

HEALTH AND SAFETY POLICY

Section 1: Policy Statement

The South Devon Players LTD (SDP) is committed to protecting the health and safety of all its team including volunteers, artistes, contractors and all others with whom our work brings us into contact.

SDP's is to provide and maintain safe systems of work for all those working for or on behalf of SDP and to provide members of the team with such information, training and supervision as they need in order to maintain these safe systems.

SDP recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by adopting this Health and Safety Policy.

This Policy will be reviewed annually or more frequently if there are significant changes to our work practice.

SDP believes that co-operation and consultation with all involved with our productions and tours, is essential and all persons are made aware of their responsibilities.

A copy of this Policy will be publicly made available to all via our website and attention drawn to it as needed . Action may be taken or failure to comply with this Health and Safety procedure.

Section 2: Structure and Responsibilities

We are led by a small multitasking team. It is the obligation of all in leadership positions (eg director, producer, technicians, choreographers, etc) to be aware of the health and safety requirements of their role, and the impact of safety considerations in their role upon themselves and all others.

If a health and safety error is found, we will take action to prevent reoccurrence. Those in positions of responsibility shall be responsible for ensuring that outside contractors, freelancers, artistes etc. are aware of this Policy and that outside contractors must produce suitable risk assessments for their work, access to theatre company equipment or property.

As we do not own our own premises, and instead rent a rehearsal room and prop storage on a weekly basis, and then tour our shows to regional theatres, churches, village halls, etc, each of these external venues are asked for their health and safety information inclusive of venue risk assessments, fire evacuation procedures, and terrorist prevention policy. In some cases where small often elderly groups run rural parish halls, these may not be available from the venue, therefore, in such cases, we will implement relevant procedures, designed around the space, for the duration of our time there.

Other actors, crew, contractors, freelancers and volunteers

All persons must make themselves fully aware of the SDPs Health and Safety Policy and, at the start of each project are directed to this, and our wider range of operational policies on our website, in writing.

To this end:

- Shall observe and promote all safety rules at all times.
 - Familiarise themselves with the evacuation procedure and nearest emergency exits at each venue they attend
 - Familiarise themselves with the safe operating procedures and instructions applying to their roles
 - Report any defect or health hazard to the relevant stage manager, choreographer, technician, producer or venue owner
- ← Report any accident or dangerous occurrence to the relevant stage manager, choreographer, technician, producer or venue owner
- Shall not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.
 - Shall not make any repairs or carry out maintenance work of any description unless authorised to do so.
 - Shall comply with all hazard warning signs and notices displayed on the premises.
 - Must not obstruct any fire escape route, fire equipment or fire doors.
 - Must report to the production team any medical condition, which could affect the safety of themselves or others.

2.7 All Other Persons on Theatre Premises

Any team member or visiting company who brings in any other person or company to work on the premises accessing restricted spaces/ lockups containing theatre equipment, props, sets, or technical equipment must ensure that those persons:

- Shall observe all aspects of the Health and Safety Policy.
- Shall not work on the premises until all relevant rules are read understood and accepted.
- Shall provide risk assessments to the relevant head of department covering the area of their activity.

Section 3: General Arrangements

Evacuation and Fire - Policy and Procedure

General Statement

SDP takes its Fire Safety duties seriously. For this reason SDP has formulated this Policy to help comply with legal obligations to team and visitors under the Fire Precautions Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety Policy also forms part of the Theatre's overall Health and Safety Policy.

team members duties

All team members have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with SDP Management in complying with any procedures that they may introduce as a measure to protect the safety and well-being of our volunteers and visitors.

Communication

Theatre Management will keep volunteers informed of any changes that are made to this Fire Safety procedures and Fire Risk Assessment. Theatre Management will also ensure that all team members are familiar with all available escape routes.

Procedures

Theatre Management have introduced the following procedures in order to maintain high standards of fire safety:

- A Fire Risk Assessment is requested of each space where we rehearse or perform.
- Training will be provided as necessary to any volunteer given extra fire safety responsibilities, such as fire wardens.
- All new team members will be provided with information on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- Venues at which we rehearse or perform, are asked to provide their fire risk and evacuation information.

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire

Investigate source and cause of suspected fire.

If you feel that it is safe to do so, attempt to extinguish any small fire using the equipment provided but DO NOT put yourself at any personal risk. If you find yourself using more than one extinguisher or are incapable of fighting the fire, if it impossible or unsafe to extinguish the fire promptly raise the alarm.

Alert those in your immediate vicinity and immediately activate the fire alarm at the venue.

If you discover a fire on stage or backstage during a performance, raise the alarm and then calmly inform a member of the Front of House team.

