

# **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 applies to all Society members and relates equally to Stage Crew and Cast. All members will be sent this document annually with the notice of AGM.

2 All members have a duty to comply with the policy and Director will have overall responsibility for safety as the Health & Safety Officer (HSO) during rehearsals and the Stage Manager will have overall responsibility as the Health & Safety Officer (HSO) during performances. The Director will normally delegate this responsibility to an appropriate person during rehearsals.

### **Health Issues**

3 It is the responsibility of each individual to make known to the HSO 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 by the Stage Manager 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 Copies of the Risk Assessments will be filed with the Director and 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 briefing will be announced by a nominated person at the beginning of each performance to ensure that the audience know the fire exits.

9 The cast and stage crew will be briefed by the Director 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.

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

## **Accident Reporting**

12 The Stage Manager or HSO must check that an Accident Book is An Accident Book is available for each production.

13 In the event of an accident the Stage Manager or HSO will update the book accordingly.

## **Work Equipment**

14 All equipment used including lights, cables, sound systems, trussing, rigging tools, mounting brackets and similar will be checked by nominated lighting crew with final sign off by Stage Manager as being in good order and condition prior to performances (wherever BP perform)

## **Manual Handling and General Accident Prevention**

15 The Stage Manager should ensure that all team members must have a working knowledge of good manual handling techniques and that suitable protective clothing such as gloves, boots, hats will be worn as appropriate.

Agreed by Committee

11 Jan 2016

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