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Health & Safety policy

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1. Aims

Our Society aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe procedures amongst members, volunteers and visitors
- Have robust procedures in place in case of emergencies
- Check that the premises and equipment are maintained safely, and are regularly inspected

2. Roles and responsibilities

2.1 The Management Committee

The Management committee has ultimate responsibility for health and safety matters, but will delegate day-to-day responsibility to the Stage Manager and/or Production Manager and/or the Chair of the Management committee.

The Management committee has a duty to take reasonable steps to ensure that members, volunteers and visitors/audience members are not exposed to risks to their health and safety.

2.2 Stage Manager/Production Manager/Chair of the Management committee

The Stage Manager/Production Manager/Chair of the Management committee are responsible for health and safety day-to-day. This involves:

- implementing the health and safety policy;
- ensuring there are enough approved adults to safely supervise Youth Theatre members;
- reporting to the Management committee on health and safety matters;
- ensuring appropriate evacuation procedures are in place in rehearsal and performance venues;
- ensuring that in their absence, health and safety responsibilities are delegated to another member or volunteer;
- ensuring risk assessments are carried out and reviewed.

2.3 Health and safety lead

The nominated health and safety lead is **Gary Harvey**.

2.4 Production team/volunteers

Production team/volunteers have a duty to take care of Youth Theatre members in the same way that a prudent parent would do so.

Production team/volunteers will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with the Management committee on health and safety matters;
- work in accordance with instructions;
- inform the appropriate person of any rehearsal or performance situation representing a serious and immediate danger so that remedial action can be taken;
- model safe practice for Youth Theatre members and others;
- understand emergency evacuation procedures and feel confident in implementing them.

2.5 Members and volunteers

Members and volunteers are responsible for following the Society's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of the production team or the Management committee.

2.6 Contractors (e.g. providers of lighting, sound, or set)

Contractors will agree health and safety practices with the Stage Manager and/or Chair of Management committee before starting work.

3. Site security

The key-holders have responsibility for the security of rehearsal premises and Youth Theatre performance venue. They are responsible for visual inspections of those areas of the premises to which they are allowed access, and for the arming and disarming of intruder alarm systems.

4. Fire

The Management committee (or their representatives) are responsible for checking rehearsal and performance venues to see that emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A checklist can be found in Appendix 1.

In the event of a fire:

- the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- fire extinguishers may only be used by those who are trained in how to operate them and are confident they can use them without putting themselves or others at risk;
- lead volunteers will take a roll-call of members, which will then be checked against the attendance register of that day;
- members and volunteers will remain outside the building until the emergency services say it is safe to re-enter.

5. Equipment

- All equipment belonging to the Society is maintained in accordance with the manufacturer's instructions.

5.1 Electrical equipment

- All members, volunteers and contractors are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

5.2 Props and set

- Members and volunteers are taught how to carry out and set up equipment safely and efficiently. Stage staff check that equipment is set up safely.
- Any concerns about the condition of the floor or other parts of the set will be reported to the Stage Manager.

5.3 Tiering

- Tiering will only be erected and dismantled under the supervision of an appropriately trained person.

6. Lone working

6.1 Before/after rehearsals/performances

- Key-holders must avoid unlocking or securing premises unless accompanied by another adult.
- Youth Theatre members must be supervised until collected by a responsible adult.
- Members/volunteers must not be left unaccompanied outside the premises following rehearsals/performances.

6.2 Preparation work for rehearsals/performances

- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other members/volunteers are available.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member/volunteer is and when they are likely to return.

7. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

8. Accident reporting

8.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member or first aider who deals with it. An accident form can be found in Appendix 3.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the accident book will be retained by the Society for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

8.2 Reporting to the Health and Safety Executive

The Chair will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). There is a summary of these in Appendix 2.

The Chair will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

8.3 Notifying parents

The Chair will inform parents of any accident or injury sustained by a Youth Theatre member, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

8.4 Reporting to child protection agencies

The Chair will also notify **Bolton Referral & Assessment team (01204 331500)** of any serious accident or injury to, or the death of, a pupil while in the Society's care.

Appendix 1: Fire Safety checklist

Issue to check	Yes/No
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Do all members and volunteers understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2: Reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done.

Appendix 3: Accident reporting form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the society will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	