Dial 999 and notify the Emergency Services. You will be able to refer to the show posters, or your show call information, for the venue address and postcode (this is because we tour to different premises) .

If it is a false alarm or the fire has been extinguished, there is no need to activate the alarm, notify Emergency Services or evacuate the premises. Any false alarm or successful extinguishing of a fire must be reported to the Duty Manager and venue staff immediately.

Fire Extinguishers

There are three types of Fire Extinguisher

CO2 fire extinguishers are suitable only for use on flammable liquid fires and fire involving electrical equipment; stage lighting, fuses, computers etc.

Water and Foam Extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and must not be used around electrical equipment or outlets

During Performances

If an evacuation is to take place or a performance halted by the discovery of a fire in the Dressing Room / Office Buildings during a performance, the director or stage manager will make an announcement from stage and venue staff will calmly assist patrons from the venue and make their way to the appropriate assembly point

The Fire Assembly points vary by venue, but all team members arriving at the call time, will be advised of their location

- Remain calm and logical at all times during the evacuation.
- Continue with the evacuation even if the alarm stops.
- Do not stop to collect personal belongings or encourage patrons to do the same.
- Do not run or encourage patrons to do the same.
- Do not re-enter the building until instructed to do so by the Fire Services or Duty Manager and ensure that patrons do the same.

No one is permitted to remove their car from the car park until instructed to do so by the venue staff

Your Safety

The safety of team members and others, including members of the public, is paramount and at no time should any unnecessary risk be taken.

Bomb Threat

SDP will ensure that all volunteers who could conceivably receive a bomb threat are aware of handling procedures.

Any bomb threat must be taken seriously and reported to the venue staff, and to the show director, who, in turn must report the incident to the police immediately.

If a bomb threat is received:

If over the phone

- Remain calm and listen carefully to the details.
- Do not seek to antagonise the caller.

- Attempt to obtain as much information as possible, taking note of all details about the threat and the person / group making the threat; location and time, names, background noises etc.
- When the caller rings off, dial 1471 to see if you can obtain their number.
- Immediately report the incident to the venue staff and show director, and present them with the information attained.

- Leave the building if instructed to do so by venue staff, the stage manager or a police official.

If Via post

- Inform the Police Immediately and follow any advice given.
- Inform the venue, and the team members.
- Ensure that nobody has physical contact with the letter / parcel except the person who first touched it.

If either building is to be evacuated following a bomb threat, the same method as used for fire will be adopted. Please be aware of any special instructions or directions issued in this instance – it may be that you have to specifically avoid using certain routes.

Other terrorist incidents

In the case of other terrorist activity, team members are asked to work with the venue staff in order to keep people as safe as possible, this may (depending on the situation) require assisting with the calm evacuation or concealment of those in the building, locking doors to prevent an attacker proceeding through the building, calling the emergency services (999). No team member should risk their own safety to confront or tackle a terrorist person.

First Aid

Each of our productions has at least one person trained in first aid.

Any accident or injury that occur no matter how minor, must be reported to the venue and stage manager who will complete an Accident / Injury Report Form. SDP's Accident forms are kept in the in the production teams admin touring box,.

First Aid boxes are brought on tour with us, and can be obtained from the large admin touring box, in a green case.

All First Aid boxes will be monitored to ensure that they are correctly stocked, listing the contents in each box.

Unless trained and qualified, First Aid must not be administered to Patrons by a team member. All accidents and injuries to Patrons must be reported to the venue and is the responsibility of the venue to decide whether an ambulance is necessary.

General Workplace Safety and Training

SDP recognises that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training team members in the correct usage of equipment.

Training falls into three distinct areas:

1. Fire and Safety (including risk assessment)
2. First Aid
3. Technical Skills

The Theatre ensures that all relevant volunteers will be thoroughly trained in all applicable areas to ensure the safety of the cast, crew and patrons.

Drug and Alcohol Policy

SDP operates a no tolerance approach to the use of illegal drugs. If anyone is found to be in the possession of illegal substances or suspected to be under the influence of either drugs or alcohol whilst on Theatre premises, they will be asked to leave immediately and an investigation will commence, in line with the SDP's Disciplinary Procedure.

Work Related Stress Policy

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.

Stress can affect anyone and is not a sign of weakness. SDP recognises that work-related stress can damage the mental and physical health of its team members and that stress is a Health and Safety issue which must be taken seriously by the organisation.

SDP will:

- Work to identify all workplace stressors to eliminate or control the risks from stress. These risks will be regularly reviewed.
- Provide training for all managers and supervisory staff in good management practices if required.
- Provide adequate resources to enable managers to implement actions identified in risk assessments.

