

## The Castle Players: Health and Safety Policy and General Risk Assessment

Reviewed October 2018

### Statement of General Policy

It is the policy of The Castle Players Limited ("The Castle Players"), to comply fully with the requirements of the Health and Safety at Work etc. Act 1974 ("the Act") regulations made and codes of practices approved under the Act and to seek, so far as is necessary, the cooperation of all members/volunteers and/or employees and others (including many and varied contractors/venue hosts etc.) associated with The Castle Players to identify, assess and take the appropriate actions to mitigate risks associated with conducting rehearsals and performances, construction and deconstruction of sets, installation of fixtures and fittings (e.g. electrical installations, lighting, seating, fencing, etc.), to enable The Castle Players to meet such requirements.

Persons employed by The Castle Players, members, volunteers and those (regularly) contracted to work on any premises they may occupy are required to carry out their prescribed duties and tasks in accordance with the terms of the Act, safeguarding, so far as is reasonably practicable, their own health and safety (at work) and that of others who may be affected by their (work) activities.

Our statement of general policy is to:

- Provide and maintain adequate control of the Health & Safety risks arising from our activities
- Provide information, instruction and supervision for members
- Ensure all members are competent to do their tasks and to give them adequate training.
- Consult with our members on matters affecting their Health & Safety
- Provide and maintain safe equipment
- Prevent accidents and encourage reporting of accidents and near-misses to the nominated Health and Safety representative and/or Production Director
- Review and revise this policy every year or when significant changes occur in The Castle Players, whichever is soonest

## General Risk Assessment for Rehearsals, Dress Rehearsals, Readings and Performances at venues

The hazards and controls associated with rehearsals, dress rehearsal, readings and performances at venues are set out below. A separate risk assessment is prepared for each summer production to take into consideration the specific risks of the production, the outdoor setting and size.

### Hazards and Controls

#### 1. Fire

The Castle Players will ensure that any premises/site they occupy, their fixtures and fittings, services and facilities are used/adapted/maintained in such a manner that risks to the health, safety and welfare of occupants of, or others using or visiting the premises are minimised. In particular, access and egress, emergency and escape routes will, at all times be suitably and satisfactorily maintained.

Castle Players personnel should be made aware of fire alarm (if any) and evacuation procedures at venues.

#### 2. Slips, trips and falls

The Castle Players, in accordance with the requirements of the Act, expect the full cooperation of all those associated with their activities (performances, rehearsals, set construction, etc..) in matters associated with securing the health, safety and welfare of any and all persons who may be affected by such activities.

Rehearsal area should be kept free from personal effects.

Additional care is required during Dress Rehearsals which for example may include unfamiliar headwear/props or long and flowing garments that increase the risk of slips, trips and falls. An additional area for the storage and changing of costumes will be required.

#### 3. Manual handling

The Castle Players, in accordance with the requirements of the Act, expect the full cooperation of all those associated for any manual handling of equipment, set and props during activities as required.

For safe lifting, plan the lift and check the load characteristics - weight, size, position and destination. Consider whether the load is bulky, difficult to grasp, unstable, sharp, hot/cold or otherwise potentially harmful. Remove any obstructions. Ask for assistance from other

people, use mechanical aids (e.g. trolley or lift) or make several journeys if necessary

Adopt a stable position. Take a secure grip. Keep the back straight and the knees bent. Avoid twisting the back or leaning sideways. Keep the head up but the chin tucked in. Keep the load close to the body. Move smoothly.

When performing at a variety of different venues such as during the Winter Tour, ensure sufficient help is available to move set and equipment comfortably

#### 4. Equipment

The Castle Players will provide and maintain any and all appropriate equipment (owned, hired or otherwise obtained whilst under their control) necessary to ensure safe systems of work and safe working practices and provide appropriate information, instruction, training and supervision (where necessary) to employees, members, volunteers, customers and visitors to complement those (working) arrangements.

Ladders and/or platforms used in setup should be used in accordance with manufacturers' instructions.

Electrical equipment will be checked for wear and damage before use and be PAT tested at least once every three years.

#### 5. First Aid and other Welfare controls

The Production Director will ensure that a first aid kit is available at all rehearsals and performances at other venues.

In addition, The Castle Players will, so far as is possible and reasonably practicable, meet all necessary and appropriate requirements for employees', members', volunteers' and customers' welfare. For longer rehearsals/performances, member should be advised on refreshment requirements.

#### 6. Touring Venues

The Production Director should liaise with the venue coordinator and ensure that all Castle Players taking part in the production in that venue are briefed in the contents of that venues' site specific risk assessment. Any areas of conflict between the Castle Players' risk assessment should be discussed by the Production Director and the venue coordinator, but it is likely that the venue site specific risk assessment will take precedent.

If any Castle Players member has a health and safety concern, this must be raised with one of the nominated Health & Safety representative, the Production Director and/or a member of the Board of Trustees.

Date: 22nd Nov. 18 .....  .....Chair, The Castle Players