

Aylesbury Opera Health & Safety Policy

Date Reviewed: 27/1/2026

Next Review: 27/1/2026



General Statement of Intent:

AO regards health and safety as a priority of the society and are therefore committed to doing everything that is reasonably practicable to ensure the health and safety of our members and audiences from personal injury, damage to property and foreseeable risk.

Aylesbury Opera's intentions are to:

- Provide adequate control of the hazards and risks arising from our society activities, productions & concerts.
- To consult with our members on matters affecting their health and safety.
- To ensure safe handling and use of hazardous substances.
- To provide information, supervision and instruction & training as necessary.
- To maintain safe and healthy working conditions.
- To provide a safe environment for audience members and visitors to attend our productions.
- To review and revise this policy at regular intervals.

Responsibilities

The health and safety of our society is the responsibility of the entire membership.

There is a responsibility on all members of Aylesbury Opera to:

- Report all accidents, injuries, near misses, property damage as a matter of urgency.
- To co-operate on matters of health and safety.
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their actions.
- To not interfere or misuse anything provided for health and safety purposes.
- To correctly use any items, protective clothing and equipment where provided & to use them in accordance with instruction and training.

Disregard for health and safety rules and procedures will be taken very seriously and may be assessed. The society reserves the right to exclude members from the society if deemed appropriate.

Venues

Aylesbury Opera hires venues for its activities and does not own any premises.

Risk Assessments

Risk assessments will be carried out by a nominated member to assess activities undertaken by Aylesbury Opera which have potential risk to members or other persons directly or indirectly involved for example audience members or sub-contractors.

The risk assessment involves addressing the following questions:

- Hazard Persons at risk
- Persons responsible
- Current controls
- Risk before measures
- Additional Controls
- Risk After Controls.

Risk assessments will be kept electronically.

Emergency Procedures

Responsibility for ensuring a fire risk assessment and emergency plan for the venue is in place with the owners of the venues we use. We perform at the DEMBE theatre. To find out what rehearsal spaces we use, please email...

First Aid

A first aid box is available at the DEMBE theatre.

Accidents

AO aims to prevent accidents so far as is reasonably practicable. In the event of an accident beyond the ability of a First Aider, an ambulance should be called immediately.

Steps to undertake following an accident are:

- Care for the injured person, including contacting emergency services where necessary.
- Control the accident scene if it is safe to do so.
- Investigate and undertake improvements where necessary.

Accident reports will be completed and kept digitally.

Equipment

All equipment owned by AO should be maintained in good condition such that it does not present a risk to health and safety.

All members of AO should be responsible for use of equipment and not attempt to operate equipment they do not know how to use.

AO are not responsible for maintenance of equipment not under their ownership.

All equipment owned or not should be visually inspected by members prior to use.

Any unsafe equipment should be taken out of use for disposal or repair and notified.

Adequate instruction and supervision should be given to inexperienced members when undertaking tasks involving an element of risk.

Power tools must not be used by those under the age of 18 without adequate supervision.

Members must take responsibility for checking new materials and equipment meet health and safety standards before purchase.

Manual Handling

Before carrying out a task which requires manual handling, consider in your assessment:

- Individual Capacity
- Load

- Environment
- Route

1. Plan the lift and then route
2. Position the feet
3. Adopt a good posture
4. Get a firm grip

Working at Height

Work from ladders and stepladders should be light duty and of short duration. They should be inspected prior to use to ensure they are not defective and are adequate for the proposed purpose.

Check the Hierarchy of Use – Risk Based

- Do you really need to work at height? e.g. Can you fix it / paint it / rig it on the ground and then lift it?
- Don't work at height if you can do it in any other way
- If you have to work at height, work from an 'existing safe place of work' e.g. Can "it" be moved to the gantry / fly floor / away from the trap? If there is no existing safe place of work, use proper equipment to prevent the fall
 - 1. Collective Measures: e.g. Barriers
 - 2. Individual Measures: e.g. Work Harness and Work Placement Equipment
Create a temporary safe place of work, using equipment that is made for that job
- If there is still the possibility of a fall, minimise height and consequences of the fall
 - 1. Collective Measures: e.g. Catch Net or Crash Cushion
 - 2. Individual Measures: e.g. Work Harness and Fall Arrest equipment
Remember: consequences for those fallen on as well as those who fall – o exclusion zones
- Minimise the risk by:
 - instruction,
 - training and
 - Supervision

Stage

The stage area should always be kept as clean and tidy as possible. Cables must not be run through fire doors. Fire must not be prevented from closing.

Hazardous Substances

The society will assess and control health risks from exposure to hazardous substances. Only approved products will be used in our productions.

Consultation with Society Members

The society will consult with its members in accordance with our commitment to the safe running of our society activities, productions & concerts.

Statement

Aylesbury Opera has adopted this Health and Safety policy in order to help members keep to a minimum any risk to themselves or others. It is intended as a statement of best practice and neither Parish Players nor the committee accept any liability for inadvertent failure by any member to comply with this policy.