SDP will:

- Ensure good two-way communication between themselves and their team.
- Ensure that team members are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented.
- Ensure that bullying and harassment is not tolerated within their area of responsibility.
- Carry out risk assessments within their area of responsibility.
- Implement recommendations of risk assessments carried out within their area of responsibility.
- Monitor working hours to ensure that team members are not overloaded or overworking.
- Ensure volunteers have adequate opportunities for rest, meals and refreshments.
- Attend training as requested in good practice and Health and Safety.
- Ensure team members are fully trained to carry out their duties.
- Ensure team members are provided with meaningful developmental opportunities.
- Ensure that team members experiencing stress have access to appropriate sources of advice and support where possible
- Ensure lone workers are provided with effective supervision and support.
- Offer additional support to a member of the team who is experiencing stress outside work, should it be appropriate.
- Encourage a culture where stress is not regarded as a weakness.

All volunteers will:

- Report issues of concern to SDP management so that any problems can be addressed and where possible prevented.
- Give full consideration to opportunities for additional support when recommended.

Section 4: Code of Practice

Disciplinary & Grievance Procedures

All team members will be treated fairly and with respect and SDP's commitment to that is laid out fully in the Equal Opportunities Policy. SDP commits to create an environment in which individual differences and the contributions of all participants are recognised and valued. Every team member is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

A formal Disciplinary & Grievance Procedure is available on the policies page of our website www.southdevonplayers.com

Personal Protection Equipment (PPE)

SDP will ensure that proper PPE will be available to all team members. All items will be properly monitored and assessed for safety and use. Volunteers will be instructed on proper use and care for the equipment as and when required. Such equipment will cover the following:

- disposable masks
- Eye protection
- Hand protection

If, for any reason, appropriate PPE is not available for the specific task, the person must not attempt to complete the task. SDP supports anyone's right to refuse a task on the grounds of Health and Safety.

Chemicals and Hazardous Substances

Regulations of the Control of Substances Hazardous to Health (COSHH) aim to protect team members as well as the public from exposure to health damaging substances.

Requirements from COSHH are as follows:

- Identifying hazardous substances present in the space.
- Assess possible health risks from the substances.
- Reduce or control the health risks.
- Provide PPE if the risks cannot be reduced to an acceptable level.
- Provide and monitor control systems to ensure they are properly working.
- Inform and train team member on controlling health risks.
- Review Assessments when necessary.

SDP will ensure that all hazardous chemicals in the space are restricted from easy access and team members will be fully trained and informed about any use of such chemicals prior to handling.

Electricity

All electrical systems used at SDP will be monitored and tested to ensure the safety and minimize any risk of electrical shock, burns, fires and explosions.

If any problems with electrical equipment are found, the equipment should not be used. It must be labelled as faulty and reported immediately to SDP technicians and management.

Lifting and Manual Handling

SDP understands the risks involved in lifting and manual handling and will thoroughly assess situations in which manual handling and lifting are necessary. Assessment will consider the tasks, the loads, the working environment and the people involved and will endeavour to reduce the risk of injury so far as is reasonably practicable. Proper assistance and instruction will be present for any hazardous lifting operation.

Use of Equipment (General)

SDP will ensure that all team members are fully informed of all equipment and its use. All team members will be fully trained before the use of any such equipment.

SDP ensures that risk assessments will be carried out to assess the hazards presented by the work equipment and identify any precautions which are needed to ensure the Health and Safety of team members

Team members must ensure that precautions required for the safe operation of work equipment are used in accordance with training or instructions received.

Team members must inform venue staff, and SDP management of any situation that may present a danger to their own and others' Health and Safety.

Workplace Security

Always challenge any persons unknown to you who are in backstage or restricted areas, who are unknown to you or not wearing venue staff identification. Always ask people to identify themselves before allowing access to any unknown persons into any restricted area.

SDP recommend that valuables are not brought on to the premises as the Theatre does not accept responsibility for any personal loss of money or valuables.

Noise and Noise Restrictions

SDP will ensure that noise control measures are used and volunteers will be monitored to guarantee that there is no exposure to unhealthy levels of noise. Appropriate means of measuring noise will be provided and used at all appropriate times.

Due to the close proximity of the regular rehearsal space to resident properties, all noise (construction, music, etc.) within the rehearsal space must stop by 11pm Sun - Thu and Midnight, Fri - Sat.

Special Groups at Risk

Attention is drawn to our Safeguarding Policy which must be followed at all times.

