



# Health & Safety Policy

The Nannerch Players

## 1 Statement

1.1 It is the policy of the Nannerch Players to provide, as far as it is reasonably practicable, a safe and healthy working environment for all members and volunteers. The Nannerch Players aims to ensure any work undertaken by the organisation does not adversely affect the health and safety of other persons. The Nannerch Players also aims to provide a safe and healthy environment for members, audience members, and anyone visiting its premises. We will comply with the current guidelines for Covid-19 at all times.

The aims and objectives of the policy are:

- To promote and maintain standards of safety, health and welfare that complies fully with the Health and Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect members, volunteers and others, including the public from foreseeable hazards.
- To provide all members and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that members and volunteers are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between members and volunteers on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

## 2 Responsibilities

### 2.1 The Management Committee

The Management Committee has ultimate responsibility for health and safety. The Committee is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

### 2.2 The Health and Safety Responsible Person (RP)

The Health and Safety RP will review the Health and Safety Policy of the organisation annually and its codes of practice. The Health and Safety RP will also:

- Review the implementation of the policy by the organisation.
- Bring to the attention of the Management Committee all new legislation, codes of practice and other matters affecting health and safety.
- Advise on matters of accident prevention and implementation of Health and Safety Policy within the organisation.
- Review the Accident Book at each meeting of the group.
- Identify training needs in relation to areas of Health and Safety.



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### 2.3 Members and Volunteers

Members and volunteers should:

- Make themselves familiar with and conform to the Health and Safety Policy and Policies at all times.
- Observe all health and safety rules at all times.
- Wear appropriate personal protective equipment where and when required.
- Must not interfere with anything provided to safeguard their health and safety.
- Report all accidents, damage and dangerous occurrences to either the Production Director or a member of the Management Committee at the earliest opportunity.
- Take reasonable care of themselves and others who may be affected by their actions.

## 3 Arrangements for Maintaining a Safe and Healthy Working Environment

**3.1** The Nannerch Players recognises there are a number of hazards throughout the village hall that require control to be exercised in order to maintain the health and safety of members, volunteers and other visitors. These controls and procedures are detailed below.

### 3.2 Accident Reporting

A record of all accidents, however minor, should be entered in the Accident Book. The Accident Book is kept in the store room at the rear of the hall. Injuries should be recorded immediately in order that repeat accidents can be prevented. ‘Near miss’ accidents should be reported to the Production Director or one of the Management Committee members as soon as reasonably practicable to ensure preventative measures can be put in place.

### 3.3 Training

All Health and Safety training needs for a production will be identified by the Health and Safety RP in conjunction with the Production Director. Training will be provided, where appropriate, in areas of health and safety awareness, first aid, the use of protective equipment, safety devices and manual handling.

### 3.4 Use of Electrical Equipment

All users of theatre lighting, sound equipment and other electrical items must handle equipment on advice before operating the equipment. Advice will be given by the appropriate person within the group. Equipment operators must also demonstrate the ability to adhere to health and safety procedures before being able to operate equipment unsupervised.

### 3.5 Ladders and step ladder

All ladders and step ladders will be regularly checked by the Health and Safety RP under risk assessment procedures and any defects noted and reported at the earliest opportunity to the Production Director or a member of the Management Committee. Members should not use ladders or steps if they are in the building alone.



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### 3.6 Fire

The Nannerch Players will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks members and volunteers to be vigilant and report anything that could be hazardous.

Members and volunteers should familiarise themselves with the posted fire precautions and drill procedure.

#### Fire Evacuation Procedures

If you discover a fire:

- Raise the alarm by ringing the bell.
- Do not attack the fire.
- If you hear the fire alarm bell - leave the premises by the nearest available signed fire exit.
- Report to the person in charge at the assembly point, which is located in the car park of the Cross Foxes.
- Call the fire brigade if you are the person previously designated to do so.

DO NOT RETURN TO THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO BY EITHER A FIREFIGHTER OR A MEMBER OF THE MANAGEMENT COMMITTEE.

#### 3.7 Fire Evacuation Procedures for Performances

- All front of house members
- All members of the cast
- All the audience members

A designated member of the front of house team will act as 'Fire Marshal' and will help enforce the evacuation plan.

If the fire alarm bell sounds:

- Members and Volunteers should help evacuate all members and audience members exiting the building via the nearest signed fire exit.
- All members and volunteers should assemble at the Cross Foxes car park.
- The Production Director should ensure all the backstage members and all cast members are safely evacuated.
- In the event of an actual fire, the designated 'Fire Marshal' shall follow the fire procedures and call the fire brigade. The 'Fire Marshal' should, if it is safe to do so, facilitate the checking of toilets, kitchen and back rooms to ensure the building is unoccupied.
- Once the all clear has been given, either by a firefighter, or by the 'Fire Marshal' in the case of a false alarm, front of house staff should facilitate an orderly return to the building.



