

United Fall

Welcome!

Below is a list of important information relating to the company, the team and important policies that relate to your health, safety and wellbeing during your engagement with us.

Please take your time to read through this pack and do please let me know if you have any queries.

Health & Safety

To all artists and production staff - you will be expected to adhere to the following Health & Safety instructions during your time working with United Fall:

- To take reasonable care for your health and safety and others who may be affected by your acts or omissions.
- To co-operate with other staff members and the company in the operation of the Health and Safety policy
- To follow all instructions given in the event of a fire or other emergency, and to co-operate with those appointed to monitor evacuation and to follow the evacuation procedure.
- Not to interfere with or misuse anything provided in the interests of health and safety.
- To report any danger, defect, accident or near miss to the Stage Manager, Production Manager or Producer as appropriate.
- In the case of an accident or emergency, inform the Stage Manager, Production Manager or Producer immediately. An *Accident/Incident Report Form* should be completed.
- To follow procedures for fire, first aid, hazardous substances, security and the use of equipment.
- Not to be under the influence of intoxicants.
- Not to engage in improper conduct or behaviour that is likely to endanger your own safety or others safety.
- To inform the company management if you become aware that you are suffering from any disease or impairment which would affect the safety of yourself or others.
- To keep all floors, passageways and access routes clean and clear of obstructions (costumes, set pieces, instrument cases, props etc)
- To switch off all unnecessary appliances at the end of each day

Voluntary Code of Conduct for Dignity at Work

United Fall is following a voluntary code of behaviour in relation to dignity at work issues. This code has been developed by the Irish Theatre Institute for use by performing arts organisations and relates to incidences of bullying, harrassment, sexual harrassment and victimisation.

In brief by following the code United Fall takes responsibility for ensuring that any claims of bullying and harrassment are dealt with in an appropriate manner and all member of the team (staff, artists and crew) have a responsibility in ensuring they treat their colleagues with dignity and respect. Each member of the team (including company management, artists, creative and production team) is responsible for their own contribution to creating and maintaining a work environment free from bullying, victimisation, sexual and other forms of harrassment.

If anyone feels that they have been a victim of bullying or any kind of harrassment while working with the company then please let your stage manager know. If you feel unable to speak to your stage manager then please contact another member of the management team as follows:

Artistic Director	Emma Martin	085 740 7688
Producer & General Manager	Pádraig Heneghan	087638 2931
Production & Technical Manager	Peter Jordan	086 298 7460

For further details on the Voluntary Code for Dignity at Work please see the following link :

http://www.irishtheatreinstitute.ie/publications.aspx?t=speak_up__call_it_out&contentid=223028