

Document Control Sheet

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V1.0	March 1 st 2023	New Creation and Adoption of Policy for Approval	Stephen Leake	
V1.0	19.05.24	Policy approved		AGM



PRODUCTION HEALTH & SAFETY FILE OVERVIEW

Denstone Players understands that there is no legal obligation to comply with Health and Safety legislation BUT wishes and intends to follow all relevant H&S advice and procedures.

This file is composed of two sections:

Section 1: Production Health & Safety File: This section contains documentation and information applicable to all the Society's theatrical and associated activities.

Section 2: Appendix to Production Health & Safety File: This section contains documentation and information relating to a specific production. Please note: if additional risk assessments are considered necessary for a particular production, they should be included within this section.

Both sections are to be read together to form the Health and Safety File for a specific production.



This policy has been written in line with the NODA SAFE Health & Safety Policy template.



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 humanitarian and artistic considerations. Profits and safety are not in competition. On the contrary, safety is good business.

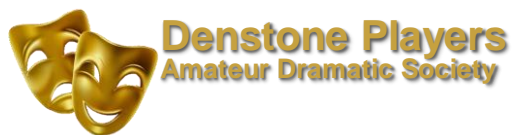
From a legal perspective, the society is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the society will strive to go beyond the requirements of legislation.

The society is committed to on-going 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 voluntary society members on matters affecting their Health & 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, sub-contractors, and general theatre staff;
- To ensure all society members, sub-contractors, and general theatre staff 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 and visitors that attend our productions; and
- To review and revise this policy at regular intervals.

Signed	Dave Shooter
Position	Chairman
Date	31/03/23



ORGANISATION

Overall responsibility for Health & Safety is that of:

- Denstone Players Society Committee

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal).

1.0 Duties of Society Members

1.1 All society members are required to:

- Co-operate with the Society's Committee on health & safety matters
- Not interfere with anything provided to safeguard their health & safety
- Take responsible care of the health & safety of themselves and others; and
- Report all health & safety concerns to the Health & Safety Committee Member or, in his/her absence, the Production Director

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 leave the Society and cancel their membership where deemed appropriate.

ARRANGEMENTS FOR IMPLEMENTATION

All Society policies and procedures in relation to Health & Safety are regarded as supplementary to this policy.

2.0 Risk Assessment

In accordance with our commitment to our safe running of our theatrical production activities, the Society will carry out risk assessments of all actions or omissions that present a risk to its members or other persons directly or indirectly (for example – audience members and sub-contractors). These risk assessments will be carried out in line with NODA SAFE guidelines and the procedure for doing so is as follows:

- Identify the significant hazards involved in our theatrical and associated activities.
- 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 when there is reason to believe that it is no longer valid.

2.1 Risk Assessments will be carried out by:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal).

2.2 Approval for the required action to remove or control risks will be given by the:

- Denstone Players Committee

2.3 Risk Assessments will be kept in:

- The Society's Health & Safety Master File
- A copy will be provided to each production's Director

3.0 Production Health & Safety File

The Society operates a documented Production Health & Safety File, based on Health & Safety Consultants NODA SAFE, who are our competent advisors on all aspects of health & safety. They can be contacted at any time for advice on 0845 257 6632 or via email at nodasafe@noda.org.uk

3.1 The Health & Safety management system is the responsibility of:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal).

3.2 Consultation with Society members:

- The Society will consult with its members in accordance with our commitment to the safe running of our theatrical and associated activities.

3.3 Consultation with Society members will be provided in:

- General Society meetings
- Production meetings
- Rehearsals up to and including final dress rehearsals

4.0 Safe Use of Production Equipment & Materials

The Society will ensure that all production equipment and materials (including, but not limited to technical equipment, staging, scenery, props and costumes) are suitable and without risk to health and

safety, in accordance with the societies commitment to providing the safe running of our theatrical and associated activities.

4.1 Responsibility for identifying all production equipment and materials needing maintenance is that of:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal) or
- Technical Manager

4.2 Any problems with production equipment and/or materials should be reported to:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal) or
- Technical Manager

4.3 Responsibility for checking that new production equipment and/or materials meet the Society's health & safety requirements before it is purchased or acquired is that of:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal) or
- Technical Manager

5.0 Safe Handling and Use of Potentially Hazardous Substances

The Society will assess and control health risks from exposure to hazardous substances. Only approved products will be used within our productions and associated activities.

