



1. General Statement of Intent

The society believes that excellence in the management of health and safety is an essential element within its theatrical productions – a good health and safety record goes hand in hand with excellence in performance.

People are the most important asset to this society, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the society believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between artistic and humanitarian considerations. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the society is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the society will strive to go beyond the requirements of legislation.

The society is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the health and safety risks arising from our theatrical production and artistic activities.
- To consult with our society members on matters affecting their health and safety.
- To provide and maintain safe systems of work and equipment.
- To ensure safe handling and use of hazardous substances.
- To provide information, instruction and supervision for all society members and sub-contractors.
- To ensure all society members and sub-contractors are competent to do their tasks and to give them adequate training.
- To prevent accidents.
- To maintain safe and healthy working conditions.
- To provide a safe environment for audience members that attend our productions.
- To review and revise this policy at regular intervals.



2. Organisation

The overall responsibility for health and safety rests with the Committee and day to day responsibility for ensuring that this policy is put into practice during show weeks is delegated to the Stage Manager.

All society members are required to:

- Co-operate with the Committee and Stage Manager on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Report all health and safety concerns during show weeks to the Stage Manager.

Non-compliance with health and safety rules and procedures can result in members being asked to appear before the Committee to explain their actions, and where necessary the Committee reserves the right to ask them to leave the society in the case of gross misconduct (See Disciplinary and Grievance Policy).

3. Arrangements for Implementation

All society policies and procedures in relation to health and safety are regarded as supplementary to this policy.

a) Risk Assessment – in accordance with our commitment to the safe running of our theatrical, production and artistic activities, the society will:

- Carry out an assessment of risk of all actions or omissions that present a risk to its members or other persons directly or indirectly involved, for example sub-contractors.
- Identify the significant hazards involved in our actions.
- Decide who might be harmed and how.
- Evaluate the level of risk and decide if existing precautions are sufficient or if more needs to be done.
- Record the significant findings of the assessment.
- Review the assessment when things change, or there is reason to believe that it is no longer valid.
- Risk assessments will be undertaken by the Committee or Stage Manager as appropriate.

- b) Consultation with Society Members** – The Stage Manager’s pre-production safety talk, prior to the technical rehearsal, will provide a formal opportunity, and members and sub-contractors will be invited to share concerns throughout show week.
- c) Safe Use of Production Equipment and Materials** – the society will ensure that all production equipment and materials are suitable and without risk to health and safety, in accordance with the society’s commitment to provide the safe running of our theatrical, production and artistic activities.
- d) Safe Handling and Use of Potentially Hazardous Substances** – The Stage Manager is responsible for identifying all hazardous substances, and approval for the required action to remove or control risks will be given by the Stage Manager.
- e) Accidents** - minor injuries or incidents such as cuts or bruises that do not result in any time lost from the production and do not require professional medical treatment will be recorded in the Accident Book, which is kept in the lighting box. In the case of a more serious injury, a formal investigation will be required. The procedure for such an accident is as follows:
- Care for the injured person, including contacting emergency services where necessary.
 - Control hazards/secure accident site if safe to do so.
 - Notify the incident to NODA Safe, who will advise of appropriate action to take.
 - Investigate promptly.

The First Aid box is kept backstage, and if children are appearing, an additional box is kept in their dressing room.

The Stage Manager is responsible for recording in the Accident Book all accidents and work-related ill-health and for reporting more serious accidents and dangerous occurrences to NODA Safe.

4. Monitoring

To check our production conditions and ensure that safe working conditions are being followed, we will undertake pre-production checks and consult with members and sub-contractors throughout show week.



5. Emergency Procedures for Fire and Evacuation

The responsibility for ensuring that there is a fire risk assessment and emergency plan for the Rhoda McGaw Theatre is that of the Ambassadors Theatre staff. The society will ensure that all Front of House volunteers are aware of evacuation procedures and their responsibilities for assisting the audience members. In the event of an emergency evacuation, the person responsible for liaising with the Ambassadors staff is the Stage Manager. Escape routes will be checked by the Stage Manager daily.

The Stage Manager is also responsible for ensuring that effective signing in and out procedures are in place at the theatre, and will emphasise the importance of these during the pre-production briefing.

6. Safety of Audience Members

The Ambassadors staff are responsible for the safe and hygienic upkeep of the Rhoda McGaw Theatre. However, the society will endeavour to ensure the safe passage of audience members to and from their seats. Adequate signage will be used to ensure that audience members are informed of any particular hazards relating to the production – e.g. gunfire and flashing lights.

See also: Lone Working Advice.