

DIGSWELL PLAYERS HEALTH & SAFETY POLICY AND RISK ASSESSMENT 2019

POLICY

- * The Digswell Players Committee strives to prevent accidents during the course of our activities by managing the risks identified in our risk assessment.
- * The Committee provides clear instructions and information to our members, to minimise the risk of accidents or injury.
- * The Committee ensures that all electrical and other equipment is checked regularly, and that any hazardous substances are securely stored.
- * The Committee is particularly concerned to ensure the safety of children engaged in our activities. To this end, the Digswell Players have a Child Protection Policy, and specific sections of the H&S risk assessment relate to children.
- * The Committee encourages members to understand that health & safety is everyone's business, and provides information about who to go to with any concerns. The Committee will investigate such concerns without delay.

RISK ASSESSMENT

This assessment identifies potential hazards in the various areas of Digswell Village Hall, when the Digswell Players are engaged in our activities there.

For each hazard, the assessment gives the action or way of working which will minimise the risk of accident or injury.

GENERAL POINTS

- During preparations for and performances of a show, the Stage Manager is responsible for safe working practices.
- When general work or maintenance is being undertaken, the person directing the activity e.g. Lighting Manager, is responsible for safe working practices.
- If children are present when set building/construction is taking place, they must be in the care of a parent or guardian.
- A First Aid Box is always available in a clearly marked and unlocked cupboard, and a First Aider is on duty at all public performances.

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IN THE HALL AND ON THE STAGE

HAZARD	WHAT WE DO TO MINIMISE THE RISK
<p>The use of power tools could lead to accidents, as can other faulty equipment, and loose floor coverings during painting.</p> <p>When flats and backdrops are being moved or put in place, or stage lights are being adjusted, they may fall on someone.</p> <p>Electric shocks or fires can be caused by problems with lighting and other electrical equipment.</p> <p>If children are present or involved in painting scenery or other work, they may not be aware of potential risks.</p> <p>DURING A PERFORMANCE: An audience member may be taken ill, particularly as the Hall can become very warm.</p> <p>An emergency may require the performance to be stopped and hall evacuated.</p>	<p><u>All equipment</u> must be safety checked regularly, and floor coverings secured.</p> <p>Hard hats are to be worn when moving flats. No one must work alone on moving scenery, adjusting lights etc. Someone must be at the base of a ladder, to hold it steady, and keep the area clear.</p> <p>Village Hall Committee undertakes regular safety checks on electrical installations and extinguishers. Our Lighting Manager (currently Andy Barker) to ensure DP equipment is safe and regularly checked. A fire drill is held for all members involved in each production.</p> <p>All children must be accompanied by parent/carer during set building, and any activity they undertake must be with parental consent and under supervision. All children on stage during set building must wear hard hats.</p> <p><u>The contents of the First Aid Box</u> must be checked regularly, and a First Aider must be in attendance at all performances. When heat is a potential problem, windows must be opened, fans switched on, and cold water and cloths available.</p> <p>The Stage Manager is responsible for taking the decision to stop a performance, to announce this, to check that everyone is out of the Hall, and to be on hand when emergency services arrive. The House Manager is responsible for directing audience members out of the Hall. All audience chairs are fixed together, to facilitate a speedy and safe exit, and the House Manager must pay particular attention to any wheelchair users. Full instructions are provided to those in these roles at each performance. (See Emergency Procedures during a Show ; Appendix 1)</p>

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IN THE LIGHTING BOX, LOFT, SHED AND WORKSHOP

HAZARD	WHAT WE DO TO MINIMISE THE RISK
<p>Electrical and other equipment in all areas can develop dangerous faults.</p> <p>Access in and out of the lighting box and the loft can lead to falls from the ladder.</p> <p>As the lighting box ladder leads down into the audience area, there is a risk of danger to audience members as people climb down, or if items fall from the box.</p> <p>As the loft ladder is in the dressing room, the potential dangers are greater during shows, as there are many people around the base of the ladder.</p> <p>Tools and various substances used and stored in the shed and workshop can be a source of danger.</p>	<p>All equipment to be checked regularly.</p> <p>Loft ladders to be checked annually for safety and someone always at base of ladder.</p> <p>Only members of the lighting team may access the lighting box during performances, and they must ensure that no items are left where they could fall on to the audience.</p> <p>When possible the loft ladder should not be in place during a performance. If this is necessary, the Director and Stage Manager must plan for this to be carried out safely, and all those in the dressing room, particularly children and their chaperones, must be warned of the potential dangers.</p> <p>Only competent people must use tools, and the person directing the activity is responsible for ensuring this is the case, and that all equipment etc is safely stored after use, and the shed/workshop locked.</p>

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OUTSIDE THE HALL

HAZARD	WHAT WE DO TO MINIMISE THE RISK
<p>If children are outside Hall during rehearsals, they are at risk from cars, and also from strangers.</p> <p>There are a number of steps at the back of the hall, which are particularly hazardous in the dark.</p>	<p>Directors to be told not to allow children to play outside during breaks in rehearsal, except when there is an adult supervising, and the gates are closed to prevent vehicular access. Children must not be allowed to be outside the front of the hall at all.</p> <p>Any damage to the steps or problems with external lights should be reported to the Players' Committee, for referral to the Village Hall Committee.</p>

AFTER PLAY PARTY

HAZARD	WHAT WE DO TO MINIMISE THE RISK
<p>Everyone is inevitably 'buzzing' at this event, and alcohol is consumed. However, the Hall is still a potentially dangerous area, with scenery, props etc. lying around on the stage and in the dressing room.</p> <p>There will be many children at the after-pantomime party, who will be very excited, so this makes the likelihood of accidents greater.</p>	<p>The stage and dressing rooms must be 'out of bounds' for the duration of the party, and the Stage Manager must ensure flats are safely secured, and props are put away where possible.</p> <p>Parents to be told during the audition process that no child can attend the party unless supervised, and no child will be allowed on the stage or in the dressing room, or out in the car park.</p>

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CHILDREN

<p>When children are attending a rehearsal or performance, we have a particular responsibility to keep them safe from injury or abuse.</p>	<p>Our Child Protection policy must be communicated to director of any production involving children, and is displayed in the hall. It will be made available to all parents during the audition process.</p> <p>Child Protection Officer (CPO) will have an emergency contact number for every child, when an activity is taking place, and any health issues should be noted, and given to First Aiders.</p> <p>Any member becoming aware of any risk (injury, abuse or any other cause) to any child must report this to the CPO or the Chairman, who must investigate the issue, take appropriate action, and minute their actions.</p>