



COMBINED FIRST AID AND HEALTH AND SAFETY POLICY

PRIME LEGISLATION

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as amended, (the Management Regulations)

DEFINITIONS

Under Health and Safety Law amateur drama is defined as a work activity and is subject to the above legislation.

The word director where used refers to the specific production director.

The word Committee refers to the three Officers/Offices Chairman Treasurer and Secretary.

The word employee includes any volunteer or subcontractor working on behalf of Poulner Players

HEALTH & SAFETY POLICY STATEMENT

Poulner Players regards the promotion of Health & Safety measures to be a priority for all members. Our safety policy is to do all that is reasonably practicable to protect members from personal injury, to prevent damage to property and to protect visitors and the general public from foreseeable risk so far as they have reason to come into contact with Poulner Players or its activities.

Poulner Players will take all reasonably practicable steps to:

- a. Provide a safe place to carry out its activities
- b. Review and revise this policy as necessary to deal with changing circumstances and to comply with legislation and regulations
- c. Provide information, instruction and training as necessary.
- d. Ensure items and tools supplied are safe and where applicable have relevant current certification.

Note : Single man working is not permissible in the absence of adequate "mandown" devices.

RESPONSIBILITIES OF MEMBERS

There is a general duty on every member to report to the director and Committee any matter which they consider to be a hazard to health and safety and all members must:

- a. Take reasonable care for the health and safety of themselves and of other persons who may be affected by those people's actions.
- b. Co-operate with the director and Committee in all matters of health and safety
- c. To use correctly any items provided by the director and Committee in accordance with training and instructions
- d. Not to interfere with or misuse anything provided for health and safety

PROCEDURES

Accidents

- a. In the event of an accident which requires treatment beyond the capability and authority of any First Aider present the emergency services should be notified immediately.
- b. All accidents must be recorded in the Accident Book, which shall be kept with the production director and counter-signed by a member of the Committee.

Fire Prevention and Emergency Procedures

Procedures shall generally be those recommended by the venue management, however the following shall apply to all Poulner Players productions:-

1. Members and helpers will be required to "sign in" (book to be positioned in the main entrance) when entering the venue and sign-out when leaving to ensure there is a record of everyone present inside the building at any given time. This procedure applies to performances, preparations and rehearsals.
2. During rehearsals it shall be the responsibility of the director to ensure all those in attendance are familiar with the locations of the fire exits, fire extinguishers and telephones. An agreed fire drill shall be notified by the director
3. During performances the Front of House team shall be responsible for ensuring emergency procedures are notified to the audiences and are followed. Particular attention should be paid to ensure everyone knows where the muster point is.

Risk Assessment

Poulner Players approach to risk assessment is based on a simple process that examines hazards and risks associated with our activities, be they in rehearsal, on stage, in hall or elsewhere.

Risk assessment requires that the following broad matters are addressed:

1. What could go wrong?
2. How likely is such an event?
3. What could happen if such an event occurred?
4. What are the associated risks?
5. Are the risks acceptable to Poulner Players and/or the venue managers?
6. How can the risks be reduced?
7. Is PPE (personal protective equipment) required?

Hazard

A hazard is its potential to cause harm. It may cause you to cough, feel heat, maim or kill you.

Risk

A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard.

This depends on:

- the hazard(s) that have been identified
- how it (they) is (are) controlled
- who is exposed
- their involvement at the time

Risk assessment

The examination of a series of situations to determine each situation's potential to do harm. Any risk has a probability and a severity.

Probability is categorised as being:

High (H) Nearly always happens
 Medium (M) Often happens
 Low (L) Doesn't happen very often

Severity is categorised as being:

High (H) Severe injury/Death
 Medium (M) Serious injury
 Low (L) - Minor injury/ little effect

The terms used are subjective but the intention is to give a series of yardsticks that can be used to further the investigation.

Each situation where there is a hazard/risk situation to a person or property is examined and denoted **A**ceptable or **U**nacceptable indicated in the following table.

Probability High	U	U	U
Probability Medium	A	U	U
Probability Low	A	A	U
Severity	Low	Medium	High

The risk assessment shall contain activity details, identifiable risk and control measures.

Set Building and Dismantling

A risk assessment shall be carried out by the set builders and directors to assess the risks associated with the fabrication, transportation, erection, usage, dismantling and uplifting of all sets and properties associated with a specific performance. A copy of the risk assessment shall be kept on file by the Secretary.

If a health and safety problem is noticed that cannot immediately be put right, it must be reported by the person responsible for Set Building in order that a further risk assessment may be carried out.

Performance and Rehearsals.

A risk assessment shall be carried out by the director to assess the risks associated with performance and rehearsals. The most common risk areas are

- slips
- falls
- trips

These may generally be avoided by good housekeeping and an awareness of uneven or smooth surfaces.

