

## Ormeau Community Cinema – Health & Safety Policy

### 1. Introduction

Ormeau Community Cinema (OCC) is committed to providing a safe and healthy environment for all attendees, volunteers, staff, and partners. As a pop-up cinema operating in various venues, we recognize the importance of assessing and managing risks at each location to ensure the safety and well-being of everyone involved.

### 2. Responsibilities

#### Management Responsibilities:

- Conduct risk assessments at all venues before each screening or event.
- Ensure all volunteers and staff are briefed on health and safety procedures.
- Maintain clear communication with venue management regarding fire safety, evacuation procedures, and first aid provisions.
- Ensure that equipment (projectors, screens, speakers, cables, etc.) is set up safely and does not pose a hazard.
- Keep records of any incidents and take appropriate action to prevent recurrence.

#### Volunteer & Staff Responsibilities:

- Follow all health and safety procedures set out by OCC and the hosting venue.
- Report any hazards or incidents to the event coordinator immediately.
- Ensure emergency exits are kept clear at all times.
- Be aware of the location of first aid kits and fire exits.
- Follow correct manual handling procedures when setting up or dismantling equipment.

#### Attendee Responsibilities:

- Follow any safety instructions given by OCC volunteers or venue staff.
- Report any hazards or concerns to an OCC representative.
- Treat the venue, equipment, and fellow attendees with respect.

### 3. Risk Assessment & Venue Safety

Before each event, OCC will carry out a risk assessment to ensure:

- The venue complies with health and safety regulations.
- Fire exits are clearly marked and accessible.
- Trip hazards (e.g., cables, furniture) are minimized.
- Equipment is safely installed and used.
- Any specific risks associated with the venue are identified and managed.

#### 4. Fire Safety

- OCC will liaise with venue management to understand fire procedures.
- Emergency exits must remain unobstructed at all times.
- Volunteers will be briefed on evacuation procedures before each event.
- No open flames or pyrotechnics will be used during screenings.

#### 5. First Aid

- A designated first aider will be present at events where required.
- OCC will check that venues have first aid kits available.
- Any accidents or medical incidents will be recorded in an incident log.

#### 6. Electrical Safety

- All OCC equipment (projectors, cables, speakers) will be PAT tested as required.
- Cables will be taped down or covered to prevent trip hazards.
- Volunteers handling equipment will be trained on safe usage.

#### 7. COVID-19 & Infectious Diseases

- OCC will comply with government guidelines on hygiene and distancing where applicable.
- Venues will be assessed for adequate ventilation and sanitation facilities.
- Hand sanitiser will be provided where necessary.

#### 8. Incident Reporting

- All incidents, accidents, and near-misses will be recorded.
- Serious incidents will be reported to relevant authorities if required.
- A review will be conducted after each incident to improve safety measures.

#### 9. Safeguarding

- OCC is committed to providing a safe environment for children and vulnerable adults.
- Volunteers working with young people must undergo appropriate safeguarding checks.
- A safeguarding officer will be designated at events where necessary.

#### 10. Review & Updates

This Health & Safety Policy will be reviewed annually or following any significant incident. OCC is committed to continuously improving our safety measures to ensure a secure and enjoyable experience for all.

Date of Policy: 01/05/2026

Review Date: 01/05/2027

Approved by: Corey McKinney (Chairperson of Ormeau Community Cinema)