

# **BAMPTON PLAYERS**

## **HEALTH AND SAFETY POLICY**

1 Bampton Players aim to ensure that they keep themselves, audiences, passers-by and other members of the Society safe when rehearsing or performing. This Safety Policy refers to all Society members and relates equally to Stage Crew and Cast.

2 All members have a duty to comply with the policy and the Stage Manager will have overall responsibility for safety during production preparation, rehearsals and performances. Other members of the committee may be designated as lead for Health and Safety matters.

### **Health Issues**

3 It is the responsibility of each individual to make known to the lead person any medical condition that may affect his or her ability to work within the Safety Policy.

### **Risk Management**

4 Prior to each production, a briefing session is held by the Lead Person to ensure that all people taking part in the production are aware of any risks and how to reduce them. During the production, if any unsafe practices are observed, the Lead Person will call a halt to activities until the problem is resolved.

### **Risk Assessments**

5 Prior to each production, a Risk Assessment will be carried out to see if there are any unusual aspects or risks to the production. A risk assessment proforma using a standard 5 x 5 matrix of likelihood and severity assessment is attached as appendix 1.

6 Risk Assessments will be filed with the BP Secretary and be available for inspection by any appropriate Authority.

### **Fire safety**

7 Local venue fire safety procedures should be followed. The Stage Manager will be responsible for Fire Safety at the production venue.

8 A fire drill will be announced at the beginning of each performance to ensure that the audience know the fire exits.

9 The cast and stage crew will be briefed to know how to leave the premises quickly and safely and assist the audience in doing the same.

## **First Aid**

10 Wherever possible the stage crew or cast member will include a qualified First Aider. A stocked first aid kit will be available at the production venue. A mobile phone will be available during rehearsals and productions.

11 If a Risk Assessment indicates the need for additional first aid equipment or special instruction, this will be provided prior to any activity or production being undertaken.

## **Accident Reporting**

12 An Accident Book is held by the Stage Manager and will be available for each production.

13 In the event of an accident, the Stage Manager, or in his/her absence, the lead person should be advised and will update the book accordingly. They should also complete the accident book at the venue.

## **COSHH (Control of Substances Hazardous to Health)**

14 If the production of a Risk Assessment indicates the need for additional precautions or special instruction relating to COSHH, this will be provided prior to any activity or production being undertaken.

## **Work Equipment**

15 All equipment used including lights, cables, sound systems, trussing, rigging tools, mounting brackets and similar will be in good order and condition. Any discrepancies must be notified to the stage manager or lead person for action as necessary.

## **Manual Handling**

16 All team members must have a working knowledge of good manual handling procedures. Protective clothing such as gloves, boots, hats will be worn by all people if deemed necessary by the Stage Manager/ lead person. The Stage Manager will provide advice on lifting upon request.

## **Working at Heights**

17 Where there is activity being undertaken above head height, appropriate safety measures will be deployed.

## **General Accident Prevention**

18 The policy of the Society is to make every effort to avoid production accidents. It is therefore essential that people under its guidance:

- a. Must not work on equipment without authority

- b. Must not fail to warn others of danger
- c. Must not leave equipment in a dangerous condition
- d. Must not use defective equipment
- e. Must not use the wrong type of, or inappropriate, equipment
- f. Must lift loads in the correct manner and with the appropriate number of people.
- g. Must not abuse alcohol or drugs.

### **Lighting specific instructions**

19 Whenever lights are being hung from brackets or ceiling mountings, the lighting crew will ensure that:-

- a. the light is in good condition
- b. the mounting brackets are secure and adequate sized bolts are used
- c. a secondary mounting point is used to attach a safety chain
- d. all cables are in good condition and adequately secured to appropriate mounting point
- e. mounting point
- f. all adapters will be in good condition and inspected for electrical and
- g. mechanical faults prior to use.
- h. all power ratings will be calculated to ensure that no overall power supply or plug rating is overloaded.

### **Cast and Crew Instructions**

20 An attendance book will be available for rehearsals and performances at the production venue:

- a. all cast, stage crew, sound and lighting crew and other helpers will sign in when they arrive and out when they leave.
- b. chaperones will sign in themselves, and provide a list of names of children present for the performance.
- c. chaperones and children will be advised of “house rules” and will be notified of areas that are out of bounds

Agreed by Committee 11 Jan 2016

Review date 11 Jan 2018