5.1 Responsibility for identifying all hazardous substances that need assessing:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal) or
- Technical Manager

5.2 Hazardous substance assessments will be carried out by:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal) or
- Technical Manager

5.3 Approval for the required action to remove or control risks will be given by:

- Denstone Players Committee

5.4 Hazardous Substance Assessments will be kept in:

- Denstone Players Health & Safety Master File

6.0 Accidents, First Aid and Work-related Ill Health

The depth of an accident investigation will depend upon the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from the production or associated activity or a member of the public being taken to hospital, a brief description of the incident, along with the injured parties' details will need to be entered into the Accident Record (Appendix 2 of this Health & safety Policy).

The procedure for such an accident investigation is as follows:

- Care for injured person(s), including contacting emergency services where necessary.
- Control hazards / secure accident site if safe to do so.
- If further advice required, contact NODA Safe, who will advise of appropriate action to take.
- Investigate promptly and report back to the Society's Committee in a timely manner, including any corrective action to prevent any chance of re-occurrence.

6.1 First Aid Boxes are located in:

- Kitchen
- Outdoor scenery workshop/container

6.2 The Appointed First Aider(s) are:

- Please see Appendix 1 for individual productions

6.3 All accidents and work-related ill health are recorded on the Accident Report Sheets, which are kept in:

- Appendix 2 of the Health & Safety Policy document

6.4 Responsibility for reporting accidents, diseases and dangerous occurrences to NODA Safe is that of:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal)

6.5 To check our production conditions and to ensure our safe working practices are being followed, we will undertake pre-production checks to a pre-defined list. (Please see Appendix 1 for an example of this form). The responsibility for completion prior to each production is that of:

- The Health & Safety Committee Member

7.0 Emergency Procedures: Fire & Evacuation

7.1 Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal)

7.2 Escape routes are checked by/every:

- The Health & Safety Committee Member prior to any audience members being permitted into the premises and duly logged into the Production Checklist as outlined in Appendix A.

7.3 In the event of an emergency, person(s) responsible for roll call and providing any necessary information to the fire officer are:

- The Health & Safety Committee Member or, in his/her absence, the Production Director (for all rehearsals up to and including final dress rehearsal)

8.0 Visitors

8.1 The Society acknowledges its responsibility to ensure the health and safety of all persons who come into contact either directly or indirectly with its theatrical, production or associated activities – this includes visitors to the Society’s premises i.e. audience members and contractors.

8.2 In particular, adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises and to inform them of any precautions that they should take.

9.0 General Information

9.1 Venue for rehearsals & performances:

Denstone Village Hall
College Road
Denstone
Nr Uttoxeter
ST14 5HR

9.2 Nearest Accident & Emergency Department:

Queen’s Hospital, Belvedere Road, Burton Upon Trent, Staffordshire, DE13 0RB
Telephone: 01283 566333
Distance: 13.12 Miles Opening Times: 24 Hours

9.3 Nearest Pharmacy:

Tesco In-store Pharmacy
 Brookside Road
 Uttoxeter
 Staffordshire
 ST14 8AU

Distance: 4.6 Miles

Opening Times:

Sunday: 10:00am to 4:00pm
 Monday: 8:00am to 10:30pm
 Tuesday to Friday: 06:30am to 10:30pm
 Saturday: 06:30am to 10:00pm

10.0 Risk Assessment Matrix

10.1 This risk assessment is to be used for all Denstone Players' theatrical and associated activities and must be used in conjunction with the Specific Production Checklist contained within Appendix 1 of this document.

10.2 Archive Specific Production Checklists should be stored at the rear of this file.

10.3 Key Assessment of Risk Factor

		LIKELIHOOD				
		1	2	3	4	5
SEVERITY	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

NUMERICAL KEY

LIKELIHOOD
 5 = Almost Certain
 4 = Highly Likely
 3 = Likely
 2 = Unlikely
 1 = Remote Chance

SEVERITY (Possibility of)
 5 = Death
 4 = Serious Injury or Illness
 3 = Major Injury or Illness
 2 = Minor Injury
 1 = Minimal Consequence

Risk Ranking
 High
 Medium
 Low