must comply with any risk assessment and Line Managers' directions.
- Suitable alerting systems must be provided in all cases (eg mobile phones, all numbers must be given to staff members).
- Staff members must always withdraw from a potentially violent situation.

One of the risks of 'lone working' is the possibility of attack as you're leaving the premises after the Shopping Centre is closed. Face Front will allow the lone worker to get a taxi to a secure place/to their home if they have to work late and then claim it on expenses.

Face Front's performing arts groups



Fire Drill and Emergency Evacuation Procedure

At the start of a new project/session in the Face Front studio, the project leader is responsible for housekeeping and giving information about fire and emergency evacuation procedures. Should anyone notice smoke and/or a fire they are responsible for raising the alarm.

In the event of an emergency evacuation of FFIT's premises, leave the building by the back door or the front door.

If the fire/obstruction is at the front of the office, escape via the back door.

If the fire/obstruction is at the back of the office, escape via the front door.

All personnel, except wheelchair users, those with mobility impairments, those with pushchairs etc use the fire escape and wait in the service area.

A chair lift is available from Ashdown Phillips' security office. Staff are trained in how to use the chair lift. By the front and back doors of the office, official notification from Ashdown Phillips is displayed regarding their evacuation process.

- **Do not stop to** collect personal belongings.
- **Do not use** the lifts
- **Do not stop to** wait for confirmation.
- **Do not** panic but **do** be as quick as possible.
- **Do not** cause any obstructions.
- **Do not** attempt to tackle a fire or tackle any cause of emergency situation.

The Assembly Area/Muster point is at the front of the Green by the Leisure Centre.

Then the person who can check that everyone is accounted for, does so, and if anyone is missing immediately tells the fire brigade or police etc.

Do not re-enter the building under any circumstances until the 'all clear' has been given.

Related Policies and procedures

This policy should be read alongside our related organisational policies:

Expenses Policy

Grievance, Disciplinary, Bullying and Harassment Policy

Safeguarding Child and Vulnerable Persons policy

LAST REVIEWED

December 2025

REVIEW

June 2026

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