

QUINTWOOD PLAYERS

Quaintwood Players - Health & Safety Policy

Statement of Intent

All people working with and on behalf of Quaintwood Players shall at all times be responsible for ensuring they maintain best practice to maintain the safety of themselves, audiences, passers-by and other members of the Society.

This will be achieved by the use of:

- Documented policies
- Monitoring and Review
- Risk Assessments
- Following best known practice for the work undertaken

Quaintwood Players (QP) is an amateur dramatic group based in Grendon Underwood and Quainton in Buckinghamshire. This Safety Policy refers to all group members.

Lead Responsibility for this policy

For each production undertaken by QP an experienced member of the production team will be agreed in advance as the lead person. For the purposes of this policy, it is their responsibility to ensure compliance with the policy(ies) by all members, including members of the lighting and sound crew. Wherever possible this will be in conjunction with the designated Stage Manager, who will have overall responsibility for safety during production preparation, rehearsals and performances.

Controls and Instructions

These are normally by verbal discussion and instruction. Written instruction is given where deemed necessary by the lead person responsible for any production.

Health Issues

It is the responsibility of each individual to make known to the lead person any medical condition that may affect his or her ability to work within the Safety Policy.

Stage Crew and Cast responsibilities

Within the Group it is generally acknowledged that there is a Stage Crew - responsible for Scenery, Lighting, Sound, Props; and a Cast, who are the performers. This safety policy relates equally to Stage Crew and Cast, requiring a high degree of co-operation from both groups at all times. During performances, no member of the cast is allowed on stage unless the Stage Manager has agreed that it is safe for them to be there. All members of the Stage crew must follow the instructions of the Stage Manager during performances.

Risk Management

Risk is managed by the use of best practice and procedures.

Prior to each production, a briefing session is held by the Lead Person to ensure that all people taking part in the production are aware of how the work will be carried out and any unusual risks.

Diagrams, plans, and a list of tasks with designated owners may supplement this briefing.

During the production, if any unsafe practices are observed, the Lead Person will call a halt to activities until the problem is resolved.

Risk Assessments

Prior to each production, a Risk Assessment will be carried out to see if there are any unusual aspects to the production.

If an existing or generic Risk Assessment does not already cover the production, a separate assessment will be undertaken by the Lead Person and the new or unusual risks will be documented, typically covering:

1. The task.
2. Hazards.
3. Persons exposed to the risk.
4. Control Measures.
5. Risk Rating Low/Medium/High.
6. Further Controls and Extra Safety Procedures.
7. Informing the designated First Aider of any extra risk.

Risk Assessments will be filed with the QP Secretary and be available for inspection by any appropriate Authority.

Policy Monitoring and Review

Following every production, an informal review is undertaken by the Cast, Stage Crew, Lighting and Sound Crews to ensure that all policies were met and identify any concerns.

The Stage Manager will raise any concerns with Committee, having first agreed any corrective actions that need immediate implementation.

This Policy will be reviewed annually by the Committee of QP

Fire Safety

All local fire safety instructions will be followed.

In the production of a Risk Assessment pointing to the need for additional fire equipment or special instruction, this will be provided prior to any activity or production being undertaken.

The Stage Manager will be responsible for Fire Safety at the production venue.

A Fire Drill will form part of the rehearsal schedule to ensure all the cast know how to leave the premises quickly and safely.

First Aid

Wherever possible a production team will include a qualified First Aider.

A stocked first aid kit will be available at the production venue.

A mobile phone will be available during rehearsals and productions.

If a Risk Assessment indicates the need for additional first aid equipment or special instruction, this will be provided prior to any activity or production being undertaken.

Accident Reporting

An Accident Book is held by the Stage Manager and will be available for each production.

In the event of an accident, the Stage Manager, or in his/her absence, the lead person should be advised and will update the book accordingly.

COSHH (Control of Substances Hazardous to Health)

If the production of a Risk Assessment indicates the need for additional precautions or special instruction relating to COSHH, this will be provided prior to any activity or production being undertaken.

Work Equipment

All equipment used including lights, cables, sound systems, trussing, rigging tools, mounting brackets and similar will be in good order and condition. Any discrepancies must be notified to the stage manager or lead person for action as necessary.

Manual Handling

All team members must have a working knowledge of good manual handling procedures. Protective clothing such as gloves, boots, hats will be worn by all people if deemed necessary by the Stage Manager/Lead Person. The Stage Manager will provide advice on lifting upon request.

Working at Heights

Where there is activity being undertaken above head height, appropriate safety measures will be deployed.

Generic risk assessments are in place for various types of working at heights.

General Accident Prevention

The policy of the Group is to make every effort to avoid production accidents. It is therefore essential that people under its guidance:

- Must not work on equipment without authority.
- Must not fail to warn others of danger.
- Must not leave equipment in a dangerous condition.
- Must not use defective equipment.
- Must not use the wrong type of, or inappropriate, equipment.
- Must lift loads in the correct manner and with the appropriate number of people.
- Must not abuse alcohol or drugs.

Lighting Specific Instructions

Whenever lights are being hung from brackets or ceiling mountings, the lighting crew will ensure that:

- The light is in good condition.
- The mounting brackets are secure and adequate sized bolts are used.
- A secondary mounting point is used to attach a safety chain.
- All cables are in good condition and adequately secured to appropriate mounting point.
- All adapters will be in good condition and inspected for electrical and mechanical faults prior to use.

Electrical Power Safety

- All power rating will be calculated to ensure that no lighting channel, the overall power supply or plug rating is overloaded.
- These will be documented as part of a rigging plan.
- All cables will be adequately rated to ensure that they can take the power.

Sound Specific Instructions

The sound crew will ensure that:

- Speakers and cables are in good condition.
- The mounting brackets for speakers are secure.
- All microphones and cables are in good condition and adequately secured if appropriate.

Last updated May 2022