

## Health and Safety Policy

### **1. HEALTH AND SAFETY GENERAL POLICY STATEMENT**

The Woodseats Musical Theatre Company will throughout this document be referred to as WMTC. The WMTC Committee have developed this guide to help observe proper procedures in health and safety to help mitigate stresses and dangers so that involvement in WMTC is enjoyable and safe. We all have a duty to try and avoid accidents to ourselves or others.

This policy will be checked regularly to make sure that our health and safety objectives are achieved and maintained.

### **2. APPOINTMENT OF SAFETY PERSONNEL**

WMTC has appointed its Production Manager as its Health & Safety Officer who will throughout this document be referred to as HSO. The HSO will keep an overall watch on the policies set out below and will help maintain proper standards. Should the need arise the HSO may appoint a deputy.

At every WMTC event the HSO or their deputy will be present. In the case of an independent venue the HSO will liaise with the venue's own HSO.

Members must abide by any instructions given by the HSO. The HSO may, on occasion, need to remove a member from rehearsals, performances, or other activities if that member's behaviour may cause a risk to the safety of themselves and others.

### **3. INFORMATION**

#### **3.1 Member's Information**

We ask that members provide us with any information that they feel may be relevant to the health and safety of themselves or others. Members are responsible for their own personal health and safety but may wish to inform the HSO of any situations that they feel may be relevant to the HSO of themselves or others.

#### **3.2 Special Circumstances**

Due to the nature of some productions, for example where a historical context is relevant, glasses or other aids may need to be removed. It is members' responsibility to inform the HSO if this causes any issues.

#### **3.3 Alcohol and Smoking**

No alcohol may be consumed during any rehearsal, backstage or on stage. All buildings that WMTC use for rehearsals and performances have no smoking policies that must be followed.

### **3.4 Infectious Diseases**

In respect of infection control during an epidemic, pandemic or other reason, all members must adhere to any isolation requirements as deemed necessary by a medical professional or Government regulation.

## **4. SIGNING-IN AND OUT**

WMTC uses a sign-in and sign-out register for rehearsals and performances. Each member is required to sign-in and sign-out personally, plus any subcontractors, such as lighting and sound personnel etc.

## **5. REHEARSAL REQUIREMENTS**

### **5.1 Safety at Rehearsal**

The HSO is responsible for keeping any risk assessments up to date and checking that temporary props and staging are safe to use. Members are also responsible for their own safety and if anyone feels uncomfortable using temporary props or staging this should be brought to the attention of the HSO and this will be taken into consideration. Members are asked to attend rehearsals wearing suitable clothing and footwear and special care should be taken when wearing specialised footwear.

### **5.2 Fire Instructions**

The HSO should be aware of Risk Assessments at all venues occupied for rehearsals or performances by WMTC and all members must know the location of the fire extinguishers, fire exits and the assembly points. In the case of emergencies, including any fire drills, everyone will follow instructions given by the HSO and will report to the HSO at the assembly point. HSO must give the signing in sheet to the relevant Fire Officer or appointed person at the assembly point. Members are asked not to obstruct any fire exits, inside or outside the building.

### **5.3 Accident / Incident recording**

All accidents, where injury is caused, or any incident where injury could have been caused, will be recorded in the WMTC Accident Book by the HSO. Such recording should be made at the time of the accident or incident, or as soon as it practicable.

The HSO will be responsible for informing any statutory bodies: Eg Doctor or paramedics of an accident or incident requiring notification. All accidents / incidents and action taken, will be reviewed by the committee at the next committee meeting or earlier if deemed necessary.

## **6. Production Venues**

### **6.1 Dressing Room**



If at any time there are any safety issues regarding the dressing rooms, eg visual or audible links, light, plumbing etc, or any other problem, the HSO should be informed.

All members are asked to keep their dressing room tidy at all times and to ensure at the end of the production the dressing room is left tidy with all rubbish in the bins provided.

## **6.2 Personal Electrical Equipment**

Any electrical appliance eg Hair dryers / straighteners / hair rollers / fans brought into the venue must refer to the venues own electrical safety policy

All plugged in appliances must be disconnected whilst not in use and especially at the end of each performances when members leave the building.

## **7. ON-STAGE AND IN THE WINGS**

The Stage Manager is responsible for WMTC stage crew and performers and should liaise with the HSO and other relevant venue staff regarding all procedures.

The HSO will consult with the Stage Manager, Venue Staff and contractors to ensure a risk assessment is undertaken. Any special arrangements will be written down as amendments to these procedures for use in any specific circumstances.

Where the venue has carried out its own risk assessment, the HSO will liaise closely with the venue.

All WMTC members attending a performance venue must attend all Health and Safety briefings given by the venue. In the case of evacuations, cast and crew will follow instructions given by the venue staff and will report to the HSO who will submit the signing in form to the Fire Officer or appointed person at the assembly point.

## **8. FRONT OF HOUSE**

The WMTC Front of House Manager manages the Front of House Team and will liaise with the venue staff so that each party has understood their respective roles.

Before each performance, the Front of House Team must sign in upon arrival and be given fire and emergency procedure information before the production starts and must sign out upon leaving the venue. In the case of an evacuation the Front of House team will follow instructions given by the venue staff.

## **9. ORCHESTRA**

The HSO will inform the Musical Director (MD) about the health and safety procedures. The MD must check that the orchestra is familiar with the procedures and no unauthorised members of WMTC should enter the orchestra pit.

In the case of an evacuation the MD and orchestra will follow instructions give by the venue staff.

Where WMTC members are assisting contractor and or working with props, during set-build and get-in/get-out, they must wear the appropriate Personal Protective Equipment (PPE) and use the appropriate tools for the tasks being carried out. The Stage Manager and stage crew must liaise with the venue staff and contractors to decide upon the methods of safe practice that will be followed during set-build and get-in/out at the performance venue. Any special arrangements should be written down as amendments to these procedures for use in any specific circumstances.

WMTC members should make an appropriate judgement about their own capability to participate in these activities.

### **11. SAFE SYSTEMS OF WORKING**

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

### **12. ELECTRICAL SAFETY**

All electrical equipment owned / used by WMTC is subject to an annual inspection and testing by a competent authority. At the conclusion of each inspection and test, the equipment will be labelled to show its inspected status.

Any equipment that fails to pass the inspection will be removed to prevent use. Equipment will be stored and maintained in a safe working condition between inspections.

### **13. USING SUB-CONTRACTORS**

The HSO will ensure that all contractors are aware of their Health and Safety responsibilities including risk assessments where appropriate and have an up-to-date Public Liability Certificate. The HSO will liaise and discuss with contractors any operation or process that may put WMTC members at risk. The HSO will inform all contractors of the relevant procedures set out in this policy. Contractors are instructed to work in accordance with this policy and any relevant Health and Safety Executives Information Sheet.

Risk assessment sheets completed by the HSO are filed with the relevant production documents.

### **14. PERFORMANCE VENUES / REHEARSALS AND PRODUCTION**

All accident/incidents occurring at the production venue must be recorded in the WMTC Accident Book whether injury has occurred or not and also reported to the venue's HSO to be recorded in their appropriate documentation.