

## Groombridge Amateur Dramatic Society

### Health and Safety Procedures

#### Responsibilities of the Society

##### General Health and Safety Considerations

- All equipment owned and used by the Society in any of its productions should be rigorously maintained to a high standard of health and safety and should be monitored by the Health and Safety Officer and the Committee of the Groombridge Amateur Dramatic Society.
- All electrical equipment should be annually PAT tested and approved by a registered contractor.
- All equipment owned by the Village Hall and used by the Society should be rigorously maintained by them and should be monitored by the Village Hall Health and Safety Officer and the Village Hall Committee. Risk Assessments for the Village Hall are on display in the foyer
- All equipment hired by the Society should be checked on arrival and any hirers' safety instructions adhered to.
- All persons involved in a production should be fully paid members to ensure that they are covered by the Society's Insurance Policy.
- A First Aid Box and Accident Book should be available at all rehearsals and performances. A First Aid Box and Accident Book are available in the kitchen of the Village Hall. A First Aid Box and Accident Book are available from the Secretary for use at outdoor venues. A responsible person or first aider should be appointed by the Director at every rehearsal to deal with any accident during rehearsals. During all performances a Safety Officer should be appointed by the director to facilitate access to First Aid, contact emergency services and to aid evacuation in case of fire. They should be present throughout the performance and have no other significant role. A De-fribulator is positioned just outside the main entrance to the Village Hall.
- If children are involved in the production then registered chaperones should be appointed and a Body of Persons Exemption License applied for. The Society's Child Protection Policy and procedure should be referred to at the outset and enforced.
- Other children present at a rehearsal or back stage at a production are the responsibility of their parents. They should be kept well away from the production area.
- Well in advance, at the pre production meeting when the set and props are being discussed a revue of the risks involved should be drawn up and attempts made to keep them to a minimum.
- Once plans for the production are in place risk assessments should be carried out on all aspects of the production including rehearsals, set production, stage setup, sound and lighting set up, costume and props, performance and strike with clear guidelines as to how each stage should be completed and who is responsible.
- Particular attention should be made to the erection and dismantling of lighting, scaffolding, back drops and other pieces of scenery, heavy pieces of furniture and other props so that safe handling is maintained at all times. This can be a hazardous procedure and needs to be clearly risk assessed, planned in advance and training given.
- The position of cabling should be assessed and clearly secured so it is not a trip hazard.
- Fire exits should be kept clear.
- The use of hazardous material such as paint and varnish need also to be risk assessed and appropriate guidelines and training given.

- Any aspects of the performance which requires fight scenes, standing on chairs or other hazardous activities should be risk assessed, planned and prepared and practised on stage as well as in the rehearsal room.
- Members of the production should be advised to use due care with the movement of chairs, tables etc to create rehearsal space.
- Members of the production should be advised to dress sensibly for rehearsals, in loose clothing and safe shoes, particularly for outdoor productions.
- Pranks and horseplay should be actively discouraged during the production.
- All members of the production should be made aware of their responsibilities to act in a sensible way which does not compromise the health and safety of themselves or others.

### **Considerations for outdoor performances**

- Due consideration should be made to the weather conditions prior to and during an outdoor production. Weather reports should be monitored closely.
- An alternative venue should be available to move to in the event of bad weather.
- If conditions are unsafe the rehearsal or performance should be abandoned.
- Damp weather creates slip hazards, a risk assessment should be made for such conditions, areas of greatest risk such as the stage and entrances should be covered to protect them.
- The state of the car park should be monitored.
- Out door toilets should be positioned safely.
- Outside lighting should be available in key areas
- Guy ropes and other hazards around the performance site should clearly labelled with fluorescent strips.
- All electrical equipment should be fully weather protected.
- All staging, scaffolding and tent age should be securely positioned to avoid damage by wind.
- There should be weather proof area available to store all props, costumes etc Vulnerable should be taken home overnight.
- There should be a clear boundary between the backstage area and where the audience are allowed.
- The affect of the cold on both audience and cast should be taken into account and mitigated where possible.
- A clear system to notify staff and audience of a change of venue or cancellation should be in place and advertised.

All risk assessments must be under constant review during a production and modified as the need arises.

After the production the Director and Production Team should report back to the Committee of the Society. Any health and safety issues should be discussed, lessons learned and changes made for the future.