

Health & Safety Policy

Creating a Safe and Inclusive Environment for All

Introduction

Haslemere Players aims to play a vital role in fostering our local community spirit, promoting the arts, and providing a platform for individuals to express their creativity. The society is run by volunteers and enthusiasts, so ensuring the health and safety of all participants, audience members, and associated personnel remains a high priority. This Health & Safety Policy outlines the key measures and responsibilities necessary to create a secure, inclusive, and hazard-free environment.

Scope of the Policy

This policy applies to all members, volunteers, contractors, performers, and audience members involved in activities run by Haslemere Players. It covers rehearsals, performances, workshops, social events, and any additional activities organized or endorsed by the society.

Policy Objectives

The main objectives of this Health & Safety Policy are:

- To provide a safe and secure environment for all participants, staff, volunteers, and audiences.
- To identify, assess, and mitigate potential risks associated with activities.
- To promote awareness and understanding of health and safety responsibilities among all members.
- To comply with all relevant health and safety regulations and guidelines.
- To ensure incidents and accidents are effectively managed, reported, and reviewed to prevent recurrence.

Roles and Responsibilities

Committee Members

The committee holds overall responsibility for implementing and monitoring this Health & Safety Policy. Their duties include:

- Appointing a designated Health & Safety Officer.
- Ensuring adequate training and resources are provided to implement safety measures.
- Conducting regular reviews of health and safety practices.
- Overseeing risk assessments and ensuring mitigation measures are implemented.

Health & Safety Officer

The Health & Safety Officer is responsible for:

- Acting as the main point of contact for health and safety concerns.
- Organizing and overseeing risk assessments for all events and venues.
- Ensuring all members are informed about health and safety practices.
- Maintaining records of incidents, accidents, and safety measures.

Members and Volunteers

All members and volunteers have a responsibility to:

- Adhere to the Health & Safety Policy and procedures.
- Report potential hazards, injuries, or incidents to the Health & Safety Officer, or Production Manager during the rehearsal and performance of a show.
- Participate in health and safety training when required.

Contractors and Third Parties

Contractors and third parties working with the society must:

- Follow all agreed-upon health and safety guidelines.
- Provide risk assessments for their activities as necessary.
- Ensure their equipment meets required safety standards.

Risk Assessment and Management

Identifying Risks

The society will identify risks associated with:

- Stage and set design, including potential hazards from props and scenery.
- Electrical equipment, including lighting and sound systems.
- Fire safety and emergency evacuation procedures.
- Manual handling of heavy items such as stage equipment.
- Costume and makeup, particularly allergies or skin sensitivities.
- First aid and medical emergencies during rehearsals or performances.

Conducting Risk Assessments

Risk assessments will be carried out prior to:

- Rehearsals, particularly in new or unfamiliar spaces.
- Performances, including dress rehearsals and live shows.
- Workshops or training events.
- Social activities organized by the society.

Each risk assessment will identify potential hazards, evaluate the likelihood and severity of harm, and implement measures to reduce risks.

Mitigating Risks

Measures to mitigate risks may include:

- Providing safety training to members and volunteers.
- Ensuring first aid kits and trained personnel are available at all times.
- Implementing clear fire safety procedures, including the location of exits and extinguishers.
- Using high-quality, certified equipment for lighting, sound, and staging.
- Providing ergonomic solutions for manual handling tasks.
- Establishing clear communication channels in case of emergencies.

Emergency Procedures

The society will establish and communicate clear emergency procedures for:

- Fire evacuations, with designated assembly points and routes.
- Medical emergencies, including access to first aid and emergency contacts.
- Electrical failures or equipment malfunctions during performances.

Emergency drills will be conducted periodically to ensure all members are familiar with these procedures.

Training and Awareness

All members and volunteers will receive health and safety training relevant to their roles. This training may include:

- Basic first aid and fire safety.
- Safe handling of props, costumes, and technical equipment.
- Understanding and reporting hazards.

Additional specialized training will be provided for technical crew members and Health & Safety Officers.

Incident Reporting and Review

All incidents, regardless of severity, must be reported to the Health & Safety Officer. The society will maintain a log of incidents to:

- Identify recurring hazards or issues.
- Evaluate the effectiveness of existing safety measures.
- Make informed decisions to improve safety policies.

Compliance with Legislation

The society will ensure compliance with all relevant health and safety laws and regulations, including:

- The Health and Safety at Work Act.
- Fire safety regulations.



- Data protection laws regarding incident reports.

Review and Updating of Policy

This Health & Safety Policy will be reviewed annually and updated as necessary to reflect changes in legislation, activities, or identified risks. Members will be informed of significant updates and encouraged to contribute suggestions for improvement.

Conclusion

Haslemere Players aims to bring together its community and inspire creativity, but its success depends on the safety and well-being of all involved. By adhering to this Health & Safety Policy, Haslemere Players can ensure a secure environment where participants and audiences alike can enjoy the magic of performance art.

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