

Health & Safety Policy

Seagull Media House CIC

Last Updated: 2nd December 2025

Approved by the Board of Directors

1. Introduction

Seagull Media House CIC (“the Company”) is committed to providing a safe, healthy, and supportive environment for all participants, employees, freelancers, volunteers, visitors, and audiences involved in our productions, workshops, events, and activities.

We recognise our legal responsibilities under the Health and Safety at Work etc. Act 1974, associated regulations, and industry best practices. We aim to prevent injury, protect wellbeing, and promote a safety-conscious culture across all operations.

2. Policy Scope

This policy applies to:

- All Company activities, whether in-person, remote, on-site, or off-site
- Staff, participants, freelancers, volunteers, visitors, and contractors
- Rehearsal and performance spaces, film locations, classrooms, offices, and public venues

This policy covers:

- Working environments and equipment
- Risk assessment and hazard management
- Emergency procedures
- Production safety (theatre and film)

First aid and incident response

3. Legal and Regulatory Compliance

The Company will comply with all relevant UK laws, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations (PUWER)
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010

Where guidance specific to theatre, film, and events applies, the Company will follow industry standards (e.g., BECTU, Equity, BFI, ABTT, HSE guidance).

4. Responsibilities

4.1 Board of Directors

The Board retains ultimate responsibility for health and safety and will:

- Ensure policies and resources are in place
- Review risk and incident reports
- Ensure compliance with legal duties

4.2 Health & Safety Lead

A designated Health & Safety Lead will:

- Oversee implementation of this policy
- Coordinate risk assessments

- Maintain incident records

4.3 Staff, Freelancers, and Volunteers

All individuals engaged in Company work must:

- Take reasonable care for their own safety and that of others
- Follow risk assessments, training, and safety instructions
- Report hazards, incidents, or concerns immediately

4.4 Participants and Visitors

Participants must:

- Follow safety instructions and venue rules
 - Report unsafe behaviour or hazards
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5. Risk Assessment

The Company will:

- Conduct written risk assessments for all activities where risk is present
- Update assessments when environments, personnel, or risks change
- Provide clear controls, supervision, and equipment use guidelines
- Record assessments and store them securely

Higher-risk activities include:

- Live performance and rehearsals
- Use of lighting, staging, sound equipment
- Film shoots on location

Manual handling, prop construction, costumes

6. Equipment and Technical Safety

The Company will ensure that:

- All equipment is fit for purpose and safely maintained
 - Electrical equipment is PAT-tested when required
 - Only trained personnel operate technical equipment
 - Personal protective equipment (PPE) is provided where necessary
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7. Venues and Locations

When using external venues, the Company will:

- Obtain and review venue risk assessments
 - Coordinate safety responsibilities with partners
 - Ensure emergency exits and accessibility requirements are met
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8. First Aid & Emergency Procedures

The Company will:

- Provide access to suitable first aid resources at all activities
- Nominate trained First Aiders when risk level requires
- Maintain incident and accident records
- Brief staff and participants on emergency plans

Emergency services must be contacted immediately in serious incidents.

9. Incident Reporting & Investigation

All accidents, near-misses, or dangerous occurrences must be reported to the Health & Safety Lead.

Incidents will be investigated to:

- Identify causes
- Document lessons learned
- Improve future safety measures

Where required, incidents will be reported under RIDDOR.

10. Accessibility and Inclusive Safety

Health and safety measures will be implemented in ways that support equal access, including:

- Adapting risk assessments to individual access needs
 - Providing reasonable adjustments for disabled participants
 - Ensuring safety precautions do not create exclusion
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11. Training and Induction

The Company will ensure appropriate training on:

- Health and safety responsibilities
- Emergency procedures

- Use of tools and equipment
- Venue-specific safety protocols

Specialised training will be provided for high-risk roles.

12. Policy Review

This policy will be reviewed annually or earlier if:

- Laws or industry standards change
 - New risks emerge
 - The organisation expands its activities
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13. Approval

Last Reviewed: 2nd December 2025

Next Review Due: 2nd December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature:  Signed by:
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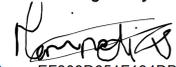
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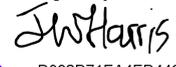
Name: Marina Oliveira

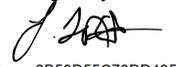
Name: Jasmine Woodard-Harris

Name: Josh Jenkins

Signatures:

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