A generic risk assessment can cover most items however it should be noted there will be a requirement for a performance specific risk assessment.

Legislation Relevant to Health and Safety

It is recognised that the provisions of the following legislation and guidelines may apply:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992 (as amended) (MHOR)
- Work at Height Regulations 2005
- Electricity at Work Regulations 1989

Working at Heights (refer also to HSE Guide held by the Secretary).

Definition of height in this instance: - any level from which, if one fell, one would be likely to sustain injury.

Working at heights is inherently dangerous, particularly if both hands are required to complete a job. Work from ladders and stepladders should be light duty and short duration only, the following key points should be noted:

1. Before use ensure the ladder is not defective - check for warping (or distortion of metal), splits, missing treads or rungs.
2. Ensure the ladder is of adequate length to provide safe working
3. Always stand the ladder on a firm, level base and have someone securing the foot of the ladder
4. Never over-reach
5. Always set ladders at the correct angle. One metre out for every four metres in height
6. Access ladders must project at least 1.1 metres (5 rungs) above any landing place
7. When using ladders, look out for overhead obstructions.
8. Ladders shall be lashed or as a minimum "footed"

Manual Handling (refer also to HSE Guide held by the Secretary)

Before carrying out a task which requires manual handling, the following should be considered:

1. Have you had manual handling training?
2. The nature of the load (e.g.: is it heavy, bulky, hard to grasp?)
3. The nature of the task (e.g.: do you have to reach, bend, stoop, stretch, twist? How often?)
4. The nature of the working environment (e.g.: are there uneven or slippery floors or stairs?
Is it hot, cold, windy or poorly lit?)
5. Individual capability (e.g.: does the job require unusual height or strength?
Can you safely do it, especially if you are pregnant or have a health problem?)

STAGE AREA

1. The stage area shall always be kept as clean and tidy as possible with no trip hazards.
2. Temporary cables shall not be run through the fire doors, nor shall these doors be prevented from closing.
3. Cups, glasses or any other food or drink shall not be allowed onto the stage area, except when required as part of a performance
4. The director shall check the dressing room and any other areas being used to ensure facilities and fixtures are in safe working condition
5. All scenery including cloths, draperies, gauze-cloths, floral decorations, hangings, curtains and all fabric decorations shall be maintained flame retardant. A suitable flame retardant spray will be made available
6. The stage area shall not be congested with scenery or properties and the exits leading from the stage shall be maintained free from obstruction.

PROPERTY

Any property used such as weapons shall be locked away after each rehearsal or performance by the Properties Manager if there is one in place, or else the director.

Any sharp weapons shall be made blunt & rendered incapable of causing serious injury.

Firearms including replicas and deactivated firearms are rigidly controlled. There is an HSE factsheet specifically dealing with this subject.

ELECTRICAL

Under The Electricity at Work Regulations there is a legal obligation on employers, businesses and establishments dealing with the public to take reasonable steps to ensure that no danger results from the use of electrical equipment. A copy of the regulations is held by The Secretary

Poulner Players will follow the recommendations laid down by The Health & Safety Executive in Publication INDG 236 "Maintaining Portable Electrical Equipment in Offices & Other Low Risk Environments".

A regular program of inspection and testing is required where:

- portable electrical appliances are used by employees;
- portable electrical appliances may be used by the public.
- portable electrical appliances are supplied or hired

Poulner Players will ensure that all portable electrical appliances used outside a domestic environment have appropriate certification in line with the above publications.

It should be noted that there may be venue specific requirements with which we have to comply as part of our hire agreement.

Where power tools may be required at the venue Poulner Players policy will be to use re-chargeable battery powered tools wherever possible. 240v tools shall not be used.

FIRST AID

Definitions

Performance includes rehearsals.

Other definitions are as HSE INDG214.

First Aid Policy Statement

Poulner Players will adopt the guidelines laid down in HSE Leaflet INDG214 as the basis of its health & safety policy. A copy of INDG214 is held by the Hon. Secretary & available for inspection.

Risk Assessment

The risk of Poulner Players activities has been assessed as Low Hazard defined in Table 2 of HSE Leaflet INDG214.

First Aid Boxes

The basis of the sizing of the first aid boxes relates to the maximum number of cast and crew likely to be present at any performance. Accordingly the boxes will be as recommended by the guide for 11-20 persons.

Boxes shall be made available backstage and in the messing area during performances and in close proximity during meetings where these are not held at a member's residence.

Appointed Persons and First Aiders

Given that no single performance will result in more than 25 Poulner Players cast and crew bring present there is no requirement for a qualified First Aider.

Responsibilities

It is the responsibility of the production director/producer to ensure that a suitable first aid box is taken to each performance and an Appointed Person nominated.

This policy was adopted and endorsed by Poulner Players

On 29th January 2016

Signed

H. Rossiter Chairman