

## HEALTH AND SAFETY POLICY

**REVIEWED: 04/10/2024**

This policy should be read in conjunction with our First Aid policy.

At Centre Stage Productions (CSP), we work hard to ensure that our members' and production team's health and safety is of paramount importance. We strive to ensure that we create a safe environment for all when taking part in rehearsals and shows.

Health and safety is everyone's responsibility. This policy aims to ensure that our members and production team do all they can, within reason, to minimise hazards to:

- Protect yourself and others from injury or illness;
- Prevent damage to property;
- Protect audience members from foreseeable risks.

### Key Principles

CSP will take all reasonably practicable steps to:

- Provide a safe place to carry out our activities, including performances, rehearsals and workshops; Review and revise this policy as necessary to deal with changing circumstances and to comply with health and safety regulations;
- Ensure items/props supplied are safe and provide information, instruction and training to members as necessary;
- Appoint a designated Health and Safety Officer (HSO) to ensure the safety and wellbeing of our participants (whether regular or one-off) at all times.

The HSO will monitor this policy and help ensure the society maintains appropriate standards. You must abide by any instructions given by the HSO; CSP reserves the right to exclude any members who fail to follow instructions at rehearsals, performances or other CSP activities.

### Member information

You are asked to provide the HSO with any information that might be relevant to your health and safety or that of others (e.g. disability, illness, pregnancy etc.). This information will be treated as confidential unless indicated otherwise by you, and handled in accordance with our Privacy Policy. Due to the nature of some productions, special consideration may need to be given for partaking in particular sections of the production or events in relation to the production. You should raise any special requirements with the HSO as soon as possible.

### Rehearsal and performance venues

In order to help manage health and safety risks, all CSP members must:

- Report any concerns which you consider to be a hazard to health and safety to the HSO/designated committee member as soon as is reasonably possible;
- Take reasonable care for your own health and safety and that of others who may be affected by your actions;
- Work safely with props and refuse to use any that are, in your reasonable opinion, unsafe – this includes standing on makeshift rostra such as plastic nesting chairs or fold-up tables;
- Wear suitable clothing and footwear to rehearsals, particularly if the rehearsal is to include movement/dance;
- Familiarise yourself with the location of all fire exits, fire extinguishers and assembly point(s);
- Obey fire drill instructions and not obstruct any fire exits or equipment in or outside of any premises being used by the society;
- Not be under the influence of alcohol or drugs during any rehearsal, backstage or on stage;

- Comply with no smoking policies in all buildings used by CSP for rehearsals and performances;
- Keep performance and rehearsal spaces tidy and clear of personal belongings.

### **Safety in rehearsal spaces and theatres**

The HSO will:

- Liaise with theatre staff to agree the responsibility for safety in the theatre and to identify any particular hazardous areas or situations that need to be addressed;
- Inform the cast and backstage crew of all safety matters that need to be notified to them;
- Ensure risk assessments have been undertaken of the activities and situations that present, or could present, themselves in performance or rehearsal venues;
- Where the theatre has carried out its own risk assessment, then the HSO will liaise to ensure awareness of the document and ensure it is in line with that created by the HSO;

In case of emergency:

- In rehearsal spaces, you must follow instructions given by the HSO/designated committee member and will report to the HSO/designated committee member at the assembly point;
- When at performance venues, members will follow instructions given by Theatre staff, and will meet at the designated assembly point.

### **Accidents**

In the event of an accident beyond the ability of a First Aider present to deal with, an ambulance should be called.

All incidents that require first aid, however trivial, that happen during CSP events, will be recorded on an Accident form. The document will be available to CSP committee members via their Google Drive when not in use. Performance venues may also record all incidents.

If an unsafe system of working has been identified or an incident has occurred, the HSO will investigate the cause(s), report to the committee and institute procedures to minimise the risk of it occurring again.

### **Hazardous equipment or props**

Some society members may be required to work with hazardous equipment or props. Only members who have been authorised by the HSO may use this type of equipment, following appropriate training for its use. Safe use of other equipment or props will be considered as part of the production risk assessment.

### **Risk assessments**

Dedicated risk assessments will be undertaken by the HSO and Director to assess the risks of every show prior to production rehearsals and performances; the check list will be kept on file by the HSO.

Risk assessments will be based on the HSE's template and consider:

1. What could go wrong?
2. How likely is such an event?
3. What could happen if such an event occurred?
4. What are the associated risks?
5. How can the risks be reduced?
6. Who is responsible for taking action to reduce risk?

Should you have any questions regarding our Health and Safety Policy, we can be contacted at centre-stage-productions@outlook.com.