



# Health and Safety Policy

## 1. HEALTH AND SAFETY GENERAL POLICY STATEMENT

All members of BHOS have a duty to try to avoid accidents, so please take some time to read this policy.

This policy will be checked regularly to make sure that our health and safety objectives are achieved and maintained.

## 2. APPOINTMENT, AUTHORITY AND TRAINING OF SAFETY PERSONNEL

BHOS have appointed Melanie Stoner as its H&S Officer. The H&S Officer will keep an overall watch on the policies set out below, and will help us to maintain proper standards.

For each production, or choir, a deputy to the H&S Officer will be appointed. Further BHOS members may also be required to help the H&S Officer as the need arises. Those helpers may receive special instructions or training, and may deputise for the H&S Officer.

The H&S Officer or a deputy will be present at every BHOS event, and members must abide by any instructions given by that person. In rare cases, the committee may require a member to withdraw from rehearsals or performances or other BHOS activities.

## 3. INFORMATION

### 3.1 Member's Information

We ask that members provide us with any information that they feel may be relevant to the health and safety of themselves or others. For example the H&S Officer or any other committee member should be made aware of any disability, illness or pregnancy (this information will be treated as confidential unless indicated otherwise by the member).

Due to the nature of some productions, especially when a historical context is relevant, glasses or other aids may require special consideration. A member should raise any special requirements with the H&S Officer or any other committee member as soon as possible.

### 3.2 Alcohol and Smoking

No alcohol may be consumed during any rehearsal, backstage or on stage. All buildings that BHOS uses for rehearsals and performances have no smoking policies that must be followed.

## 4. CHILDREN

BHOS defines a child as a person aged from 5 to 16 years of age. No child under 5 take will take part in BHOS activities. The committee appoints a specific person to oversee children in accordance with the BHOS Child Protection Policy.

The Child Protection Officer is responsible for telling children about our H&S procedures.

Adult members are reminded of the need to exercise special care and attention when performing with children.

## 5. SIGN-IN SIGN-OUT

BHOS uses a sign-in and sign-out register for its performance venue. Each member is required to sign-in and sign-out. Sub-contractors, such as lighting, sound personnel etc. are also asked to sign-in and sign-out.

## **6. REHEARSAL REQUIREMENTS**

### **6.1 Rehearsals**

The H&S Officer (or in their absence the assigned Deputy) is responsible for checking that props and staging are safe. Members must work safely with props, and refuse to use any that are, in their reasonable opinion, unsafe.

In particular members are forbidden to stand on makeshift rostra such as plastic nesting chairs or fold-up tables.

Members are asked to attend rehearsals wearing suitable loose fitting clothing and footwear.

For some productions all or some of the cast will be required to wear special footwear such as tap shoes. In these circumstances special footwear should only be worn when required.

Members must know the location of all the fire extinguishers, the fire exits and the assembly point(s).

Members must obey fire drill instructions. Members are asked not to park in front of fire exits or place any obstruction in front of fire exits, outside or inside the building.

In the case of emergencies, everyone will follow instructions given by the H&S Officer or deputy, and will report to the H&S Officer or deputy at the assembly point.

### **6.2 Theatre**

The H&S Officer will liaise with theatre staff, in particular the Theatre Technicians, to agree the responsibility for safety in the theatre and to identify any particular hazardous areas or situations that need to be addressed.

The H&S Officer will inform the cast and back stage crew of all safety matters that need to be notified to them.

## **7. DRESSING ROOMS**

### **7.1 Dressing Room Tidiness**

All members are asked to keep their dressing room tidy.

The Wardrobe manager will supervise the storage of costume packing cases.

### **7.2 Dressing Room Faults**

If there is a fault with the tannoy tell the Stage Manager so it can be dealt with by Theatre staff.

## **8. ON-STAGE AND IN THE WINGS**

The Stage Manager is responsible for BHOS stage crew. The H&S Officer will inform them of the relevant procedures.

They must wear the appropriate personal protective equipment and use appropriate tools for the task(s) being carried out.

The H&S Officer is responsible for checking that the Stage Manager and stage crew liaise with the Theatre staff.

Any special arrangements will be written down as amendments to these procedures for use in any specific circumstances.

BHOS recognises that the stage and its wings can be hazard areas. The H&S Officer will ensure a risk assessment is undertaken of the activities and situations that present themselves or could present themselves in the areas concerned.

Where the theatre has carried out its own risk assessment, then the H&S Officer liaises closely with the theatre.

All members attending a performance venue for the first time will be given a tour of the building.

In the case of emergencies, cast and crew will follow instructions given by the Theatre staff, and will report to the Stage Manager at the assembly point.

## **9. FRONT OF HOUSE**

The BHOS Front of House Manager manages the BHOS front of house team and liaises with the theatre staff so that each has identified themselves to each other and each party has understood the respective roles of the parties concerned.

In the case of emergencies, the BHOS front of house team will follow instructions given by the Theatre staff, and will report to the BHOS Front of House Manager at the assembly point.

## **10. ORCHESTRA PIT**

The H&S Officer will inform the Musical Director about health and safety procedures. The MD must check that the orchestra is familiar with the procedures.

No unauthorised members of the Society should enter the orchestra pit.

In the case of emergencies, the MD and orchestra will follow instructions given by the Theatre staff, and will report to the Stage Manager at the assembly point.

## **11. SCENERY / PROPS / WARDROBE WORKSHOP AND STORE**

Some members are asked to work with BHOS's scenery, props and costumes. No unauthorised members of the society should enter the storage areas for these items as there is an increased risk of accident in this area.

## **14. SAFE SYSTEMS OF WORKING**

The committee is aware that members are often working under pressure and time restraints to put on a production.

Members should rest regularly.

If an unsafe system of working has been identified or an incident has occurred, the H&S Officer investigates the cause(s), reports to the committee, and institutes procedures to minimise the risk of it occurring again.

## **15. ACCIDENT BOOK & RECORDS**

BHOS keeps records and uses an Accident Book to record all incidents, however trivial, that happen during BHOS events. Performance venues may also record all incidents.

Each book is maintained and stored by the H&S Officer or a deputy when not in use. The H&S Officer or a deputy records the details of any incident that requires first aid, however trivial, in the accident book.

## **16. ELECTRICAL SAFETY**

All electrical equipment owned by BHOS is subject to annual inspection and testing by a competent authority. At the conclusion of each inspection and test the equipment is then labelled to show its inspected status.

Any equipment that fails to pass the inspection will be removed and quarantined to prevent use.

Equipment will be stored and maintained in a safe working condition between inspections.

Any person who wants to use his or her own electrical equipment must seek prior approval from the H&S Officer or the committee.

#### **17. LADDERS, SCAFFOLDING AND TALLESCOPES**

Some of BHOS's members will be required to work with working at height equipment. BHOS is aware that one of the major causes of injury is falls from height. Only members who have been authorised by the H&S Officer or the committee may use this type of equipment.

#### **18. USING SUB-CONTRACTORS**

The H&S Officer will inform all contractors of the relevant procedures set out in this manual. Contractors are instructed to work in accordance with this manual and any relevant Health and Safety Executive's Information Sheets.

This policy will be regularly monitored by the Committee of the Society and will be subject to regular review.