



On The Mark Youth Theatre

Health and Safety Policy

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Organisation	On The Mark Youth Theatre (OTMYT)	Contact	enquiries@otmyt.co.uk
Document owner	Janice Craine	Review date	May 2027
Applies to	Staff, workers, freelancers and volunteers	Status	Current

Statement of commitment

OTMYT is committed to providing a safe and healthy environment for children, young people, staff, workers, freelancers, volunteers, parents, carers and visitors.

We recognise our responsibility to manage health and safety in a sensible and proportionate way across weekly sessions, rehearsals, workshops, performances, theatre venues, trips and events.

Scope

This policy applies to all OTMYT activities, including weekly sessions at Christleton High School, rehearsals and workshops at Christleton High School and theatre venues, production performances at theatre venues including Storyhouse, and occasional trips and events in other locations.

Responsibilities

Role	Responsibility
Overall organisation lead	Simon Phillips
Health and Safety Lead	Janice Craine
All staff, workers, freelancers and volunteers	Take reasonable care of their own safety and the safety of others, follow OTMYT procedures and report hazards or concerns promptly

Arrangements

Risk assessment

OTMYT maintains a written risk assessment covering the main risks associated with drama, singing, dance, rehearsals, workshops, performances, venues, movement around premises and other relevant activities. Risk assessments are reviewed annually and updated following significant incidents or changes in activity.

Venues and premises

OTMYT uses hired venues and theatre spaces. Where activities take place in external venues, OTMYT will follow venue rules, fire procedures, access arrangements and health and safety requirements. Venue-specific risks will be considered where necessary.

Supervision

Children and young people will be appropriately supervised during OTMYT activities. Supervision levels will reflect the age of participants, the nature of the activity and the venue being used.

First aid and accidents

Trained first aiders are present at sessions wherever possible. First aid kits are available during sessions, rehearsals and productions. Accidents, injuries and significant near misses should be recorded and reported to the Health and Safety Lead or senior member of staff present.

Fire and emergency procedures

Staff should familiarise themselves with exits, assembly points and emergency procedures at each venue. In the event of an evacuation, children and young people must remain supervised and registers or attendance information should be checked where possible.

Medical needs and allergies

Parents/carers are asked to provide relevant medical, allergy and emergency contact information. Staff should be made aware of information that is necessary for the safety and wellbeing of children and young people.

Equipment, props and technical areas

Props, staging, sound, lighting and other technical equipment must be used safely and under appropriate supervision. Children and young people should not interfere with technical equipment unless specifically supervised as part of an activity.

Manual handling

Staff and volunteers should avoid unsafe lifting or moving of heavy items. Larger items, staging, scenery or equipment should be moved with suitable assistance and care.

Freelancers, contractors and visiting practitioners

Freelancers, contractors and visiting practitioners are expected to work safely and follow OTMYT and venue procedures. Where appropriate, OTMYT may request evidence of relevant insurance, qualifications or competence.

Trips and events

For occasional trips and events, OTMYT will consider relevant risks in advance, including supervision, travel arrangements, medical information, venue arrangements and emergency contacts.

Consultation and communication

Staff, workers, freelancers and volunteers are encouraged to raise health and safety concerns promptly. OTMYT will communicate relevant health and safety information before sessions, rehearsals, productions, trips or events as appropriate.

Employers liability insurance

OTMYT maintains appropriate Employers Liability insurance and will make the certificate available to staff and workers as required.

Review

This policy will be reviewed annually or following any significant incident, operational change, venue change or change in guidance.