

Parish Players Health and Safety Policy

The health and safety of all members of Parish Players (PP), and any one affected by Parish Players' activities is of prime importance. It is, therefore, our policy to do all that is reasonably practicable to protect our members, visitors and the general public from personal injury and foreseeable risk and to prevent damage to property.

Parish Players will take all reasonable steps to

- Provide a safe place to carry out its activities
- Review and revise this policy as necessary to deal with changing circumstances and to comply with regulations
- To ensure items supplied are safe and provide information, supervision, training and instruction as necessary

RESPONSIBILITIES OF MEMBERS

Overall responsibility for health and safety rests with the PP committee.

The committee will discuss any risks or areas of concern and will review the policy regularly in light of any changes to our activities or regulations. Health and Safety will be a regular item on the agenda for committee meetings and the AGM.

Other specific responsibilities also apply to individuals undertaking named roles for productions e.g. Director, Producer, Stage Manager and Front of House Manager. These roles and responsibilities are described in the PP Handbook.

There is a duty on all members of Parish Players

- To cooperate with the committee on health and safety matters
- To take reasonable care for health and safety of themselves and other people who may be affected by their actions
- To report all health and safety concerns to any member of the committee
- Not to interfere with or misuse anything provided for health and safety purposes
- To use protective clothing and equipment where it is provided
- To correctly use any items provided
- To report all accidents, injuries or near misses to a member of the committee as soon as possible
- To report any property damage to a member of the committee as a matter of urgency. The PP committee will then report to the Church Hall Management Committee, as appropriate.

ARRANGEMENTS

Emergency Procedures

If an evacuation of the premises is required during rehearsals or performance, all persons present on the premises should leave the building in an orderly manner as quickly as possible by the nearest fire exit and assemble in the hall car park.

During performances where the general public are admitted, there must be an adequate Front of House (FOH) team who are trained in the evacuation procedures. There must be at least 3 members of the FOH team on duty at each performance (two of which should be situated inside the main hall). The FOH team should be trained prior to each run of a production.

Safety should always be considered seriously. A fire should not normally be tackled. Evacuating the premises is the first priority. Fire risk assessment and fire equipment (e.g. fire extinguishers) is maintained by the Church Hall Management Committee (not PP).

All emergency exits routes should be checked prior to performances to ensure the escape routes are clear and doors and gates to assembly point are unlocked.

Accidents

PP aim to prevent accidents so far as is reasonably practicable, therefore members should always consider the following:

- Must not fail to warn others of danger

- Must not leave equipment/ areas in dangerous condition

- Must not use defective equipment

- Should lift loads in the correct manner and with appropriate help

An accident book is provided by the Church Hall Management and is located in the kitchen. This should be completed for all accidents occurring on the church hall premises

Any accidents and property damage, or near misses which could have resulted in these, should be reported to a committee member as a matter of urgency.

The Director has an Emergency Contact list if needed.

First Aid

A first aid box is provided by the Church Hall Management Committee and is located in the kitchen.

Risk Assessment

Risk assessments should be in place to cover all activities carried out by PP.

Prior to commencement of rehearsals for each production, a risk assessment will be carried out to see if there are any unusual aspects to the event. Any new or unusual risks not covered by existing risk assessments should be recorded and disseminated to all members involved in the production.

Equipment

All equipment owned by PP, including hand/power tools, lights, lighting desks, sound systems, ladders, towers etc will be maintained in good order and condition. This is the responsibility of the Stage Manager for each Production. All portable electrical equipment belonging to PP will be tested by a qualified electrician annually. Records pertaining to all maintenance will be kept by the committee. PP is not responsible for formal maintenance of equipment not under their ownership.

All equipment (whether owned by PP or not) should be visually inspected prior to use by members.

Any unsafe equipment will be taken out of use for disposal or repair and a member of the committee notified immediately.

Adequate instruction and supervision should be given to inexperienced members when undertaking tasks involving an element of risk. Instruction/ supervision should be given by a suitably qualified or experienced person.

Working at height

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

People should not undertake ladder work alone, and should have a work partner securing the ladder on the ground. Always ensure the ladder is on a firm level base and set at the correct angle (1 metre out for 4 meters up). Never over-reach.

When any overhead work is in progress, the person responsible for the work must ensure that all persons are clear from the area underneath the work in progress.

Where personal protective equipment is provided by PP, it should be worn.

When hanging lights, the crew should ensure that battens, brackets, and any mountings are secure prior to hanging lights. A safety chain should always be used for securing lights in case of failure of primary mounting.

Ladders are not considered suitable for hanging lighting and a suitable tower will be made available for the purpose.

Stage

No fixings or damage should be made to the walls or ceiling of the stage area in St Mary's church hall due to the presence of asbestos, which can be harmful if disturbed. If damage occurs then the area should be evacuated immediately and damage reported to the PP committee. The Committee will then inform the Hall Management Committee.

The stage area should always be kept as clean and tidy as possible.

Exits from the stage should always be maintained free from obstruction.

Care should be taken when moving/ handling sets/properties/ equipment etc. Manual handling should only be carried out after careful consideration of the task and the individuals available.

Members should not consume any alcohol whilst on duty during a performance (cast, backstage team, or FOH team). Where a script calls for the use of alcohol, it should be substituted with suitable non-alcoholic drinks.

November 2012

(Reviewed June 2014)