



Health and Safety Policy

- 1. Statement of Intent..... 2
- 2. Fire Safety 2
- 3. First Aid 2
- 4. Children..... 3
- 5. Attendance Requirements 3
- 6. Production Requirements 4
 - 6.1 Roles and Responsibilities 4
 - 6.2 Working at Height 4
- 7. Risk Assessment 5
- 8. Electrical Safety 5
- 9. Annual Audit 5
- Appendix A..... 6

Date	Author	Version
01/09/2014	Suzanne Gunn	1.0



1. Statement of Intent

Shenfield Operatic Society (The Society) aims to provide safe conditions and a healthy environment for its members and takes all reasonable and practical measures to avoid risk.

The successful implementation of the Health and Safety policy requires commitment from all members and each individual has a legal obligation to take reasonable care for their own health and safety and for the safety of others who may be affected by their actions or omissions.

All members are expected to observe their Duty of Care to themselves and others and co-operate with The Society to ensure that their health, safety and wellbeing is maintained.

The Society is committed to:

- Complying with all legislative and regulatory requirements
- Ensuring that all equipment and systems of work used by its members are safe.
- Complying with the Health and Safety policies and procedures in premises and other venues it may use.
- Providing information, instruction and training as necessary to members within the framework of the society.
- Ensuring that the public at large are protected from danger or risks to health as a result of its activities.
- Ensuring that all members are aware of this policy and that this policy is reviewed each calendar year and corresponding changes are made.

2. Fire Safety

The Society will address and carry out its duties and responsibilities on fire safety in all its activities in a proper manner.

The Society will provide information on, and training in, fire safety procedures in accordance with specific venues where activities are undertaken.

3. First Aid

The Society takes First Aid seriously.

The policy of The Society is prevention of accidents in the first place. To this end it regularly carries out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner.

The Society has a permanent first aid kit that meets the requirements of content and size for the number of group members and will ensure it is available at all society activities.



Details of any incident that requires first aid, however trivial, will be recorded in the accident book, which will be kept with the first aid kit.

Members should notify The Society of any health conditions that may affect their safety any details will be treated confidentially.

4. Children

For the purposes of this policy, The Society defines a child as a person under the age of 16.

The Society applies the recommendations in the National Operatic and Dramatic Association's fact sheets entitled *Child Protection & DBS* and *Children in the Theatre*, copies of which are attached to this policy (see appendix A).

This policy applies both to situations in which children and adults are involved in the activity and to those in which children are solely involved.

The Society's Health and Safety Policy and the actions and responsibilities contained in it shall apply to children.

At each society related activity, The Society may appoint a specific person or persons to oversee the Health and Safety of Children as defined above.

The appointed person(s) will be responsible for ensuring that children either in rehearsal, on-stage, in dressing rooms or engaged on society related activities are inducted into their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their abilities, protected from hazardous situations that might affect their overall safety and instructed in the protection of property.

The Society will ensure that all society members are made aware of the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

5. Attendance Requirements

Members' attendance will be recorded in a register at every activity, performance or meeting of The Society.

Members who have to leave any activity, performance or meeting early will be required to sign out to avoid any confusion over who is, or isn't in the building should an emergency occur.



6. Production Requirements

6.1 Roles and Responsibilities

The Production Manager is responsible for:

- Ensuring that props, staging and other stage furniture are safe for use.
- Ensuring that no member uses rostrum, raised staging, steps etc. unless the set construction team has given final approval.
- Ensuring that suppliers of materials to be used in performance give details of the hazards that may occur from the use of their products.

The Stage Manager is responsible for:

- Where applicable, liaising with the Building Safety Officer to identify any particular hazardous areas or situations that need to be addressed and communicating these hazards to Society members.
- Ensuring that procedure onstage and in the wings is understood and practiced by the persons to whom it applies.
- Carrying out a risk assessment prior to each performance to ensure that the stage and its wings are free of hazards, such as unsecured electrical cables, misplaced set and props or inadequate lighting.
- Ensuring that the back stage crew have been properly instructed in their responsibilities.
- Ensuring that all equipment provided for the Society's use in the theatre or other venue is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- Ensuring that dressing room procedures are properly understood and carried out.

All members are required to:

- Follow instructions given by Production or Stage Manager(s)
- Inform the Production or Stage Manager(s) of any incidents or safety concerns
- Take steps to ensure their own safety and consider others who may be affected by their acts or omissions

6.2 Working at Height

The Society recognises that nominated and approved members of the society will be required to work with all or some of the access and working at height equipment either provided at the performance venue or hired in for the performance.

The Society is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training in the use of such equipment.



Any society personnel who have been trained in the use of access and working at height equipment, will ensure that ladders are used for access only and will not be used as work stations, tallscopes will be used for both access and work stations but will be anchored or braked when personnel are ascending, working or descending, and scaffolding, being the best means for working at heights, will have suitable barriers of a height of at least 0.9m placed around the perimeter of the working area to prevent falls of personnel and toe boards to prevent falling of objects and tools from the scaffolding.

Access to the working area will be denied to non-approved personnel.

Hard hats will be made available for occasions that warrant their use and suitable footwear should be worn at all times.

The Society bans the consumption of alcohol backstage.

7. Risk Assessment

The Society's approach to risk assessment is based on a simple process that examines the hazards and risks associated with its activities, be they in rehearsal, in a theatre or hall or elsewhere.

The Society will produce a risk assessment document for all relevant activities, for example public events and performances.

8. Electrical Safety

All electrical equipment used by The Society, whether owned by The Society, provided by a venue, hired in or the personal property of a member of The Society, will be subject to annual inspection and testing by a competent authority, and should be labelled as such.

Any equipment that fails to pass the inspection will be removed and quarantined to prevent use.

9. Annual Audit

The Society's Committee will carry out an annual audit of the Health and Safety policy and the procedures contained within with the objective of ensuring that the contents are relevant.

The Society Committee will agree a plan of action, if necessary, to deal with any points revealed in the audit.



Appendix A

National Operatic and Dramatic Association fact sheets

- *Child Protection & DBS*
- *Children in the Theatre*
- *Noda Child Protection Policy*