

The MATA Regal Theatre Company Ltd (registered charity)

'Health and Safety Sub Committee terms of reference' 02/11/2021

Purpose

To review the quality of Health & Safety within the Regal Theatre and of The MATA Regal Theatre Company Limited and to ensure that it is:

- Fit for purpose to support the charity for the future.
- Has a process in place to ensure it remains current and up to date in line with the development of the charity.
- Has a procedure in place to ensure the appropriate frequency of the meeting of the sub-committee.
- It has a structure of governance in place for Health & Safety that would stand up to both internal and external scrutiny.

Responsibilities

- The Health & Safety Sub-Committee shall take all reasonable and practicable steps to maintain a Safe and Healthy-working environment that complies with statutory requirements. These steps will be complemented, by an on-going programme of Health and Safety initiatives designed to keep volunteers informed of their Health and Safety responsibilities.
- The detailed responsibilities of the Sub-Committee and its members are provided in the Health and Safety Policy document.
- In meeting its responsibilities the Health and Safety Sub Committee will approach its work in a way that reflects and champions the Information from the Government, Health & Safety Executive and Institute of Clinical Excellence.

Composition

- No more than 6 people including the Sub-Committee Chair.
- The Board Member who is responsible for Health & Safety will act as the chair of the Health & Safety Sub-Committee.
- At least 2 other Board Members and 3 others taken from either the board or the committee that are relevant to H & S, these will be appointed by the Sub-Committee Chair.

The Sub-Committee Chair may invite members of member societies, members of the charity and any other external person to join the group's meeting if it is considered that their experience would be in the interests of matters relating to the Health & Safety Sub-Committee's objectives and or responsibilities.

Authority

- The H & S Sub-Committee's authority comes from the M.A.T.A. Board.
- The H & S Sub-Committee chair will report to the M.A.T.A. board following any infringements or potential infringements of Health and Safety legislation.
- The chair of M.A.T.A. may ask the Health and Safety Sub-Committee to convene to discuss any issues upon which they require further advice.

Frequency of meetings

The Health & Safety Sub-Committee will meet quarterly, but the Health & Safety Sub-Committee's chair may convene additional meetings as necessary, particularly, with the onset of the Pandemic and its effects on the day-to-day running of the Theatre.