New and Expectant Mothers

The law requires team members to identify any specific risks in the workplace that could pose a Health or Safety risk to new and expectant mothers. It is then required that all identified safety hazards and risks are taken care of by SDP.

Working at Height

SDP recognises that nominated and approved team members may be required to work at height using equipment provided by the venues.

SDP is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its members in the use of such equipment.

The person deemed in charge of operation in hand is responsible for ensuring that:

- The equipment provided for their use in the venue is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- That team members have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations.
- That access to the working area is denied to non-approved personnel.
- That the equipment whether owned by the venue or brought in by SDP in meets the minimum requirements as laid down in the respective British or European Standard.
- Appropriate PPE must be worn at all times whenever anybody is working at height.

Reporting Accidents and Incidents

All accidents and incidents will be investigated by SDP Management.

All accidents and injuries must be recorded in the Accident Book t, within 12 hours of the incident.

SDPs First Aid boxes are located in: the large box of admin/ tools etc that travels with us to rehearsals and shows.

4.13 Workplace Health & Safety Guidance

Here is some general workplace Health and Safety guidance which you are expected to follow:

- On spotted a hazard which a team member is able to remove safely and without additional specialist skills, do so immediately. e.g. simple trip hazards caused by boxes or other obstructions in corridors,

small spillages. Be vigilant about these sorts of easily removable hazards. Slippery floor surfaces are particularly dangerous.

- Team members should never attempt to fix anything they are not qualified to fix or remove hazards that they are not qualified to remove. This includes electrical work, plumbing, woodwork etc.
- Light bulbs and smoke detector batteries should be replaced by the SDP technician and venue technician only as relevant
- If a team member finds that a piece of equipment is faulty, the venue or the SDP team leader must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as 'Out Of Order'.
- If a team member is asked to be a key holder or responsible for the keys, they must ensure that these are kept safe at all times.
- Team members should ensure that all lights and non-essential electronic equipment is switched off and all doors and windows are closed at the end of an event.
- Team members should never attempt to lift heavy or awkward items unless they are familiar with the recommended manual handling procedures.
- Team Members should use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous. This includes the use of some cleaning fluids, e.g. bleach.
- Team Members should never take it upon themselves to change the location of Fire Extinguishers, First Aid boxes, Fire Blankets, Accident Books, Safety Signage or any other safety equipment. If a team member believes that any of these are badly located, they should inform the venue staff or SDP management. . The position of fire fighting equipment subject to licensing regulations. Under no circumstances should fire extinguishers be used as door stops.

Section 5: Undertaking tasks

All team members in the theatre must be approved by SDP Management and follow safety guidance given e.g. on manual handling, working at height, safe use of equipment, use of ladders. They must read this Health & Safety Policy statement and any relevant risk assessments, policies and procedures. They must use the SDPs tools and equipment unless otherwise agreed with SDP Management

Working with members of the public

Team members at SDP may come into contact with members of the public, Here is some guidance to bear in mind:

- * Team members must remain polite and calm in all dealings with members of the public.
- *Team members should ensure that they are well informed by keeping up to date with production information – a Team member may need to describe a show or name the actors, for example.
- *If a Team member is about to undertake front of house staffing, they should imagine that they are an audience member who has never been to an SDP show before. Is SDP ready to open to the public?
- *Team members must listen carefully to any complaints and take all complaints seriously. Team members should ensure that they know who to refer specific complaints to and if that person is not available, take as many details as possible rather than trying to deal with the complaint themselves (name, address, phone number, full details of the complaint).
- *Team members must never give out information that they are not completely certain of or are not authorised to give out. This includes information on future productions which have not yet been publicised.

- Team members should make their own judgement as to what is urgent and contact appropriate persons if necessary. If by telephone, such calls must always be done in private, not in front of Patrons.
- If an audience member is breaking a rule e.g. photographing a show, talking on their mobile phone in the auditorium, team members should explain the rules to them as politely as possible, remaining calmly insistent if appropriate and requesting assistance from a colleague if needed. If an audience member is abusive in any way, team members must remain calm and support each other.

The telephone number of the local police station is 101 and should be used if necessary.

Section 6: Insurance

SDP has comprehensive insurance cover for all its activities. Our public liability insurance certificate is available on request.

Section 7: Risk Assessments

The purpose of Risk Assessments is to enable decisions to be made on the need for action and the priority of action required in terms of eliminating hazards, reducing hazards at the source or controlling exposure to hazards.

SDP will actively use formal Risk Assessments, making sure they are carried out and reviewed when working conditions, locations or practices change.

If you have any questions or concerns about Health and Safety at any point do not hesitate to discuss these with SDP Management.