

## **SBPlayers Health & Safety Policy**

**[Including Risk Analysis and Assessment]**

### **EQUIPMENT:**

- (1) SCENERY AND PAINTS
- (2) LIGHTS
- (3) SOUND EQUIPMENT
- (4) SET - BUILDING TIMBER / STAGING/ FLATS ETC.
- (5) PROPS
- (6) COSTUMES

### **PREMISES:**

1. **GARAGES** at D Bloor residence – holds costumes and some props.
2. **LOFT AREA** a small storage area in Joseph Wright Hall - containing Scenery/Flats.
3. **JOSEPH WRIGHT HALL** – theatre area containing lighting, sound equipment and props.

### **PURPOSE OF GROUP:**

To stage productions ie plays, pantomimes, musical entertainment, festival plays and social functions.

### **RISK POTENTIAL / ASSESSMENT:**

#### **(1) Garage:**

Some heavy equipment is stored in the garage. There is a potential for injury to individuals when removing or storing our equipment. Special care should be taken if the grass outside the garage is wet or recently cut.

#### **Recommendations:**

- (a) There should always be at least two persons present when removing or storing items – one of whom, if possible, should hold a basic First Aid Certificate.
  - (b) If heavy items are to be moved then an appropriate number of individuals must be present to prevent, so far as possible, anyone putting themselves at risk.
  - (c) Great care must be taken to ensure that personal safety is the paramount consideration.
  - (d) Before any production the Stage Manager and/or a member of the committee should carry out a specific Risk Assessment, the extent of which will depend upon the nature of the production and equipment required to be moved.
  - (e) All individuals entering the Garage must be members of the group as must all individuals appearing in or helping with the group's productions or activities.
- (2) LOFT AREA** in Joseph Wright Hall - containing Scenery/Flats:

Access is obtained via a small staircase leading to the space. There should always be at least two persons present when accessing this area and storing or retrieving equipment. Care should also be taken in the loft space as the height is restricted in places. Heavy items being stored or removed must be handled by sufficient individuals. The recommendations under **(1)** should be adhered to save that the specific Risk Assessment referred to in **(1)** (d) should be undertaken by the Director and/or a member of the committee.

**(3) JOSEPH WRIGHT HALL – theatre area containing lighting and sound equipment:**

Joseph Wright Hall is accessible via the main entrance as well as entrances to the side, through other multi-purpose rooms. Recommendations (a), (b), (c) and (e) as stated in **(1)** above should be adhered to, taking in the amendment to **(1)** (d) referred to in **(2)** above.

**(4) Installation and use of the group's lighting equipment:**

This must only be installed and used by an experienced technical member of the group following the recommendations as set out in **(1)** above save as varied for **(1)**(d) as set out in **(2)** above, must be adhered to.

**Specifically:**

where the erection and positioning of the lights requires the use of a ladder or tower there must be someone to hold the ladder or tower and the person using the ladder or tower must take all reasonable care in the ascending/descending and positioning of the ladder and tower to ensure his/her safety.

**(5) Productions:**

Every production will be different, and it is recommended that a specific Risk Assessment to identify potential risks is carried out by the Stage Manager and Technical Director (and if necessary a committee member) prior to commencement of set building and rehearsals.

**Specifically:**

- (a) Where children or young people are involved extra precautions will be required. Reference should be paid to the Group's written Policy for the Protection and Safeguarding of Children. In particular they must be warned of potential risks eg running in the hall, care in getting on and off the stage.
- (b) The Fire Exits and action to be taken in the event of a fire must be explained at least twice, once at the first rehearsal and once before the first production. A full fire drill to be carried out before the production and when all participants are present.
- (c) Before the production all fire doors to be checked that they are unlocked and clear of any obstructions. An announcement should be made to the audience prior to the commencement of the performance indicating the necessary Fire Exits to be used in the event of a fire during the performance.
- (d) If strobe lighting is to be used in a production notice must be placed prominently in the programme and an announcement should be made to this effect to the audience before the production starts.
- (e) At least one person holding a current Basic First Aider Certificate must be present at all rehearsals and at all performances.

- (f) Set building, scenery painting, installing lights and sound all carry potential risks – such as:-
- (i) If a step ladder or ladder is to be used – there must always be one person to hold the step ladder or ladder and one to ascend, therefore it is necessary to always ensure there are sufficient back stage crew.
  - (ii) Great care must be taken while using tools (electric, power or hand) and the user must look to his/her own safety and the safety of others.
  - (iii) The stage is raised from the floor of the hall and access is via steps at the side or from steps at the front of the stage. Running on or off stage is not to be allowed (unless in a controlled way as an essential part of a production and as a given direction).  
  
All persons using the stage must be warned to take care at the front of the stage to prevent injury to themselves or others.
  - (iv) All users of the stage must be warned of potential trip/slip hazards eg protruding steps/scenery/use of water/smoke machines etc.
- (g) All rehearsals especially when using the stage carry potential risks and the comments made apply to both performances and rehearsals.
- (h) Members of the Group involved in performances should also be made aware of potential risks to themselves or members of the audience especially if performers are entering or leaving the stage via the floor of the hall or where any part of the performance takes place within the body of the hall
- (i) Any production or rehearsal involving the use of imitation swords or other sharp props or involving the use of flash/explosives etc will require specific attention to detail in the Risk Assessment for that production to ensure the safety of all cast and crew members and the general public.
- (j) Any incidents that do arise must be reported in the group's Accident Book which is maintained and kept by Mrs J K Guy as well as the Committee and our insurers notified.

The SBP Committee is responsible for the regular review, updating and implementation of this policy.

*Jeanine Guy*

Jeanine Guy  
(Chair / Child Protection Officer)

*Martin James*

Martin James  
(Vice-Chair)

[Revised April 2019]