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### 3.8 Housekeeping

One of the major contributions towards the maintenance of poor health and safety standards is bad housekeeping. Everyone has responsibility for ensuring that housekeeping is up to standard in the areas in which they work. All areas of the building should be kept clean, tidy and free from clutter. Any potential health and safety issue should be reported immediately to the Production Director or a member of the Management Committee.

### 3.9 General

All members and volunteers will be given a copy of the Health and Safety Policy and other Policies when they join the group. Members will be informed of health and safety issues relevant to them at rehearsals.

All members and volunteers are asked to consult the Health and Safety RP or a member of the Management Committee Member if they are in doubt concerning the implementation of safe working procedures or if they consider arrangements to be unsafe.

All members and volunteers must abide by the rules and regulations in force for the maintenance of a healthy and safe environment as detailed above. When health and safety is disregarded it will be brought to the attention of one of the members of the Management Committee where appropriate action will be taken.

### 3.10 Monitoring

The Management Committee and the Health and Safety RP will ensure that working conditions are regularly monitored, ensuring that safe working practices are being followed. The Management Committee is also responsible for investigating work-related accidents and is responsible for acting on findings from any such investigations to prevent a recurrence.

## 4 Health and Safety Guidelines

### 4.1 Nannerch Village Hall

#### Scenery and Equipment

Heavy/bulky equipment is stored under the stage and out back. There is a potential for injury to individuals when removing or storing equipment.

#### Recommendations:

- There should always be at least two persons present when removing or storing items.
- If heavy items are to be moved then an appropriate number of individuals must be present to prevent, so far as possible, anyone putting themselves at risk.
- Great care must be taken to ensure that personal safety is the paramount consideration.
- Before any production the Health & Safety RP should carry out a specific Risk Assessment (see appendix A for example), the extent of which will depend upon the nature of the production and equipment required to be moved.



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- All individuals working in the hall must be members of the group or known volunteers as must all individuals appearing in or helping with the group's productions or activities.
- All individuals using the stage must be warned to take care at the front of the stage to prevent injury to themselves or others.
- Appropriate Personal Protective Equipment (PPE) should be worn where necessary, specifically gloves when handling scenery etc.
- All persons have the right/duty to stop any activity they deem unsafe and assess the risk with the Health & Safety RP.

### 4.2 Working at Height

Working at height is probably the most significant risk in terms of those engaged in the activity and the risk to others of dropped objects.

#### 4.3 Recommendations:

In addition to the items above the following must be adhered to:

##### Ladders

If the use of a ladder is deemed necessary to undertake a task there **must be someone** to hold the ladder. The person using the ladder must take all reasonable care in the ascending/descending and positioning of the ladder to ensure their safety. The person holding the ladder should face the ladder with each hand on a stile and with one foot resting on the bottom rung.

It can be dangerous for a person to carry loose tools manually up or down a ladder because they may be unable to grip the stiles; this is one of the most common causes of overbalancing. Light tools should be carried in a holster attached to a belt, or in a tool bag.

##### Step ladders

If the use of a step ladder is deemed necessary to undertake a task there **must be someone** to hold the stepladder.

The person using the step ladder must take all reasonable care in the ascending/descending and positioning of the step ladder to ensure their safety. The person holding the step ladder should face the ladder with each hand on a stile and with one foot resting on the bottom rung.

It can be dangerous for a person to carry loose tools manually up or down a step ladder because they may be unable to grip the stiles; this is one of the most common causes of overbalancing. Light tools should be carried in a holster attached to a belt, or in a tool bag.

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### Appendix A - Sample Risk Assessment

Risk assessment	Slips and trips
Persons at risk:	Members of the cast and stage crew
Date of assessment:	
Assessment carried out by:	Robert Sayers, Chairman of the Nannerch Players

Hazard Identification	Control measures	Name of person(s) responsible for monitoring the hazards
1. Untidiness	• Carry out general good housekeeping.	Robert Sayers, Chairman
2. Trailing cables	• All areas are well lit including stairs. • There are no trailing leads or cables. • Members keep work areas clear, eg no boxes left in walkways, cables taped down etc.	Lindsay Wilding, Secretary
3. Worn carpet		
4. Spilt liquid		Jonathan Kingsley, Treasurer
5. Scenery		
Additional PPE required to protect volunteers:	Eyes  Ears  Hands  Body	<p>Yes      No</p> <p>Yes      No</p> <p>Yes      No</p> <p>Yes      No</p>
		<p>Manual handling assessment:  Not required</p>