

Groombridge Amateur Dramatic Society

Health and Safety Policy

- The Groombridge Amateur Dramatic Society endeavours to ensure that all health and safety risks associated with our productions and workshops have been fully considered before any production or workshop goes into production. Where risks have been identified they have been cut to the minimum and where risks cannot be avoided appropriate controls have been put in place through a risk assessment.
- Our aim is to ensure that all members of the Society are kept safe and not exposed to hazardous situations or materials
- All members of the Society will, through the payment of their annual subscription, be covered by the Society's Insurance Policy.
- All plant and equipment owned by the society will be fully maintained. All electrical equipment will be subject to an annual PAT test.
- All members of the Society will be trained by other responsible members in the safe handling and uses of all equipment.
- All equipment hired for a production will be checked by a responsible member of the society and risk assessed according to the suppliers instructions.
- If children are involved in a production due note is taken of the Society's Policy and Procedures for Child Protection at the planning stage and acted upon.
- All productions taking place in Groombridge Village Hall will be subject to the health and safety requirements of the Village Hall Committee.
- A First Aid Box and Accident Book will be available at all rehearsals and performances, both at the Village Hall and elsewhere. A responsible person or first aider will be appointed to oversee any first aid incidents at all rehearsals or performances. These should be recorded in the Accident Book and the Person in charge of Health and Safety should be notified of any incident.
- All matters connected with health and safety will be thoroughly discussed at a pre-production meeting of the production team and reported back to the Committee of Groombridge Amateur Dramatic Society well in advance for approval.
- The Committee of the Groombridge Amateur Dramatic Society have overall responsibility for ensuring that all productions are undertaken with due regard to health and safety.
- This Policy will be reviewed annually and revised as and when required.

The Society has Health and Safety Procedures which accompany this policy.

The Society has a dedicated Health and Safety Officer who is responsible for ensuring that the Health and Safety Policy and Procedures are adhered to.

That persons name is

Phone.....

Email.....

Signed